

# ANNUAL NOTIFICATIONS

## **ASBESTOS NOTIFICATION:**

Dear Parents, Teachers, Building Occupants, and Employees Organizations:

In compliance with the AHERA regulations, we had our school facilities inspected by an EPA accredited building inspector. During the inspection, samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of asbestos containing building materials (ACBM) in portions of the school facilities. It is important to note that these materials are in a form and condition that does not pose an imminent health threat to students, faculty or employees.

With confirmation of the presence of ACBM, an Asbestos Management Plan was developed for our schools by an EPA accredited management planner. The Management Plan includes the inspection and physical assessment reports, the training program for our custodial and maintenance personnel, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACBM. Every three years, a reinspection by an accredited inspector must be conducted on all friable and non-friable known or assumed asbestos-containing materials to determine whether the condition of the ACBM has changed and to make recommendations on managing or removing the ACBM.

The following buildings have no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required in these buildings: Captain Strong Elementary, CASEE, Maple Grove Middle, Daybreak Primary, Daybreak Middle, Tukes Valley Primary, Tukes Valley Middle, and Chief Umtuch Middle.

During the school year, we conduct a periodic inspection every 6 months to check the condition of the remaining asbestos and to determine if any action is needed. An EPA accredited management planner conducted the three year inspection in October 2007.

For further details on the locations of the remaining ACBM or on the asbestos activities, you are welcome to review a copy of the Asbestos Management Plan in our administrative office during regular office hours. David Klemetsrud, Maintenance Supervisor, is our designated asbestos program coordinator, and all inquiries regarding the plan should be directed to him at (360) 885-6589.

## **DIRECTORY INFORMATION:**

Educational institutions may release "directory information" without the consent of parents, in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

Directory Information is defined as: the parent's name(s), address(as), the student's name, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, major field of study, and the most recent school attended. This information shall not be released for commercial reasons.

In response to the No Child Left Behind Act by President George W. Bush, Battle Ground School District will provide military recruiters a list of all juniors and seniors. This list will include your student's name, address, telephone number and school they are currently attending. The No Child Left Behind Act states that high schools must provide student information to the Defense Department upon request unless parents/guardians object in writing. This requirement applies to

all public and private schools that receive federal funding. Schools that fail to comply with this Act risk losing their funding. Parents are notified annually of this requirement.

Any parent (or student at least 18 years of age) who does not want the school district to include information must so notify the principal of the school within 10 days of the receipt of this notice. This written notification by the parent must be submitted initially and annually to the principal's office.

*Reference- School Board Policy 3231—Student Records; 20 U.S.C. et seg 1232g Family Education Rights and Privacy Act*

### **PESTICIDE POLICY AND PROCEDURE COMMUNICATION:**

Battle Ground School District (BGSD) is providing this communication stating the School Board Policy and the procedures of the district related to pesticide control to comply with the RCW 17.21. This communication will be distributed to students and staff at the start of each school year and upon enrollment of new students or hire of new employees that occur after the starting date of school in the fall. Schools will instruct students to deliver this communication to their parents or legal guardians.

The Superintendent is directed to develop procedures to assure that the District complies with the requirements of law regarding pesticide notification, posting, and record keeping. This includes procedures for annual notification of staff and parents of pesticide applications; posting of sites of pesticide applications, and records keeping, including an annual summary report of pesticide usage.

References- School Board Policy 6895 Pesticide Notification, Posting, and Record Keeping; RCW 17.21 Pesticide Application Act

### **Pesticide Procedures Notification, Posting, and Record Keeping:**

Battle Ground School District will provide written notification to all parents and legal guardians of students, and school district employees at least forty-eight hours before any scheduled pesticide application is to occur. The notification will also be posted in a prominent place in the main office of the school. A pesticide application must be made within forty-eight hours following the intended date and time stated in the notification of the notification process shall be repeated. The notification shall include the heading, "Notice: Pesticide Application" and shall include the following information: The product name of the pesticide to be applied, the intended date and time of application, the location to which the pesticide is to be applied, the pest to be controlled, and the name and phone number of a contact person in the school district who can answer questions about the application.

Notification signs for applications made to school facilities, other than school grounds, will be posted at the location of the application. The signs will be eight and one-half inches by eleven inches and shall include the heading "Notice: Pesticide Application" and shall state the product name of the pesticide applied, the date and time of application, the location to which the pesticide was applied, the pest to be controlled, and the name and phone number of a contact person in the school district who can answer questions about the application.

