

2009-2010



BETHEL PUBLIC SCHOOLS

Student Rights and Responsibilities

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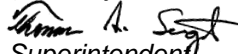
Bethel School District #403 • 516 E 176th St • Spanaway, WA 98387



Dear Students, Parents and Staff Members,

One of Bethel School District's primary goals is to provide a safe, positive learning environment for our students. The underlying purpose of a clear, fair discipline policy is to ensure that all Bethel's young people can be confident that their school is a safe, secure place to learn and grow.

This publication contains the rights, responsibilities, and regulations for students who attend Bethel Schools. Parents, please join your son or daughter in reviewing the contents of this document. If you have questions, please do not hesitate to contact the principal at your student's school.

Sincerely,

Superintendent

RESPONSIBILITIES, RIGHTS AND AUTHORITY (Policy 3200)

A primary responsibility of the Bethel School District and its professional staff shall be the development in students of an understanding and appreciation of our representative form of government, the rights and responsibilities of individuals, and the legal processes whereby necessary changes are made. The school is a community and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community and whose conduct away from the school may adversely affect that community, must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

Students must be mindful that the exercise of rights implies the duty not to abuse those rights. Students do not have the right to diminish, passively or actively, the right of other students to an orderly learning situation.

STUDENT RESPONSIBILITIES

In order to maintain and advance the mission of the Bethel School District, it is the responsibility and duty of each student to:

- Pursue a course of studies and make reasonable efforts to learn.
- Attend school daily and be on time to all classes.
- Be aware of and obey all school rules.
- Express opinions and ideas in a respectful manner without libeling or slandering others.
- Act in a manner that will not detract from the education of anyone.

- Respect the rights of others and exercise self-discipline.
- Follow established procedures in seeking changes in the school rules.
- Identify oneself to school staff when requested on any school property or at any school activity.
- Follow the requests of school employees in the performance of their duties.
- Comply with written school rules that are adopted to carry out WAC 392-400-225 and RCW 28A.600.010.
- Submit to reasonable corrective action or punishment imposed by school staff for violation of school rules.
- Ensure that the lockers assigned to them contain no illegal drugs, weapons, contraband, or other evidence of violations of public law or district policy or school rules. Lockers are subject to search without prior notice.
- Submit to interrogation by school officials for the purpose of maintaining a safe and orderly school environment.

STUDENT RIGHTS

As citizens of the United States students have certain constitutional rights. The school system cannot unduly infringe on those rights. The school may, however, set some reasonable limits on those rights in order to meet the district's obligation to educate.

- No student may be unlawfully denied an equal educational opportunity or be unlawfully discriminated against. (Policy 3210)
- All students possess the constitutional right to freedom of speech and press, as long as it does not substantially disrupt the operation of the school. Students are expressly prohibited from the use of vulgar and/or offensive terms in classrooms,

assemblies, school activities and/or on school premises. (Policy 3220)

- All students have the right to peacefully assemble subject to the authority of the school to regulate the time, place, and manner. (Policy 3223)
- All students have the constitutional right to the free exercise of religion subject to reasonable limits on the time, place, and manner of exercising such right and to have their schools free from sectarian control or influence. (Policy 2340)
- All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures recognizing that no right of privacy exists as to lockers issued for student use. (Policy 3230)
- All students have the right to be free from unlawful interference in their pursuit of an education while at school.
- The Bethel School District affirms the protections under Title IX of the Civil Rights Act to provide equitable participation opportunities in interscholastic activities. (Policies 3210 and 2151)
- Students have the right to be involved in school activities provided they meet the reasonable qualifications of the sponsoring organizations. (Policies 2152, 2153, and 2154)
- All students have the right to have fair and just treatment from school authorities and freedom from maltreatment and physical abuse. (Policy 3244)
- Students have the right to know the requirements of the course of study and to know on what basis the grade will be determined. (Policy 2420)
- All students have the right to consult with teachers, counselors, administrators, and other school personnel.
- Students have the right to elect their peers to student government, and all students have the right to seek and hold office subject to the provisions of ASB constitutions. (Policy 3510)

Each student is guaranteed the equal opportunity to have access to an education and the district may not limit this right except for good and sufficient cause. No student shall be deprived the right to an equal educational opportunity without due process as provided in WAC 392-400.

