Dear Patrons,

Hopefully everyone has had a fun filled summer and everything is going well. With August comes the time of year for schools to be starting throughout North Dakota and hopefully everyone is ready for the new year to begin. As usual the schools are busy all summer getting renovation, remodeling and basic cleaning needs completed so that the school is ready when our students return. Our custodians have been hard at work and have the school ready and looking great for the return of our students.

When you come into the school look around at the new improvements, some should jump out at you and others will be subtle. The most important improvement has been the renovation of the playground equipment at the high school and Central School. We replaced these because they were inspected and did not meet the safety requirement allowed by the ND Insurance Reserve Fund (NDIRF). For those wondering why the playground was removed just west of the Middle School, the NDIRF would not provide insurance coverage because of location. There also was insufficient space to allow for fall hazards for the equipment that was located there. This has caused some concerns, but we believe that we can accommodate all recess’ with the area SE of the high school. A chain link fence was also installed along the sidewalk on the east side, this was done for safety reasons and to avoid students running out onto the adjacent roadway next to the playground. Multiple other projects have been completed, I will leave those be for now and see if you notice?

You will also find other documents included in this newsletter. The prices for our breakfast and lunch programs will remain the same and parents will again have the discount available to those who choose to pay for a half or a full year in advance, families are also encouraged to apply for free or reduced meals. This application is posted on the school website, if you have any questions on this or need assistance please stop by the high school office or call Debbie Weber at the high school, she will be able to assist you.

Activity passes are available to the public, parents and students at the high school office, these prices did not increase from the 2016-2017 school year!

I am very excited to start this school year, I have always enjoyed the first day of school when the students return! I am especially looking forward to this year, being a new employee to the District I am anxious to meet our students, get to know them and help our staff provide a positive environment for them to grow!
Bottineau Public Schools  
August – September, 2017 Calendar

**August**
- 23-24  Teacher In-service
- 28  **First Day of School!**
- 28-29  Pre School Screening

**September**
- 4  **No School – Labor Day**
- 10  Eric Genius Concert...2:00 PM...Auditorium...Benefit for the Food Pantry
- 13  FCCLA Planning Meeting.... 8:00 - 12:00 – Auditorium
- 16  Missoula Children’s Theatre production – *Gulliver’s Travels*...3:00 & 7:00...Auditorium
- 18  **School Board Meeting...7:00 PM...HS Conference Room**
- 20  Career & College Fair at DCB
- 22  Mid Term ends for the First Nine Weeks
- 22  **School Pictures at all schools**

I have enclosed the **fall sports schedules** in this newsletter!

All sports schedules are found under the athletics section of the school website. Any updates on these schedules will be current on the website. You may also print the physical forms from the website.  
[www.bottineau.k12.nd.us](http://www.bottineau.k12.nd.us)
Bottineau Public School

2017-2018

Academic Year Calendar

Approved 2/15/17

Events

Aug 23-24 Teacher Inservice
Aug 28 First day of school
Sept. 4 No School-Labor Day
Sept. 22 Midterm First 9 Weeks
Oct. 19-20 No School
Oct 20 End of First 9 Weeks
Nov. 2 P/T Conf. (3:30 to 9:30 pm)
Nov. 10 No School-Veteran's Day
Nov. 13 No School-P/T Comp Day
Nov. 23-24 No School-Thanksgiving
Nov. 24 Midterm Second 9 Weeks
Dec. 23-29 Holiday Break
Jan. 2 Holiday Break
Jan. 3 School Resumes
Jan. 11-12 Semester Tests
Jan. 12 End of 1st Semester
Feb. 16 Midterm Third 9 Weeks
Feb. 19 No School-President's Day
Mar. 15-16 No School-Spring Break
Mar. 16 End of Third 9 Weeks
Mar. 22 P/T Conf. (3:30 to 9:30 pm)
Mar. 30 No School-Good Friday
Apr. 2 No School-P/T Comp Day
Apr. 3 No School-Easter Break
Apr. 20 Midterm Fourth 9 Weeks
May 23-25 Semester Tests
May 25 End of 2nd Semester
May 27 Graduation-2:00 pm
Possible Storm Make-up Days
Feb. 19
Apr. 3

