

PARENT NOTIFICATIONS

Asbestos Notice

In compliance with the EPA's regulations covering asbestos containing building materials in schools, this is Chimacum School District's (hereinafter called the "District") 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.

Child Find

A child with a disability (age 3-21) 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) Screening for preschool through kindergarten is done in August and early spring as well as by appointment.

Distribution of Materials

The district desires to be of assistance in making information of educational or recreational nature available to students and parents. As a result, the board authorizes the staff to display and make available such materials from nonprofit at a designated area in each school. Approval is given by the building's principal if the material is perceived as appropriate for families, and the service or event would be of interest to families. **Please note:** The District does not sponsor, endorse or guarantee the organization or activity in the materials distributed. Parents and guardians must review the information and decide if it is appropriate for family. The distribution of materials is provided as a community service.

Drug Free Policy

It is a violation of the District for any student to unlawfully manufacture, distribute, dispense, possess or use on or in the school premises, or at school sponsored or approved activities any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any other controlled substance or alcohol. The Student Rights and Responsibilities handbook is distributed to each student at the beginning of each school year outlining school discipline procedures. Please review the handbook with your child.

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).

Family Educational Rights and Privacy Act (FERPA)

Under the federal Family Educational Rights and Privacy Act (FERPA), parents/guardians and students over 18 years of age have certain rights concerning how the District releases educational records. Educational records are kept as part of the normal operation of our schools. The school district gives parents/guardians and eligible students an opportunity to tell us what student information must be kept confidential and not released.

In general, the district cannot release information about a student to people or organizations outside the district without written consent from parents/guardians. But there are exceptions which allow the district to release student information without written consent:

1. The district can forward educational records on request to schools in which a student plans to enroll.
2. Student information may be disclosed, without consent, to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

School officials include:

- people employed by the district such as administrators, supervisors, instructors, or support staff members, including health or medical staff and law enforcement personnel
- people who serve on the school board

- person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist)
 - parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official
3. Student information can be released to the appropriate individuals, such as health professionals and law enforcement when eminent danger is present or when student safety is at risk.

Student Directory Information Can Be Released

Another exception which allows release of student information without written consent from parents/guardians both inside and outside the district is what the law calls “directory information.” This includes the student’s:

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| •name | •photo | •address |
| •telephone number | •e-mail address | •date of birth |
| •participation in officially recognized activities & sports | •weight and height of members of athletic teams | •dates of attendance |
| •diplomas and awards | | |

Student Information Can Be Used For A Variety Of Purposes

*(Refer to the **Directory Information Withhold Form** for a complete list of directory information)*

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| •school yearbook | •school directory | •school or district newsletter |
| •school or district Website | •news media | •graduation and awards ceremonies |
| •event flyers, programs, posters, etc. | | |

What Parents/Guardians Can Do To Keep Student Information Private

The law gives parents/guardians and students over 18 the right to request that directory information not be released without their written consent. Directory information can be withheld from:

- **School/district internal use:** yearbook, directories, school or district internal newsletters, Websites
- **External use:** news media, graduation ceremonies, external publications, Websites
- **Military:** all branches and recruiters
- **Higher education:** colleges, universities

Directory Information Withhold Form

The Directory Withhold Form allows parents/guardians and students 18 and over to request that directory information should be protected. To request that directory information be withheld, it must be indicated on this form. The form must be turned in to the school before October 1 each year in order to ensure the information is withheld. If the student enrolls mid-year, the form must be returned within five days. Forms are located in school offices and the District’s website.

Important: If you do not indicate a preference for the release of student information, the district assumes that you have no objection to the release of directory information as allowed by law, and no objection to the release of student information for publication as described on the form.

Military and Higher Education

Under federal law, directory information can also be released to military recruiters and to institutions of higher education. This only applies to students in ninth through 12th grade. If you don’t want directory information released to military organizations or institutions of higher education, you must indicate that on the Directory Information Withhold form.

You and your student will still be able to request sending their records to specific colleges or universities, but the district will not include your student's directory information in requests for information made by higher education organizations.