STUDENT ATTENDANCE AT SCHOOL

(Policy 3122)

All students enrolled in the schools of the Bethel School District are expected to attend on a regular basis. Daily attendance is one of the keys to a student's educational success. Every subject taught in the school system requires a student's active and continuous involvement in order to develop skills and learnings of the particular subject. Most classroom experiences cannot be duplicated on an individual basis; an absent student

loses the experience of lecture, discussion, and participation forever.

EXCUSED ABSENCES

Reasons

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

Absences due to illness or a health condition; a religious observance, when requested by a student's parent(s) (parent, guardian, or person acting as parent, hereinafter referred to as "parent"); school-approved activities; family emergencies; and, as required by law, disciplinary actions or suspensions shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. A student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property, or does not involve the school to any degree (see Policy 3122 for complete regulations).

RELEASE OF STUDENT RECORDS

(Policy 3227)

Other districts where the student enrolls or intends to enroll shall be provided with records upon official request from the district, unless the student has an outstanding fee or fine. In those instances, the enrolling school shall be provided with the student's academic, special placement, immunization history, and discipline records within two school days, but the official transcript shall be withheld until the fee or fine is discharged. The enrolling school shall be notified that the transcript is being withheld due to an outstanding fee or fine. At the time of transfer of the records, the parent or adult student may receive a copy of the records at his/her expense if requested and shall have an opportunity to challenge the contents of the records.

PROHIBITED CONDUCT (Policy 3240)

Activities are subject to school authority and disciplinary action:

- At all times on any school district property;
- On district-owned and operated or chartered vehicles;
- During any school-sponsored activity whether held on Bethel School District property or elsewhere;

- Away from school grounds if the activity would directly affect the good order, efficiency, management and/or welfare of the school's staff or students.

Any student who willfully performs any act that interferes with the orderly operation of a school, a school-sponsored activity, or any other aspect of the educational process within the Bethel School District is subject to discipline, suspension, or expulsion. Violation of criminal laws at school or at school-sponsored activities is prohibited and law enforcement may be notified. The district will take disciplinary action whether or not criminal charges result. In addition to criminal acts, the commission of or participation in certain other activities or acts may lead to disciplinary sanctions. Generally, these are also acts that disrupt and interfere with the educational process:

- Computer or publications abuse—Failure to follow the requirements of the Computer Use Policy (2022) and the Publications Policy (3220).
- Defamation—Making accusations the student knows are untrue or making false and damaging statements or misrepresentations about others.
- Failure to serve/complete detention or alternative—Failure to serve or complete detention or alternative within the designated timeline without a valid excuse or a violation of rules of any disciplinary action.
- Inappropriate dress and appearance—Dress and appearance that present health or safety problems or cause a disruption, indecent dress or appearance, or apparel that references alcoholic beverages or drugs. Each building may define appropriate apparel and standards for attire.
- Nonattendance/tardiness—Failure to attend regularly and punctually in accordance with Policy 3122.
- Repeated/cumulative violations—The repeated violation of school policies, rules, and/or regulations. This increases the seriousness of the violation; therefore, a disciplinary action on repeated offenses will be more severe.

The following acts have been identified as exceptional misconduct offenses and may result in suspension or expulsion on the first offense:

- Arson—Intentionally setting or causing a fire for the purpose of damaging property or hurting someone. The following are factors to be considered in determining the appropriate sanction for offenders.
 - extent of fire damage
 - intent (to start building on fire? cause panic?)
 - cost of damage
- Assault—The threat or use of physical force against another person. The following are factors to be considered in determining the appropriate sanction for offenders:
 - extent of physical injury
 - use of weapon or other instruments for the purpose of inflicting injury