*Early outs will be announced at a later date

Calendar Template © 2016 Vertex42.com
Preschool
Set of clothing to leave at school
2 large boxes of tissue
1 large container of Clorox wipes
Full size backpack

Kindergarten
Plastic pencil box
Pencils (at least 5) sharpened
Elmer's white glue (Not No-Run)
2 Elmer's glue sticks
box of 8 Crayola crayons
box of 24 Crayola crayons
Fiskars round tip scissors
2 large pink erasers
2 folders
1" 3 ring binder
large box of tissue
large container Clorox Wipes

First Grade
Plastic pencil box
1 box of 24 Crayola crayons
2 boxes of 8 Crayola crayons
1 box of washable markers
2 pkg. #2 pencils
1 pkg. erasers pink
Fiskar scissors
4 pkgs glue sticks
liquid glue
1- 12 inch ruler
2-pkg. 3 x 5 index cards
3 pocket folders
2 red pencils
2 large boxes of tissues
2 large containers of Clorox Wipes

Second Grade
sturdy school box
ruler w/centimeters & inches
box of 48 or 64 crayons
box of colored pencils
1 package color markers
3 packages of pencils
4 glue sticks
Fiskars pointed scissors
3 large school erasers
deck of plain playing cards (for math)
2 pocket folders
1 wide ruled spiral tablet
hand held sharpener for desk
4 pack of dry erase markers (not black)
1 clipboard
1 bottle Elmer's school glue
1 large box of tissue
1 large container of Clorox wipes

Third Grade
sturdy school box/pouch
12 #2 pencils
2 erasers
colored pencils
4 glue sticks
scissors
3 pocket folders
2 highlighters
markers
2 packages 3" x 5" index cards
ruler w/ centimeters & inches
3 notebooks (lined)
1 bottle Elmer's school glue
1 large box of tissue
1 container of Clorox wipes

Fourth Grade
sturdy school box or pencil box
box of 24 crayons
1 pkg. #2 yellow pencils
mechanical pencils (.7 or .9 lead)
2 pink erasers
1-two pocket folder
scissors
1 box colored pencils sharpened (24)
2 red pens
1 spiral notebook-college ruled
1 bottle of Elmer's school glue
yellow highlighter
1 pkg. wide lined loose leaf paper
personal pencil sharpener for colored pencils
2 large boxes of tissues
1 container of Clorox wipes

Fifth Grade
1 sturdy school box and pencil pouch
#2 pencils or mechanical pencils
with extra lead (0.7 or 0.9)
2 large pink erasers
4 red pens
1 highlighter
2 Extreme glue sticks
pkg. 24 colored pencils
6 2-pocket folders
ruler w/ centimeters and inches
scissors
2 1" 3-ring binders
1 set of headphones/earbuds
1 large box of tissue
1 roll paper towels (boys bring)
1 box snack-size ziplock bags (girls bring)
Band students- 1 notebook

Sixth Grade
#2 pencils
colored pencils
2-5 subject spiral notebook
w/pockets
box of washable markers
metal pointed tip scissors
ink pens
glue sticks
1" 3 ring binder
loose-leaf paper (college ruled)
Post-It-Notes
ruler
2 large boxes of tissues
1 container of Clorox wipes
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>Cold Cereal/Oatmeal Toast Fruit</td>
<td>29</td>
<td>Omelet Toast Fruit</td>
<td>30</td>
<td>Yogurt Bagel Toast Fruit</td>
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<tr>
<td>3</td>
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<td>4</td>
<td>Cold Cereal/Oatmeal Toast Fruit</td>
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<td>Pancake Fruit</td>
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<tr>
<td>6</td>
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<td>Egg Patty Sausage Toast Fruit</td>
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<td>Waffles Fruit</td>
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<tr>
<td>13</td>
<td>Caramel Rolls Fruit</td>
<td>18</td>
<td>Breakfast Pizza Fruit</td>
<td>19</td>
<td>Hash brown Sausage Toast Fruit</td>
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<tr>
<td>24</td>
<td>Cold Cereal/Oatmeal Toast Fruit</td>
<td>25</td>
<td>Pancake on at Stick Fruit</td>
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<td>Breakfast Sandwich Fruit</td>
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<tr>
<td>28</td>
<td>Mini Donuts Fruit</td>
<td>30</td>
<td>Cold Cereal/Oatmeal Toast Fruit</td>
<td>31</td>
<td>Cold Cereal/Oatmeal Toast Fruit</td>
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</tr>
</tbody>
</table>
## August - September – Lunch Menu

