

Salem School

2023-2024

Student and Parent Handbook



Our Student and Parent Handbook may be read on our website: <http://www.salemschools.org>.

All Board of Education Policies regarding students are connected to the above website.

Board of Education printed copies are available in our Main Office.

**Salem School
200 Hartford Road
Salem, CT 06420**

**School Office Telephone
860-859-0267**

Daniel P. Driscoll, Principal

ddriscoll@salem.cen.ct.gov

Megin Sechen, Assistant Principal

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School Hours: 8:30 A.M. to 3:20 P.M.

Pre-Kindergarten Hours: 8:40 A.M. to 1:40 P.M.

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EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Salem Board of Education that students shall be provided an equal opportunity to participate in and benefit from the activities, programs, and courses of study offered by the Salem school district without discrimination on race, color, religion, creed, national origin, ancestry, sex, sexual orientation, marital status, age, physical or mental disability (including, but not limited to, intellectual disability), gender identity or expression, genetic predisposition or carrier status, veteran status, or any other basis prohibited by local, state and federal laws, and provides equal access to the Boy Scouts and other designated youth groups. The Board does not discriminate on the basis of any such legally protected status in any of its educational activities or employment policies.

Any student or other individual who feels he or she has been denied an equal opportunity in violation of this policy should immediately bring his or her complaint to the attention of the Building Principal, a School Counselor, or the Title IX Coordinator. The Title IX Coordinator (District/Building) is Brian Hendrickson, Superintendent, Salem School District at 860-892-1223. The address is Salem School, 200 Hartford Road, Salem, CT, 06420.

The Salem Board of Education ("The Board") is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law. The Board considers applicants for all positions without regard to race, color, religion, creed, national origin, ancestry, sex, sexual orientation, marital status, age, physical or mental disability (including, but not limited to, intellectual disability, present or past history of mental disability, intellectual disability, learning disability or physical disability, including, but not limited to, blindness) , gender identity or expression, genetic predisposition or carrier status, veteran status, or any other basis prohibited by local, state and federal laws, and provides equal access to the Boy Scouts and other designated youth groups. The Board does not discriminate on the basis of any such legally protected status in any of its educational activities or employment policies. The following person has been designated to handle inquiries regarding the Board's non-discrimination policies: Brian Hendrickson, Superintendent, Salem School District, 200 Hartford Road, Salem, CT 06420, telephone: 860-892-1223.

MISSION STATEMENT

***“Salem inspires learning, creativity, critical thinking,
personal integrity, and citizenship”***



Salem School Vision Statement

Believe • Achieve • Succeed

As an exemplary school, Salem provides students with a curriculum and instruction that enables all students to be self-directed, life-long learners. Specific, clearly stated, challenging standards drive our curriculum and instruction. Instructional strategies provide for individual differences and interests. The learning environment at Salem School sustains a connection between students' academic performance and their physical, mental, and emotional health. The Salem School community ensures that all students have a safe, orderly, inviting climate that facilitates learning and results in a shared sense of pride by the entire learning community.

It is the vision of the Salem learning community to be a school of excellence. All members of the Salem learning community must have a clear sense of the goals we are trying to accomplish and work collaboratively to attain this vision.

The Salem learning community adheres to the following characteristics of the school we strive to become. To achieve this reality,

our *students*:

- Demonstrate support and commitment to the school's vision and values
- Believe in themselves and take pride in their accomplishments
- Demonstrate a desire to learn
- Set challenging goals and put forth their best effort to achieve them
- Think creatively, make decisions, solve problems, visualize possibilities, learn, and reason
- Contribute as productive citizens in a global, technological world
- Participate in and benefit from varied, creative, enriching programs and activities
- Benefit from active participation in the arts
- Engage in extended learning activities, and display evidence of learning that is authentic, meaningful, and purposeful
- Work as teams to collaborate and interact with others
- Accept responsibility for their learning, decisions, and actions
- Form partnerships with their teachers in working to realize their full potential
- Conduct themselves in a way that contributes to a clean, safe and orderly atmosphere and ensures the rights of all
- Demonstrate respect and consideration of all
- Learn the skills necessary to make informed, healthy decisions

our *staff*:

- Demonstrates support and commitment to the school's vision and values
- Holds students accountable to high expectations for achievement, rigor, perseverance, stamina and self-discipline
- Accepts responsibility for helping students meet expectations
- Measures student progress frequently using a variety of instruments and communicates results to all who can assist students in furthering their achievements
- Models the importance of life-long learning by commitment to personal and professional growth
- Collaborates with one another on a regular basis on curriculum, instruction, individual students, and school improvement initiatives
- Collaborates with each other and the community to create real world, authentic learning experiences
- Seeks opportunities to share knowledge of pedagogy with parents and guardians to increase student achievement
- Recognizes and celebrates individual efforts and achievements of all members of the learning community
- Maintains well-kept physical facilities that meet the needs of students and the community and reflects pride in the school
- Utilizes data and research to make educationally sound decisions
- Demonstrates respect and consideration of all

our *community*:

- Demonstrates support and commitment to the school's vision and values
- Supports policies and procedures that are conducive to a positive learning environment
- Collaborates with the school to create real world, authentic learning experiences
- Provides the resources-personnel, facilities, materials, equipment, and time-that enable the school district to offer exemplary programs
- Plays an active role in the education of the children and monitors academic performance
- Works with teachers to emphasize the importance of education
- Models a commitment to lifelong learning
- Demonstrates respect and consideration of all

SCHOOL PHILOSOPHY

The purpose of our school is to create a community of enthusiastic learners, to foster personal growth, to celebrate individual differences and to establish a home/school partnership to meet the unique needs of each and every student. To this end, our school should provide opportunities for total development, for academic and vocational education and for personal and social growth, so that each student will come to understand him/herself in relation to his/her environment. We, at Salem School, will understand, follow and respect the school rules, teach and learn using rigorous and inspiring curricula enhanced by technology, and strive to be respectful and responsible members in the 21st century.

SCHOOL IMPROVEMENT TEAM

Salem School believes in accomplishing goals through a team approach. We value input and ideas from others, which will ultimately help our school develop further and grow. Teachers, parents, administrators, students, non-instructional staff and members of the community are invited to participate in our school improvement. Information regarding events and new initiatives happening in the school are shared through monthly school newsletters.



PARENT INVOLVEMENT

A child's educational success is a partnership shared by school and family, including all those who play an important role in the child's well-being. Student achievement increases when families are active in the learning process.

Families are encouraged to become involved at Salem School. Their support and assistance are actively sought in their child's social, emotional and academic development.

Parents are able to volunteer in the school. Volunteers may come from all backgrounds and all age groups. The main qualification for a volunteer is that he/she has a desire to give his/her time and talent in order to enrich student learning opportunities and the school community. If you wish to volunteer, please complete a volunteer [application](#). Volunteer applications should be submitted annually to the school's office.

COMMUNICATION

Our Wednesday Folder is emailed to families each Wednesday and posted on our school's website for your review each week.

EMAIL: You may contact the school's faculty by sending an email as follows: first initial last name @ salem.cen.ct.gov.

VOICE MAIL: Teachers, staff, and administration are available by phone. Messages may be left in their voicemail.

WEB SITE:

The purpose of the Salem School District website is to facilitate communication with our families and community members. The site includes calendars, event information, contact information, lunch menus and more. You can reach us on the web at <http://www.salemschools.org>.

POWERSCHOOL: The PowerSchool SIS Student and Parent portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, and even personal messages from the teacher.

SCHOOL MESSENGER: Our school utilizes the SchoolMessenger system to streamline communication through phone, email or text with important information about events, school closings, safety alerts and more. To Opt in [click here](#).

PARENTAL CONCERNS:

Concerns related to classroom behavior or academics should be addressed *directly to the teacher*. Special Education concerns may be addressed to the appropriate Special Education teacher. If concerns are not resolved through these first efforts, they should be brought to the attention of the school administration (Principal and/or Director of Student Personnel Services). If the concerns are not resolved, they may be brought to the attention of the district administration (Superintendent).