- 3) motive for the attack
 - 4) use of physical force or verbal attack
 - 5) who instigated the assault
- Burglary—Unauthorized entry into or staying in a building with the intent to commit a crime.
 - Closed Campus—The requirement that all students remain on the school grounds from the time of arrival until officially excused and out of areas identified as off-limits to students. (Policy 3242)
 - Criminal act—The commission of any act defined as a crime under county, state or federal law.
 - Disobedience/insubordination—Not obeying the reasonable instructions of district personnel.
 - Disruptive conduct—Any student action that interferes with or is detrimental to the orderly operation of a school, a school-sponsored activity or any other aspect of the educational process within or sponsored by the school district. Any student action that threatens the safety of the school and/or the safety of staff members and/or students, or behavior that a reasonable person would know to be dangerous and/or disruptive to the educational process.
 - Encouraging others to fight—Promoting fighting or in any way encouraging others to fight.
 - Explosive devices—The possession of any exploding item or device that would be capable of producing bodily harm or damage to property.
NOTE: *Possession or use of firecrackers, ammunition and other explosive material, such as dynamite, is strictly prohibited.*
 - Extortion, blackmail, or coercion—Attempting to obtain money, property, or favor by violence or threat of violence performed against persons or forcing another to perform any act against his/her will by force or threat of force.
 - False alarms—Activating a school alarm for other than the intended purpose of the alarm. A report will be filed with the appropriate law enforcement agency.
 - Fighting—To quarrel or take part in a physical struggle when such conduct is mutual and/or consensual.
 - Firearms (see page 4)—Possession of any firearm as defined in RCW 9.41.010 on school property or at a school-sponsored event.
 - Forgery/cheating—To fraudulently use the name, signature, or identification of another; to alter school records, documents, files or any other documents for a student's own purposes or with malicious intent; the intentional deception in the preparation or completion of any school assignment, examination or project, or in the conduct of any school-related activity; or the aiding or encouraging of such behavior by others.
 - Gang activity—To participate in activities, acts, behaviors or display a manner, gesture, grooming, dress or apparel that:
 - Lead school officials to reasonably believe that such behaviors are gang related;

- 2) Present a risk of substantial disruption of the educational environment;
 - 3) Create a substantial risk of physical injury to the student, staff or others;
 - 4) Create an atmosphere in which the wellbeing of others is adversely affected;
 - 5) Create a climate of conflict and/or intimidation;
 - 6) Imply gang membership or affiliation through writing, gestures, emblems or symbols
- p. Harassment/bullying/threats to person(s)—Use of words, whether verbal, written or in any form of electronic communication, or actions that hurt or humiliate others. Harassment creates an environment that makes learning difficult and is not permitted at school. Harassment and discrimination based on race (Policy 3210 and 5013), religion, age, gender (Policy 3206), sexual orientation, marital status, national origin or disability are legally prohibited. Harassment, threats or bullying of ANY individual or group is not permitted (Policy 3207).
- q. Hazing—Conducting unauthorized initiations or acts of initiation.
- r. Malicious mischief (vandalism)—The act of causing physical damage to school property or property belonging to someone else.
- s. Narcotics, alcoholic beverages, drugs and drug paraphernalia—Knowingly possessing, using, transmitting, being under the influence of, or showing evidence of having used any narcotic drug, hallucinogenic drug, controlled substance, amphetamine, barbiturate, marijuana, alcoholic beverage (or intoxicant of any kind), or any substance purported to be such. Use of a drug authorized by a medical prescription from a registered physician, with a physician's order and parent permission in accordance with Policy 3416, shall not be considered a violation of this rule.
- t. Refusal to identify self—Refusing to identify oneself to school authorities in the school building, on school grounds, or at school-sponsored events.
- u. Robbery—Stealing from an individual by force or threat of force.
- v. Theft (larceny)—Taking anything that belongs to someone else without the permission of the owner. NOTE: *Theft of school property valued at \$20 or more must be reported to the appropriate law enforcement agency.*
- w. Threats of destruction to property—Threatening to bomb or damage a school building or facility. Such threats will result in school discipline and a referral to the appropriate law enforcement agency.
- x. Tobacco possession or use—To possess, sell, smoke, or use tobacco on school grounds, in school buildings, or at school-sponsored events. (See Policy 3239)
- y. Trespass—Being present in an unauthorized place or refusing to leave when ordered to do so. Students visiting at other than their assigned schools must obtain permission from the building principal or designee.

- z. Verbal abuse—The use of disrespectful or threatening language to school personnel or other students.
- aa. Vulgar or lewd conduct—Acts of a sexually explicit nature or any lewd, vulgar, indecent or obscene act or expression.
- bb. Weapons—Possession, transmission, or use of weapons or items that purport to be weapons (i.e. knives, box cutters, sharpened objects, etc.) as defined in Policy 3249, or items apparently capable, under the circumstances, of producing bodily harm.

FIREARMS (Policy 3249)

It is unlawful for any student to carry onto any school premises, school provided transportation, or areas with facilities being used exclusively by public school any firearm or weapon.