**Bottineau Public Schools**

**Welcome Back to School!**

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>Taco in a Bag Tomatoes Lettuce Fresh Fruit</td>
<td>Biscuits &amp; Gravy Eggs Salad Bar Fruit</td>
<td>Marinated Chicken Breast, Buns Baby Potatoes Green Beans, Fruit</td>
<td>Hamburger Stroganoff Broccoli Salad Bar Fruit</td>
<td>Hot Dog Baked Beans Sauerkraut Cole Slaw, Fruit</td>
<td>1</td>
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<tr>
<td>4</td>
<td>NO SCHOOL</td>
<td>Hamburgers on a Bun French Fries Salad Bar Fruit</td>
<td>Chicken Alfredo Noodles Broccoli Fresh Fruit</td>
<td>Scalloped Potatoes/Ham Glazed Carrots Fruit</td>
<td>Pizza Salad Bar Fresh Fruit</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>Chicken Strips Potato Salad Salad Bar Fruit</td>
<td>Ham &amp; Cheese on Bun Chips Salad Bar Fruit</td>
<td>Spaghetti w/Meat Sauce Salad Bar Garlic Bread Fruit</td>
<td>Chicken Pot Pie Peas &amp; Carrots Biscuit Fresh Fruit</td>
<td>Quesadillas Salad Bar Fruit</td>
<td>15</td>
</tr>
<tr>
<td>18</td>
<td>Chicken Fillet on Bun Cheese Pasta Salad Baked Apples</td>
<td>Bosco Sticks Soup Salad Bar Fruit</td>
<td>Turkey Gravy Mashed Potatoes Hubbard Squash Fruit</td>
<td>Hamburger Hotdish Roasted Cauliflower Fruit</td>
<td>Sub Sandwich Chips Salad Bar Fruit</td>
<td>23</td>
</tr>
<tr>
<td>24</td>
<td>Barbeque Riblet Hash Browns Salad Bar Fruit</td>
<td>Southwest Chicken Breast Black Beans Mexican Corn Fruit</td>
<td>Loaded Tater Tots Salad Bar Fruit</td>
<td>Corn Dog Baked Beans Salad Bar Fruit</td>
<td>Popcorn Chicken Tater Tots Salad Bar Fruit</td>
<td>29</td>
</tr>
</tbody>
</table>

**August 2017**
## Welcome Back to School

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
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<tr>
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<td>31</td>
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<tr>
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<td>French Toast Sticks</td>
<td>Bagel</td>
<td>Cold Cereal</td>
<td>Yogurt</td>
<td>Fruit</td>
<td>Cold Cereal</td>
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<td>Fruit</td>
<td>Fruit</td>
<td>Fruit</td>
<td>Breakfast Bar</td>
<td>Yogurt</td>
<td>Fruit Juice</td>
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<td></td>
<td>Fruit</td>
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<td>Waffle Sticks</td>
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<td>5</td>
<td>6</td>
<td>8</td>
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<tr>
<td></td>
<td>Fruit</td>
<td>Fruit</td>
<td>Mini Muffins</td>
<td>Yogurt</td>
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<td>Fruit</td>
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<td>Breakfast Sandwich</td>
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<td>French Toast Stick</td>
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<td>Fruit</td>
<td>Mini Donuts</td>
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<td>Mini Pancake</td>
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<td>Waffle Stick</td>
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<td>Caramel Roll</td>
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<td>Cold Cereal</td>
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### Bottineau High School
#### Season Ticket Prices
2017 - 2018