Note: Both military and higher education organizations may gain access to your student's information from other sources, but the District will not provide it.

Additionally, FERPA gives parents/guardians and students over 18 year of the rights to:

- 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;
- Request that a school correct records which they believe to be inaccurate or misleading; and to
- File a complaint concerning alleged failures by the school to comply with the requirements of FERPA. (U.S. Dept. of Education Family Policy Compliance Office, 400 Maryland Avenue SW, Washington DC 20202-4605.)

Gun Free Zone/Dangerous Weapons

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities. "Gun-Free Zone" signs are posted in all school facilities and all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction.

Harassment, Intimidation and Bullying

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation, and bullying. There will be no harassment against any employee, student, volunteer, parent, or guardian on the basis of such person's race, color, gender, creed, religion, sexual orientation, ancestry, national origin, physical, sensory, or mental disabilities, or for any other reason prohibited by law. The school district includes school district facilities, school district premises and non-school property if the student or employee is at any school sponsored, school approved, or school related activity or function, such as field trips or social and athletic events where students are under the control of the school district or where the employee is engaged in school business. Harassment can occur, adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

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 addressed to the Superintendent's Office at (360)385-3922 ext. 222 or:

Title IX/RCW 28A.640 Officer:

Mike Raymond
PO Box 220, Chimacum WA 98325-0278
(360)732-4090 Ext 237

Section 504 Coordinator:

LaVonne Grimes
PO Box 10, Chimacum WA 98325-0010
(360)732-4090 Ext 254

Title VII Officer:

Craig Downs
PO Box 278, Chimacum WA 98325
(360)732-4090 Ext 222

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 District's 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.

Immunizations: 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.

HIV/AIDS Education

Washington State law mandates yearly HIV/AIDS education for grades 5-12. The law also requires the school district to provide parents an opportunity to preview materials to be presented to students at a parent meeting thirty (30) days before classes are taught. Parents who wish to excuse their children from class must attend the parent class and complete an excuse form.

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.

Pesticide Notification (Policy 6895)

The 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])

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.

Sex Offender Notification

The 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.

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.

Threats of Violence or Harm

Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means. Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property (e.g., bomb threats), or to harm students, employees, volunteers, patrons, or visitors.

The district will address threats of violence or harm in a manner consistent with the district's safety policies and comprehensive safe school plans. Persons found to have made threats of violence or harm against district property, students, employee, or others will be subject to relevant district discipline policies and will be referred to appropriate community agencies including law enforcement and mental health services. District staff shall work with in-district and community-based professionals and services in all relevant disciplines to address threats of violence or harm, those threatened and those making the threats. Information about the person making the threat shall be communicated by the principal to teachers and staff, including security personnel on a need-to-know basis.

Students and school employees who are subjects of threats of violence or harm shall be notified of the threats in a timely manner. Parents shall be included in notifications to students who are subjects of threats of violence or harm. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations, and the circumstances.

Off campus threats made to students or staff are subject to referral to police and other agencies, and are subject to school disciplinary action when such a threat disrupts school operations.

State law provides the district, school district directors, and district staff with immunity from liability for providing notice of threats in good faith. Persons who make a knowingly false notification of a threat are subject to appropriate district policies and may be referred for prosecution

Tobacco

Smoking or any other use of tobacco products shall be prohibited on school property. This shall include all district buildings, grounds and district-owned vehicles.

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 the 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. The District also forwards, without consent, transcripts or other information requested by high school students to colleges or other post-high school educational institutions. The 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.

Special Education records will be maintained by the District until they are no longer needed to support educational services to the student. Confidential records are not maintained indefinitely, and may be destroyed six years after separation from special education services. Parents or adult students who wish to obtain copies of a student's records should submit a written request to the Special Services office at PO Box 278, Chimacum WA 98325-0278.

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)

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 ~ Section 504 Coordinator, LaVonne Grimes, Ext 254 ~ Title VII Officer, Craig Downs, Ext 222.**