Students who violate the firearm policy will be expelled from school for a minimum of one calendar year in accordance with RCW 28A.600.420. Parents must be notified of the imposition of the expulsion and their right to hearing and appeal. The principal or designee shall notify appropriate law enforcement personnel of known or suspected violations of the firearms policy. (Policy 3249)

Building Rules and Regulations

In addition to the above rules, each school shall adopt and make available to each student rules which shall govern a student's conduct in a particular school or a particular sport or activity. Violations of these rules shall be sufficient cause for discipline or suspension. See Policy 3240 for the complete regulations.

STUDENT DRESS (Policy 3224)

Student dress and grooming shall not:

- Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb or detract from the school environment or activity or educational objectives.
- Include jewelry, pins, buttons, pictures, or items that display illegal, lewd, immoral, or profane messages, actions or symbols.
- Create a health or other hazard to the student's safety or the safety of others. This could include symbolisms which represent membership or affiliation with gangs or gang activity.
- Create an atmosphere in which a student, staff, or other person's well being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence.

HARASSMENT/BULLYING (Policy 3207)

The district is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

1. physically harms a student or damages the student's property; or
2. has the effect of substantially interfering with a student's education; or
3. is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. has the effect of substantially disrupting the orderly operation of the school.

Sexual Harassment—Sexual harassment as defined below includes conduct and communication of a sexual nature. Sexual harassment is unacceptable and will not be tolerated. It is a violation of district policy for a student to harass any other student, employee, volunteer, or agent of the district. Violations will be subject to discipline. (Policy 3206)

Student to Staff Sexual Harassment—Sexually harassing behaviors include, but are not limited to the following actions: remarks to or about a person with a sexual or demeaning implication, spreading sexual rumors, cornering or blocking a person's movement, using the telephone to harass, following, stalking, or any other conduct that creates a hostile environment for staff. Violations will be subject to discipline. (Policy 3206)

Student to Student Sexual Harassment—Student to student sexual harassment is defined as any **unwanted** sexual behavior, such as sexually explicit gestures with hands or through body movements, sexual teasing or jokes, pressure for dates, sexually demeaning comments, deliberate touching or pinching, cornering or blocking a student's movement, pulling at clothing, attempts to fondle or kiss, pressure for sex or any other conduct designed to embarrass or to intimidate whenever such harassment occurs on school property or at a school-sponsored event. (Sexual assault and/or rape is also a form of sexual harassment and is a criminal act that will be reported to law enforcement immediately for investigation and possible prosecution.) Violations will be subject to discipline. (Policy 3206)

Racial Harassment—Slurs are the most common form of discrimination. A slur is defined as an insulting or disparaging remark or innuendo such as a word, phrase,

or joke directed at or to any individual or group(s) which is based on perceived differences without our diverse population. Students should be taught to appreciate individual differences and staff should model appropriate behaviors. It is appropriate for public schools to teach these values not only as part of the curriculum but also by precluding slurs which demean others. Slurs, in the context of a school setting, constitute a disruptive influence and students or staff who make a slur shall be subject to appropriate disciplinary action. (Policy 5013)

CLASSROOM MANAGEMENT, CORRECTION ACTIONS OR PUNISHMENT (Policy 3241)

For the purposes of the district's disciplinary policies:

- **Discipline** shall mean all forms of corrective action or punishment other than suspension and expulsion and shall include the exclusion of a student from a class or activity by a teacher or administrator for a period of time not exceeding the balance of the immediate class period, provided that the student is in the custody of a school district employee for the balance of such period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or in behalf of a school district. Discipline shall not adversely affect specific academic grade, subject or graduation requirements, so long as all required work is performed.
- **Suspension** is the exclusion from school, or individual classes for a specific period of time, after which the student has a right to return.
 - a A suspension is "short term" if it is for a period of ten consecutive school days or less. Separate short-term suspensions shall not total more than ten school days in a semester for any student in grades K-4. Separate short-term suspensions shall not total more than 15 days in a semester for a student in any other grade. Students' grades shall not be affected substantially as a result of a short-term suspension.
 - b Suspensions which exceed ten consecutive school days are long-term suspensions.
- **Expulsion** is the exclusion from school or individual classes for an indefinite period.
- **Emergency Removal:** A student may be removed from a class, subject, or activity by a certificated teacher or an administrator and sent to the principal or a designated school authority: PROVIDED, that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption of the

class, subject, activity, or educational process of the student's school.

- **QUALIFIED DISABLED STUDENTS:**

(Policy 2161 and 2162)

The Bethel School District complies with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. See Policy 2161 and 2162 and 3241 for complete regulations.