<table>
<thead>
<tr>
<th>Individual Sport Pass</th>
<th>Adult Ticket</th>
<th>Student Ticket (Grades K-12)</th>
<th>Family Ticket</th>
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<tbody>
<tr>
<td>Football</td>
<td>$ 14.00</td>
<td>$ 8.00</td>
<td>$ 33.00</td>
</tr>
<tr>
<td>Girls' Basketball</td>
<td>24.00</td>
<td>12.00</td>
<td>56.00</td>
</tr>
<tr>
<td>Hockey</td>
<td>24.00</td>
<td>12.00</td>
<td>60.00</td>
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<tr>
<td>Volleyball</td>
<td>24.00</td>
<td>12.00</td>
<td>56.00</td>
</tr>
<tr>
<td>Boys' Basketball</td>
<td>24.00</td>
<td>12.00</td>
<td>56.00</td>
</tr>
<tr>
<td><strong>Total Sports Cost</strong></td>
<td><strong>$ 110.00</strong></td>
<td><strong>$ 56.00</strong></td>
<td><strong>$261.00</strong></td>
</tr>
<tr>
<td>Music</td>
<td>$ 9.00</td>
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<td></td>
</tr>
<tr>
<td>Drama</td>
<td>$ 3.00</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total Music/Drama Cost</strong></td>
<td><strong>$ 12.00</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td><strong>$ 122.00</strong></td>
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<td></td>
</tr>
</tbody>
</table>

**Special Price for All-Activity Ticket**:
- Adults: $ 85.00
- Students: $ 27.00
- Family: $ 180.00

**Student Activity Ticket**: (Grades 1-12): $27.00
(Admits student to athletic, drama and music activities)

**Individual Tickets for School Events**:
- Adults: $6.00
- Students: $4.00

* The Golden Age Pass (50% off the regular price) will be available for those 62 and older.

* Adults and students will receive an activity ticket which will admit them to athletic, drama and music events.
Attention....7th Grade Immunization Requirements!!

"It is now a requirement that all students entering the 7th grade be immunized with Menactra. This vaccine is to protect them against bacterial meningitis. Tdap (Tetanus, diphtheria and pertussis - whooping cough) and HPB is also required if they have not received a prior dose. Please call First District Health Unit - Bottineau County at 228-3101 to set up an appointment."

If any of you have any questions please feel free to contact Susan Brandvold at 228-3101.

==========================================

Athletic Participation Notice
==========================================

An athletic fee will be charged to all athletes participating in any sports at the Bottineau High School.

The fee per sport will be:  
$25.00 for students in grades 5-8  
$30.00 for students in grades 9-12

The maximum total fee per family annually will be $200.00.

Families qualifying for reduced meals will be charged 50% of the regular fee. Those eligible for free meals will not be assessed a fee. Participation fees for all sports must be paid before uniforms will be issued for grades 5 - 12.

Attention Parents -- Class of 2018

You will need to know a few things for your son or daughter's senior pictures! Please have your child's senior pictures taken at the earliest possible date.

(Only a vertical head and shoulder picture will be accepted!)  
NO HEAD GEAR WILL BE ALLOWED ON PHOTOS

One color picture is for the composite picture which will hang in the hallway by the gym.

The deadline for turning in these pictures to the office is January 11, 2018! If the picture is not turned in by the deadline, the student will be listed as "no picture available".
August 1, 2017

To All Parents and Staff of Bottineau Public School:

RE: Annual Notification of Asbestos Containing Materials

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in February of 2017 we performed inspections of our school buildings for asbestos-containing materials. The inspection findings and asbestos management plans have been on file in the school administration office since that time.

The EPA requires us to perform re-inspections of the asbestos materials every three years. An accredited Inspector/Management Planner from Weathermen Inc. Minot, North Dakota performed the re-inspection of our district in February of 2017 and issued a report regarding the results. There were no significant changes in condition of the remaining asbestos.

Weathermen Inc., has been contracted to provide environmental services, which includes maintaining compliance with Federal regulations regarding asbestos containing materials.

All asbestos containing materials in our school are in good condition and we will continue to manage them in place, as recommended by the accredited Management Planner.

The results of the re-inspection as well as the last Six Month Surveillance are on file in the Management Plan in the school's administration office. Everyone is welcome to view these any time during normal school hours (Monday - Friday ~ 8:30 a.m. - 4:00 p.m.). Our asbestos Program Manager, Thomas Acheson, Jr., is available to answer any questions you may have about asbestos in our buildings at (701) 228-2266, or you may contact Timothy Blessum, Weathermen Inc. at (701) 852-1744.

We are intent on not only complying with, but exceeding federal, state and local regulations in this area. We plan on taking whatever steps are necessary to insure your children and our employees have a safe and healthy environment in which to learn and work.