Notification signs for applications made to school grounds will be placed at the location of the application and at each primary point of entry to the school grounds. The posting signs will be four inches by five inches and will state, "**THE LANDSCAPE HAS BEEN RECENTLY SPRAYED OR TREATED WITH PESTICIDES BY YOUR SCHOOL. FOR MORE INFORMATION PLEASE CALL ...**". The sign will give the name and telephone number of a contact person in the school district who can answer questions about the application.

The school district will post location notification signs for chemical applications just before the application is made. Notification signs will remain in place for at least twenty-four hours from the time the application is completed. In the event the pesticide label requires a restricted entry interval greater than twenty-four hours, the notification sign shall remain in place consistent with the restricted entry interval time as required by the label.

A school facility application does not include the application of antimicrobial pesticides (i.e. disinfectant cleaners) and or the placement of insect or rodent baits that are not accessible to children. Since these situations are not considered to be school facility applications, they do not require posting or pre-notification. The pre-notification requirements of this section do not apply if a school facility application is made when the school is not occupied by students for at least two consecutive days after the application. The pre-notification requirements do not apply to any emergency school facility application for control of any pest that poses an immediate human health or safety threat, (i.e. application to control stinging insects). When an emergency school facility application is made, notification consistent with the school’s notification systems shall occur as soon as possible after the application.

Battle Ground District will make the records of all pesticide applications to school facilities and grounds, including an annual summary of the records, readily accessible to interested persons. The annual summary will be available on August 15 for the applications of the preceding year. Please contact the Battle Ground School District Maintenance Office at (360)885-6589 for information about pesticide application records and the annual pesticide application summary.

**BGSD Pesticide Use Inventory**

<b>Pesticide Name</b>	<b>Type</b>	<b>Target Use</b>
Round Up Pro cracks, lawn	Herbicide	Non-selective weed control in garden beds, hard surface edges, in fields and play areas.
Crossbow and	Herbicide	Brush and broadleaf weed control on borders of wooded areas meadows.
Confront	Herbicide	Turf broadleaf weed control in athletic fields and lawn areas.
Round Up	Herbicide	Weeds in greenhouses and in horticulture area.
Surfan AS lines.	Herbicide	Pre-emergent weed control in garden beds and along fence
Caseron 4G	Herbicide	Pre-emergent weed control in garden beds.
Malathion	Insecticide	Insects in greenhouses
Orthene	Insecticide	Insects in greenhouses
Knox Out	Insecticide	Insects in greenhouses
Pyrethrum	Insecticide	Insects in greenhouses
Resmethrin	Insecticide	Insects in greenhouses
Attain TR	Insecticide	Insects in greenhouses

## **STUDENT RECORDS:**

### **Notification of Rights Under the Family Educational Rights And Privacy Act (FERPA):**

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. These rights 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 any portion of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Battle Ground 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.

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 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 her or his 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 District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (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

\*State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a “public records” request within 5 business days.  
**Reference - RCW 42.56.520—Prompt responses required**

### **TITLE I / LEARNING ASSISTANCE PROGRAM DISTRICT PARENT INVOLVEMENT POLICY AVAILABLE FOR REVIEW**

Interested parents are invited to review the Title I / Learning Assistance Program District’s Parent Involvement Policy. The Policy may be found on the District Website (<http://www.bgsd.k12.wa.us>). Parents and community members may also request a copy at any school office. Comments and suggestions are always welcome; sent to Dr. Jill C. Smith, Director of Instructional Programs, P.O. Box 200, Battle Ground, WA 98604 ([smith.jill@bgsd.k12.wa.us](mailto:smith.jill@bgsd.k12.wa.us)) or call 885.5414.

#### **Parents Right to Know**

By Washington State Law all teachers and paraprofessionals at a Title I building currently meet the highly qualified requirements of No Child Left Behind. Parents have the right to request information on the professional qualifications of their children's classroom teachers. They may request information on:

- Whether the teacher is teaching the subject and grade levels in which s/he is qualified and licensed;
- Whether the teacher is not highly qualified but is teaching in an emergency where qualifications have been set aside temporarily;
- What degrees and certification the teacher holds and in what subject areas; and
- Whether the child receives services by paraprofessionals and, if so, their qualifications.

**Parent Involvement:** Parents are involved at each school to provide on-going direction for the Title I and Learning Assistance Program (LAP). Parent involvement activities target parent training in the areas where parents have identified a need. Three strategically located Parent Education Resource Centers (PERC’s) are open after school to provide resource materials, computer labs, educational games, and learning aids focusing on grades K-6. Also included are non-English materials to address the needs of families that lack English proficiency.