SCHOOL VISITATIONS

Salem School District encourages parents and the community to become acquainted with the school by visitation, observation and volunteer efforts and feels that the safety of students and staff is equally important. Therefore, organizational procedures have been put into place. Prior to visits, appointments should be made with your child's teacher, support staff and/or the Building Principal. All visitors must be "buzzed in" through the front doors and then proceed to the School Greeter/Reception desk to sign in and to receive a visitors pass. All visitors are required to wear a visitor's pass while in the school and return passes and sign out at the greeter/reception desk upon leaving.



PARENT TEACHER ORGANIZATION

Salem's Parent Teacher Organization (PTO) is an active group, which meets one Tuesday evening a month to support and enrich our children's education. Some of the PTO's projects include fundraising for school assemblies and field trips, providing resource materials for students and classes (such as books and software), sponsoring family/school/community events, and assisting with our annual school book fairs. All Salem School parents are encouraged to join. Meetings are lively, informative, fun, and are over by 9:00 p.m. at the latest. For more information please contact them at salemschoolpto@yahoo.com. Please join the Salem PTO!



SCHOOL GENERAL INFORMATION

SCHOOL ADMISSION/ATTENDANCE KINDERGARTEN REGISTRATION

Children who are five years of age on or before January 1st will be admitted to Kindergarten.

Parents of eligible children will receive information regarding registration procedures in the local newspapers or through school initiated notices.

The following information is required when a child is registered for Kindergarten:

- Birth certificate
- Address (**Proof of Residency**)
- Verification of immunizations
- Physical (required by the 1st day of school)
- Health History form

(Pre-Kindergarten: Regular Education students are chosen by lottery from those whose parents have expressed an interest in having their child placed on the lottery list for the program. Regular Education students must be 3 years old by September 1st and cannot be eligible for Kindergarten; that is, cannot reach the age of 5 on or before January 1st.)

ATTENDANCE

Parents must call the school to report their child's absence (860-859-0267). If a parent or guardian does not call to report the absence, school personnel will make a reasonable attempt to notify the parent of the absence. Every attempt should be made to confine necessary appointments and vacations to after school and vacation periods.

To be considered in attendance for the school day, students must be present for at least one half of the regular school day.

Any absence before the student's 10th absence is considered excused when the student's parent/guardian approves such absence and submits appropriate documentation in accordance with the regulation.

For the student's 10th absence and all absences thereafter a student's absence from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons: student illness with appropriate medical documentation, religious holiday, mandatory court appearance, funeral or death in the family or other family emergency, and/or extraordinary education opportunity (must be pre-approved by district administrators).

SUPPLIES, TEXTBOOKS, MATERIALS AND EQUIPMENT

The school district will purchase such books, supplies, materials and equipment necessary to meet the needs of instruction in the school. All books and equipment shall be loaned and materials and supplies furnished to all students free of charge. It is the responsibility of the student/family to ensure that the books, supplies and materials are used properly and if they are damaged, making the item unable to be used by future students, to pay for the item allowing the district to purchase a replacement item.

LOST AND FOUND

Any items which are found in the school or on school grounds should be turned into the lost and found closet located outside the multipurpose room. Unclaimed items will be disposed of twice a school year. Loss or suspected theft of personal or school property should be reported to the school office.

TOYS/PERSONAL DEVICES

Devices such as cellular phones, pagers, iPods, video games, CD players, laser pointers, etc. are not to be used during the school day. If visible, they will be taken from the student and held until the end of the school day for the first offense. Subsequent violations will result in disciplinary action including devices being taken from the student and held until parents pick them up. The school is not responsible for lost or stolen articles. Therefore, it is recommended that these items not be brought to school.

SCHOOL DAY SCHEDULE

Grades K-8:	8:30 a.m. – 3:20 p.m.
Pre-Kindergarten:	8:40 a.m. – 1:40 p.m.

Early Dismissal Schedule

Grades K-8:	8:30 a.m. – 12:20 p.m.
Pre-Kindergarten	8:40 a.m. – 11:15 a.m.