Sincerely,

Pat Brenden, Superintendent

An Equal Opportunity Employer
It is the policy of the Bottineau Public School District that educational activities, employment programs and services are offered without regard to race, national origin, sex, religion, disability, or age.

**Title VI Policy**

It is the policy of the Bottineau Public School District #1 not to discriminate on the basis of race or national origin in its educational programs, activities, employment policies or admission policies and practices as required by Title VI of the Civil Rights Act of 1964. Inquiries regarding compliance with Title VI may be directed to Pat Brenden, Bottineau Public School, 301 Brander Street, Bottineau, ND 58318, (701) 228-2266 as the Title VI Coordinator, or to the Director of the Office for Civil Rights, U.S. Department of Education, 10220 North Executive Hills Boulevard - 8th Floor, 07-6010, Kansas City, MO 64153-1367, (816) 880-4200, TDD (816) 891-0582.

**Title IX Policy**

It is the policy of the Bottineau Public School District #1 not to discriminate on the basis of sex in its educational programs, activities, employment policies or admission policies and practices as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Nara Glasner, Bottineau Public School, 301 Brander Street, Bottineau, ND 58318, (701) 228-2266 as the Title IX Coordinator, or to the Director of the Office for Civil Rights, U.S. Department of Education, 10220 North Executive Hills Boulevard - 8th Floor, 07-6010, Kansas City, MO 64153-1367, (816) 880-4200, TDD (816) 891-0582.

**Section 504 Policy**

It is the policy of the Bottineau Public School District #1 not to discriminate on the basis of disability in its educational programs, activities, employment policies or admission policies and practices as required by Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with Section 504 may be directed to Nara Glasner and/or Vickie Metcalfe, Bottineau Public School, 301 Brander Street, Bottineau, ND 58318, (701) 228-3718 as the Section 504 Coordinator, or to the Director of the Office for Civil Rights, U.S. Department of Education, 10220 North Executive Hills Boulevard - 8th Floor, 07-6010, Kansas City, MO 64153-1367, (816) 880-4200, TDD (816) 891-0582.

**ADA Policy**

It is the policy of the Bottineau Public School District #1 not to discriminate on the basis of disability in its educational programs, activities, employment policies or admission policies and practices as required by the Americans with Disabilities Act of 1990. Inquiries regarding compliance with ADA may be directed to Pat Brenden, Bottineau Public School, 301 Brander Street, Bottineau, ND 58318, (701) 228-2266 as the ADA Coordinator, or to the Director of the Office for Civil Rights, U.S. Department of Education, 10220 North Executive Hills Boulevard - 8th Floor, 07-6010, Kansas City, MO 64153-1367, (816) 880-4200, TDD (816) 891-0582.
 Benefit Event for the **Bottineau Food Pantry**

Sun, Sept 10 at 2 pm
James Holwell Auditorium
301 Brander St.
Bottineau, ND

Family friendly event!
Great for the entire family, including young children

**Ticket Information**
Until Sept 8 - $25 early bird rate
after that - $30 at the door

**For more info, contact:**
Tim Schroeter, (701) 228-4098
for group pricing, including family rates, or financial hardship

**Tickets can be purchased from:**
Bottineau Food Pantry – 228-4098
(Tim Schroeter)
St. Andrew’s Health Center – 228-9300
(Janel Agnes)
First Lutheran Church – 228-2228
Metigoshe Lutheran – 263-4706

www.ericgenuis.com  www.concertsforhope.net
Bottineau Public School
Monthly Pay Guide For Meals

<table>
<thead>
<tr>
<th>Month</th>
<th># of Days</th>
<th>Reduced</th>
<th>Grades K-6</th>
<th>Grades 7 to 12</th>
<th>Adult</th>
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<tr>
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<td>4</td>
<td>$0.00</td>
<td>$5.00</td>
<td>$5.60</td>
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<td>September</td>
<td>20</td>
<td>$0.00</td>
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<td>$28.00</td>
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<tr>
<td>October</td>
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<td>November</td>
<td>18</td>
<td>$0.00</td>
<td>$22.50</td>
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1 month free if paid by Sept 10th
Half a Year: $962.50, $107.80, $130.90
1/2 month free if payments made by Sept. 10 and Jan. 21