- **DETENTION:**

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students after school hours.

- **IN-SCHOOL SUSPENSION:**

The district has created an in-school suspension program, which temporarily removes the student from the regular environment but permits the student to maintain his/her educational progress.

Students who are assigned to in-school suspension are granted this opportunity as a privilege and are expected to comply with the expectations of staff.

- **ALTERNATIVE TO SUSPENSION:**

At the discretion of the administrator, an alternative to suspension may be offered when appropriate. For each day of suspension, five hours of community service to a non-profit organization may be substituted with prior approval of the administrator. If the alternative is not completed within the designated timeline, the original suspension shall be imposed.

- **SHORT-TERM SUSPENSION:**

In the event the proposed corrective action of a student is to include the denial of the right of school attendance from any single class for three to ten school days or full schedule of classes for one and to ten school days, a conference shall first be conducted with the student as follows:

- a. An oral or written notice of the charges shall be provided to the student;
- b. An oral or written explanation of the evidence in support of the charges shall be provided to the student;
- c. An oral or written explanation of the suspension which may be imposed shall be provided to the student; and
- d. The student shall be provided the opportunity to present his/her explanation.

- **APPEAL PROCESS FOR SHORT-TERM SUSPENSION:**

Any student, parent, or guardian who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the building principal or designee for the purpose of

resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible. During such conference the student, parent, or guardian shall be subject to questioning by the building principal or designee and shall be entitled to question school personnel involved in the matter being grieved.

Subsequent to the building level grievance meeting, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written or oral grievance to the superintendent or designee. If the grievance is not resolved, the student, parent, or guardian, upon two school business days' prior notice shall have the right to present a written or oral grievance to the board of directors during the board's next regular meeting. The board shall notify the student, parent, or guardian of its response within ten school business days after the date of the meeting. The short-term suspension shall continue notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or designee elects to postpone such action.

- **EMERGENCY EXPULSION:**

A student may be excluded from school prior to a hearing without other forms of corrective action if the principal or designee has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion shall continue until modified or rescinded by the designated school administrator or until modified or reversed pursuant to the hearing provisions set forth in WAC 392-400-305 or the appeal provisions set forth in WAC 392-400-315.

The provisions governing notice and hearing of regular long-term suspensions or expulsions shall apply except:

- a. Written notice of the emergency expulsion shall be sent by certified letter deposited in the U. S. mail within twenty-four hours of the expulsion or by hand delivery to the student's parent(s) or guardian(s) within twenty-four hours of the expulsion and documenting delivery by obtaining his or her signature acknowledging receipt or the written certification of the person making the delivery;
- b. The parent and student shall have ten school business days after receipt of the notice during which to request a hearing. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice; and

c. The hearing officer shall render the decision within one school business day after the conclusion of the hearing.

• **LONG-TERM SUSPENSION OR EXPULSIONS:**

A long-term suspension or expulsion may be imposed by the principal only after a fair hearing is made available to the affected student and parent. Written notification of the hearing shall be delivered to the parent and student by certified mail or in person. The notice shall be in the parent's primary language and shall supply:

- a. the alleged misconduct and the school rules alleged to have been violated,
- b. the recommended corrective action or punishment including evaluation and/or intervention if required,
- c. the right to a hearing,
- d. the notice that if a written request for a hearing is not received by the staff member named in the notice within three school business days after the notice is received, the hearing shall be waived and the recommended corrective action or punishment shall take effect, and
- e. the date by which the request for a hearing must be received.

• **APPEAL PROCESS FOR LONG-TERM SUSPENSION OR EXPULSION:**

If a long-term suspension or expulsion is imposed, the parent and student shall have the right to appeal the hearing officer's decision by filing a written notice of appeal at the office of the hearing officer within three school business days after the date of receipt of the decision. The long-term suspension or expulsion shall be in effect while the appeal is pending.

• **READMISSION APPLICATION PROCESS:**

A student who has been suspended or expelled from a school in the Bethel School District or from any school outside the Bethel School District and wishes to be considered for entrance or readmission to any Bethel School District School prior to termination of the imposed sanction must submit a written request. The request must indicate the school from which the student was suspended or expelled and whether the student is a resident of the Bethel School District or is a nonresident student seeking admission under "choice" options.

