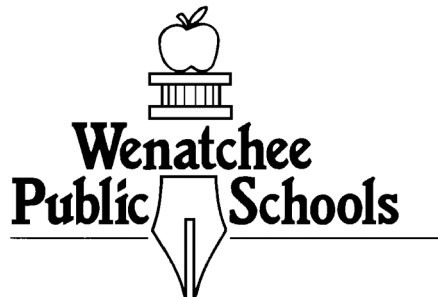


**COMPLIANCE WITH TITLE IX
EDUCATION AMENDMENTS OF 1972
and
GRIEVANCE PROCEDURES for
SECTION 504 of REHABILITATION
ACT of 1973 and RCW 28A.640**

and

**FAMILY EDUCATIONAL RIGHTS
AND PRIVACY ACT OF 1974**



2007 - 2008

COMPLIANCE WITH TITLE IX EDUCATION AMENDMENTS OF 1972

The following information is provided as required by RCW 28A.640. District Policy 3210 adopted May 9, 1994.

“The Wenatchee School District No. 246 does not discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments.”

**Coordinating Officer for Educational
Equity and Affirmative Action** Steve Cole
Wenatchee School District No. 246
P. O. Box 1767 (235 Sunset Avenue)
Wenatchee, Washington 98807-1767
Phone: (509) 663-8161

GRIEVANCE PROCEDURES FOR RESOLUTION OF COMPLAINTS CONCERNING EDUCATIONAL EQUITY:

(Grievance forms are available at Administration Office) WAC 392-190

Level 1 Any student or employee who has a complaint concerning the district’s compliance with Equal Employment Opportunity (E.E.O.) may submit the complaint to the unit administrator. The unit administrator and district affirmative action officer shall meet with the complainant and attempt to resolve the matter.

Level 2 If the grievance is not settled at Step 1, the employee or student may submit the complaint form in writing to the District’s Coordinating Officer. This complaint form must be signed by the complaining party and set forth acts, conditions, or circumstances alleged to be in violation. The Coordinating Officer shall attempt to resolve the matter and shall provide the Superintendent with a written report of the complaint and the results of the investigation. The Superintendent shall respond in writing to the grievant within thirty (30) calendar days after written receipt of the grievance.

Level 3 If satisfactory resolution to the grievance is not reached at Step 2, the grievant may - within ten (10) days after the decision in Step 2 is rendered - request in writing that the grievance be submitted for hearing before the Board of Education of the school district.

Within twenty (20) calendar days after receiving such a request, the Board of Education shall hold a hearing. The Board shall render a written decision by the tenth (10th) calendar day following termination of the hearing.

Level 4 If the complainant remains aggrieved with the decision of the Board, they may appeal the decision to any federal or state agency empowered with authority to resolve such complaint.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

- 1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (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. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

A log shall be maintained as part of each student's record that gives detailed information about each request, including the name of the person making the request, the date, and the reason for the request. Anonymous requests shall not be honored.

Parents may ask for interpretation of education records by persons trained and qualified to interpret specialized material in the record.

The building principal is the person responsible for maintenance of records for the students attending that school and has the authority to seek legal aid when needed in unusual cases.

Records shall be kept in appropriate files in order to assure their security and in most instances will be kept in the administrative office area.

PROCEDURES

PARENTS:

1. Contact building principal and make request.
2. Fill out log form.
 - a. specify record to be released
 - b. reason for release of record
 - c. party to whom record is to be released
 - d. option regarding parents' wish to receive a copy of the record to be released
3. Review records
4. If desired, ask for interpretation
5. Records are not to be taken from the building. However, copies may be made and the parent may be charged for the cost of making the copy(s).

CHALLENGE OF CONTENT:

1. Parent notifies the building principal
2. Steps are taken to determine the facts. The person hearing the challenge shall not be the one who placed the challenged data in the record. Content of the records may be challenged on the grounds that is:
 - a. inaccurate
 - b. misleading
 - c. in violation of privacy of students
 - d. inappropriate
3. If not satisfied, the challenge may be referred to the District Superintendent of Schools who will continue the investigation of the challenge.
4. If the matter is still unresolved, it may be referred to the School District Board of Education who will make the final settlement.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605