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<th>Month</th>
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<th>Grades 7 to 12</th>
<th>Adult</th>
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half year with discount: $35.00, $200.20, $223.30

1 month free if paid by 9/10

Category:
Daily: Reduced $0.40, Grades K-6 $2.60, Grades 7-12 $2.90, Adults $4.00
Weekly: Reduced $2.00, Grades K-6 $13.00, Grades 7-12 $14.50, Adults $20.00

Lunch Totals for the 2017/18 School Year:
Reduced $70.00
Grades K-6 $455.00
Grades 7-12 $597.50

Pay In Advance
Families not qualifying for free meals will be expected to pay in advance for their children's meals. If you feel you qualify for free or reduced meals, please file the application immediately so a determination can be made as soon as possible.

Children in kindergarten through 3rd grade have a milk break during the day. The cost for a milk card is $6.00 (20 punches) and milk cards must be purchased at Central School for K-2nd grades. Third grade will purchase milk cards from their homeroom teacher. Families who qualify for free or reduced meals are responsible for their child(ren)'s milk tickets.
FREE AND REDUCED PRICE MEAL APPLICATION INFORMATION RELEASE
NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
CHILD NUTRITION AND FOOD DISTRIBUTION
(Rev. 6/11) G/Tools/SNP/Free and Reduced Price Meal Application Information Release

It is not necessary to fill out the Information Release form in order to participate in the school nutrition programs. By signing the form, you are giving school nutrition program personnel the permission to release the information provided in your application for Free or Reduced Price Meals. The information will only be released in school related programs to determine eligibility for waiving fees or to determine if other benefits are available to your child(ren).

You have my permission to release the information contained in the School Year ____ Free and Reduced Price Meal Application for my child(ren) listed below:

Name of Child (first and last)

Name of Child (first and last)

Name of Child (first and last)

Name of Child (first and last)

Name of Child (first and last)

Name of Child (first and last)

Name of Child (first and last)

Name of Child (first and last)

The information provided on the Free and Reduced Price Meal Application can be used for the programs marked below:

☐ Bus fees ☐ Extra-curricular activities ☐ School supplies

☐ Tutoring, career/college exploration (as offered by Federal TRIO programs)

☐ Other (describe)

I certify that I am the parent/legal guardian of the child(ren) listed above.

Signature of Parent/Legal Guardian

Date

2018
Open House

We would like to take this opportunity to welcome you to Open House on Thursday, August 24th from 3:00-4:00 p.m. for all parents and students in grades K-6. Open House will occur prior to school starting to allow students to visit their classrooms, meet their teachers and help alleviate before-school anxieties.

The purpose of Open House is threefold:

(1) to help you develop an understanding of, and an appreciation for, our education program;
(2) to provide you the opportunity to meet the staff; and
(3) to provide you the opportunity to look over the facilities that are available at the school.

Teachers will be in their classrooms to visit with you and to answer any general questions you may have concerning the curriculum. (Parents with specific questions requiring private discussion should make an appointment with the teacher for a later meeting.)

Textbooks and instructional materials used in the various classes will be on display in the classroom.

Hours for Open House on Thursday, August 24th will be from 3:00 to 4:00 PM for K-6th Grade
Dear Parent or Student:

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 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 principal 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 district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

   If the 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 student's education records, except to the extent that FERPA authorizes disclosure without consent.
Parents' Right of Access to Student Records
(Continued)

This district recognizes the following exceptions:

a. 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 unit 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 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.

b. To officials of another school district in which a student seeks or intends to enroll.

c. To comply with a judicial order or lawfully issued subpoena.

d. To appropriate parties in connection with an emergency if knowledge of the information to be released is necessary to protect the health or safety of the student or other individuals.

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 20202-4605

This district discloses directory information from student records. Directory information includes: name, address, phone number, date of birth, place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, previous schools attended, and name of parents. The district will also publish an honor roll. For purposes of this policy, listing on the honor roll will be considered an award. The parent or legal guardian of a student has the right to refuse to permit the designation of any or all of the above categories as directory information with respect to that student. Parents or eligible students have the right to refuse permission of such disclosure. To do so, the parent or eligible student should submit a written statement to the principal of their school refusing the release of directory information from their records prior to August 29, 2017.