

PARENT NOTIFICATIONS

Enrollment Information

Students are most commonly enrolled at their neighborhood school. However, state law permits parents to request enrollment outside the designated attendance area. Out of district transfer forms can be obtained from any school office or the district's website (policy 3130). Students enrolled in a high school program can participate in Running Start, a college credit program that is an outgrowth of the CHOICE legislation of 1990. This program allows students to simultaneously earn credit for high school graduation and toward a college degree. Another college credit program is Advanced Placement which allows high school students to earn college credit by completing classes and tests demonstrating an applicable level of proficiency in the high school setting. The counselor can assist in registering students in Advanced Placement courses. Students/ parents should contact the high school counselor at 732-4090 Ext 243 for application procedures.

Mandatory Attendance

The compulsory attendance law of the state of Washington requires that any child between 8 years of age and 18 years of age must attend school full time when school is in session unless the child is enrolled in an approved private school, an educational center, or is receiving home-based education. If a parent enrolls a child who is six or seven years of age in a public school, the child is required to attend for the full time the school is in session. Policy and Procedure 3122 defines excused absences, unexcused absences and truancies. This policy and procedure also defines the responsibility of the school district, parent/guardians, and teachers in monitoring school attendance. Based on RCW 28A.225.030, a petition must be filed with the Juvenile Court if a student has 5-7, unexcused absences in a month or 10 unexcused absences in a year, or if a student's unexcused absences cannot be reduced over a period of time.

Student Records

Policy and procedure 3231 states that information about individual students (other than Directory Information) will not be released to persons or agencies without the written consent of parents/guardians (see Directory Information). However, this policy also states that Chimacum School District will forward school records, without parent consent, to schools in other districts to which a student transfers. This procedure facilitates the prompt and appropriate placement of students in new school settings. Chimacum School District also forwards, without consent, transcripts or other information requested by high school students to colleges or other post-high school educational institutions.

Special Education records will be maintained by Chimacum School District until they are no longer needed to support educational services to the student. Confidential records are not maintained indefinitely, and may be destroyed when the student is nineteen years of age, or earlier if the student no longer attends school in Chimacum School District.

Parents or adult students who wish to obtain copies of a student's records should submit a written request to the last school attended no later than thirty days after graduation, or no later than thirty days after the completion of the school year. Policy and Procedure 3520 states that Chimacum School District may withhold grades, diplomas, and/or transcripts of any student responsible for theft of, or willful damage to, school property until restitution is made by payment of monetary damages or by volunteer work, if the student is unable to pay restitution.

Public Records Request

Pursuant to RCW 28A.320, members of the public have the right to inspect and copy public records retained by the District, including records pertaining to employee discipline, unless the records are exempt from public disclosure under state law. To make a public records request, please see School Board Policy 4040.

Health Care Information

State law requires that orders from a licensed health care provider for medication and/or treatments and a nursing care plan be in place before a student with a life-threatening health condition attends school (RCW 28.A.210). A health condition is considered life-threatening if that condition will put the student in danger of death during the school day if a medication or treatment order is not in place. Nonprescription medications must be sent to school in the original container. Prescription medications must be in a container appropriately labeled by a physician, dentist, or pharmacist. All medications must be accompanied by the Medication Request Form, which may be obtained from school office personnel or on the Chimacum School District website: www.csd49.org under school board policy #3416F. If a student needs to carry and self administer their own medication, the school office personnel or school health consultant must be contacted for information about appropriate and necessary procedures. Policy and Procedure 3413 requires that all students submit records of immunity to specified childhood diseases in order to register for school. Parents/guardians may claim a medical, philosophical, or personal exemption from any or all immunizations for their children.

Child Find

A child with a disability may be eligible for special education and related services. If you have reasons to suspect your child or another child may have a disability which affects his/her education, please contact the Special Services Department at 732-4090 Ext 254 for additional information. (WAC 392-172-100)

Student Disabilities

Individuals with disabilities who may need a modification to participate in a school related meeting or activity should contact the school or district office location no later than three (3) days before the meeting or as soon as possible so that arrangements for the modification can be made. Complaints regarding discrimination relative to disability, as it pertains to Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, are addressed in Policy and Procedure 2161. Questions pertaining to IDEA or 504 should be directed to the Director of Special Education, LaVonne Grimes, 732-4090 Ext 254.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Sex Offender Notification

The Chimacum School District is committed to the safety and welfare of students, staff and general public. District policy and state law authorizes the release of sex offender notifications by the school district, when that information has been released through a law enforcement agency. This is information that has been filed and subsequently released for public review. For information pertaining to all offender notifications, please access the Jefferson County Sheriff's Department web page.

Teacher Qualifications

Under federal law, parents and guardians are entitled to request information about the professional qualifications of their child's teachers. Such requests should be made to the Superintendent's Office. (No Child Left Behind Act/20 U.S. C6311/34 C.F.R. 200.61)

Asbestos Notice

In compliance with the EPA's regulations covering asbestos containing building materials in schools, this is Chimacum School District's annual notification that ACBMs are present in some of the buildings. A program has been implemented to ensure that the material is maintained in good condition and appropriate precautions are followed when the material is disturbed for any reason. This management program consists of surveillance, inspection, response action, record keeping and training for maintenance and custodial staff, and is available for review at Maintenance Office. If you have further questions, please feel free to contact the Maintenance Department at 732-4090 Ext 228.

Pesticide Notification (Policy 6895)

The Chimacum School District will continue to make every effort to minimize the use of pesticides in schools. When pesticide use does become necessary, every effort will be made to schedule applications so that they do not take place while students or staff are present. For information regarding the use of pesticides in the school district, please contact the Maintenance Department at 732-4090 Ext 228. (RCW 28A.320.1651; RCW 17.21.415[2])

Summary Statements

Chimacum School District strives to promote positive communication among students, parents, and staff. All are encouraged to problem solve situations at the building level. If, however, there is dissatisfaction with this process or any of the above processes, concerns can be shared with the Superintendent's Office, 732-4090 Ext 222.

Chimacum School District No. 49 complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, sex, age, disability, disabled or Vietnam veteran status. Students or staff members who believe that they have been the subject of harassment and/or discriminatory behavior will report the incident immediately to the principal or department supervisor. Complaints regarding harassment/ discriminatory behavior will be investigated immediately. Inquiries or complaints may be directed to following **732-4090**:

Mike Raymond, Title IX Officer, Ext 237
Title VII Officer, Mike Blair, Ext 222

Section 504 Coordinator, LaVonne Grimes, Ext 254
Director of Athletics, Dave Porter, Ext 353