The request shall include:

- a. Why the student wishes to return and why the student believes he or she should be readmitted.
- b. New evidence, if any, which would support the student's request for another hearing on the issues that led to the suspension or expulsion.
- c. A statement from the parent or guardian, if the student is under 18 years of age, in support of the student's request.

d. Any support references from members of the community, the clergy, the courts, other agencies, or other professionals that may affect a decision.

e. A release of all pertinent information that relates to the disciplinary incident including, but not limited to, school district records, police reports, court records, etc.

The request will be evaluated to determine if there is sufficient reason to believe that the student, upon readmission, will comply with the written school rules, will not by his or her presence disrupt the educational process, and will not endanger anyone in the school. The superintendent or designee(s) may meet with the student and the parents, or may schedule a hearing to consider new evidence. The district may also opt to establish reasonable conditions for a probationary readmission. The decision on the student's request shall be rendered within seven school days of receipt of the request.

See Policy 3241 for complete regulations.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) 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.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access within 45 days of the day the request is received. 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 that they believe to be inaccurate or misleading.

A request to amend a record should be made in writing to the school principal. A parent or eligible student should clearly identify the part of the record he or she wants changed and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and advise him or her of his or her right to a formal hearing. After the hearing, if the district 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.

- Unless a written request to withhold such a release is made by the parent or eligible student, the district may disclose, without consent, "directory" information such as a student's name, address, telephone number, email address, photograph, date of birth, dates of enrollment, grade level, enrollment status, degree or award received, sports, height and weight of athletes, and any other information that would not generally be considered harmful or an invasion of privacy. Most frequently, this information is used for things such as graduation programs, the annual yearbook, honor roll or other recognition lists, and rosters for athletic teams and officially recognized activities.

A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or

grievance committee, or assisting another school official in performing his or her tasks.

Under federal law, the military may request the names, telephone numbers and addresses of high school juniors and seniors. Unless a written request to withhold such a release is made by the parent or eligible student, the district may disclose this information.

A form for requesting that directory information not be released is on the last page of this booklet.

- Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. Written complaints should be directed to Family Compliance Office, U.S. Department of Education, 400 Maryland Ave SW, Washington D.C. 20202-4605.

For more information, please contact the building principal.

For information from the Department of Education, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

CAUTION

The summary statements contained in this publication are for information only and are not to be construed as replacing established school district policies and procedures. Any subsequent changes to district policy supersede this bulletin. Copies of official district policies and procedures are found in the administrative policies and procedures publications available in all school offices upon request.



Request to Prevent Disclosure of Student Directory Information

Dear Parents,

Several federal and state laws and district policies govern the information we request about your student and what we are permitted to do with that information. Your student also has certain rights pertaining to his or her information under these laws and policies. Under the federal Family Rights to Privacy Act (FERPA), institutions such as colleges and universities, the military, yearbook companies, and scholarship committees may request the following information: name, address, telephone number, date and place of birth, participation in recognized activities and sports, weight and height of athletic team members, diplomas issued and awards received, and schools attended and dates of attendance.

**If you do not wish your child's photos or directory information to be released,
the completed form must be returned, no later than September 30, 2009, to:
MEG BUSHNELL, BETHEL SCHOOL DISTRICT, 516 176th ST E, SPANAWAY, WA 98387.**

FOR ALL STUDENTS

Other Institutions: Under federal law, institutions of higher education, scholarship committees, yearbook companies and other organizations may have access to your student's name, address and telephone number upon request. Most frequently, this information is used for things like graduation programs, sports activity sheets, and the annual yearbook.

Please do not release my student's information to other institutions except where required by law.

Visual Information for Public Use: From time to time, Bethel School District staff may take a photo/video of your student for use in the Bethel Pride, district web site, or other district publications. Local newspapers may also photograph students occasionally at school.

Please do not release my student's visual image for school district publications or other communications.

FOR 11th AND 12th GRADE STUDENTS ONLY

U.S. Military: Under federal law, the military may request the names, telephone numbers, and addresses of high school juniors and seniors, unless the parent, guardian, or eligible student checks the box below. The military typically requests this information in October of each academic year. *Note: Checking the box below does not prohibit the military from gathering student information from other non-school district sources or from having military recruiters speak with your student when the recruiter is on campus.*

Please do not release my student's information to the U.S. military.

Student's Name _____ School _____ Grade _____
(Please print)

Parent/Guardian Signature _____ Date _____
(Student may sign form if he/she is 18 years old or older)

**If this form is not completed and returned, your permission to release directory information is implied.
*Note: You must complete and return this form each year.***