

SOUTH BEND PUBLIC SCHOOLS

400 E. First, Post Office Box 437
South Bend, Washington 98586

360-875-6041
FAX 360-875-6062

Superintendent

Jon Tienhaara 875-6041 #5

Principals

Jason Nelson, High School 875-5707
Kresta Byington, Elementary School 875-5615

Business Manager

Robyn Rose, 875-6041 #5

Directors

Stephen Rogers, Chairman
David Eastham
Charles Spoor
Charles Todd Strozyk
Andrew Seaman

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 education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the South Bend School District 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 arrangement for access and notify the parent of eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask South Bend School District 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 South Bend School District decides not to amend the record as requested by the parent or eligible student, the District 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 students 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 District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District 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

South Bend School District complies with all state/federal rules and regulations and does not discriminate on race, creed, religion, color, national origin, sexual orientation including gender expression or identity, veteran or military status or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. This holds true for all district employment and opportunities. Inquires regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RWCW 28A.640 Office Robyn Rose and Section 504/ADA Coordinator Jon Tienhaara, 504 East First Street, South Bend WA, 98586, (360) 875-6041.

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committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the South Bend School District 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).

(4) 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. 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 20202-5901

If any parent of a child between the ages of birth through 21 has any concerns about a possible handicapping condition of their child we of the South Bend School District would like to encourage them to contact Jon Tienhaara, Superintendent (360) 875 6041 Extension #5.