2 Hour Delay Schedule:

Grades K – 8:	10:30 a.m. – 3:20 p.m.
Pre-Kindergarten	10:30 a.m. - 1:40 p.m.

STUDENT ARRIVAL AND DISMISSAL

PARENT DROP OFF LOCATION AND PROCEDURE FOR PK-8

In an effort to enhance safety during student drop-off time, parents are **not** permitted to drop students off in the front or side parking lots.

Between 8:30 – 8:40 AM

- **Parent drop-off will be in the back of the building only;**
- **Bus drop-off will be in the front of the building;**
- **No parents/guardians will be permitted in the staff parking lot or the bus loop during this time;**
- **In the back drop-off area, parents must pull forward as far as possible and follow the traffic pattern;**

- **Parents must drive slowly and carefully on the access road and parking lots to prevent accidents; and**
- **No parking in the rear of the building is permitted from 8:00 AM – 3:30 PM.**

All students are encouraged to ride the bus. Fewer cars will help to reduce traffic congestion, creating a safer environment for our students.

[Click here](#) for access to the map of the **drop-off and pick up procedure.**

Early Arrivals: Students who are arriving early for extra help or to work with a teacher need to have a pass from that teacher and must check in at the school greeter/reception desk in the main lobby.

Supervision does not begin until 8:30 a.m. Students should not be dropped off before this time.

Early Dismissals: Parents requesting early dismissal for their child must make a written request to the child's teacher, come into the school to sign their child out at the greeter/reception desk (in the main lobby). Phone calls requesting early dismissal will be accepted **ONLY** in the case of an emergency or extenuating circumstance.

Parent Pick-up at dismissal time: Parents wishing to pick up their child at the end of the school day must provide a written request*. After 3:00 p.m., pick up in the back of the building unless it is an emergency.

All cars should still enter the normal parent drop off entrance, but when you are about to turn left down the side of the school, you will stay on the left hand side. Cars should continue down into the back parking lot and form a line around the outside of that parking lot first. Four other lanes will be formed moving from back to front. During pick up, please have a sign with your child's first and last name (if picking up multiple children, last name will suffice) to hold in the window. This will help expedite the pick-up process. There will be two drop off locations where staff will assist your child entering/exiting the vehicle. You will then proceed up the hill on the left hand side again.

Dressing and Grooming: In order to maintain an environment conducive to the education process, students are expected to come to school clean and dressed in good taste. Students wearing inappropriate clothing, including suggestive or offensive T-shirts or clothing that promotes alcohol or tobacco products, are not permitted on school grounds during the school day. Students should wear shoes that are sensible for the many daily activities of school including recess, walking to the bus stop, and cold or inclement weather. **Sneakers are required for physical education.**

Field Trips: Notifications will be sent home prior to a field trip. Written, parental permission must be on file in order for students to take part on any trip. Parents/Guardian(s) are often asked to serve as chaperones. Please contact your child's teacher if you are interested. You must be on the volunteer list to chaperone any field trips.

Fire Drills/Lockdown Drills: For the safety of your children, monthly drills are held at school. Students also take time to practice lockdown and evacuation drills during the school year.



BUS TRANSPORTATION AND SAFETY

Transportation is provided to Salem School students in accordance with the Board of Education "Transportation" policy 3541. [Click here](#) for policy.

SCHOOL - WIDE BEHAVIORAL EXPECTATIONS

PHILOSOPHY

The Salem School District is committed to creating a positive and safe school environment. Each student is expected to behave in accordance with the school code of conduct, which emphasizes respect, cooperation, honesty, responsibility, and safety. In doing so, students will develop life-long social and decision-making skills.

The Salem Board of Education has charged the Administration with the responsibility of maintaining discipline within Salem School. The Salem Board of Education encourages the handling and resolution of discipline issues at the most appropriate level and in compliance with the school's code of conduct. Please visit the school website to refer to the Salem School District's Code of Conduct.

"Catch the Salem Spirit" ... Celebrating Student Success!

It is our goal to bring out and celebrate the many gifts and talents our students bring into school on any given day and honor these in a variety of positive ways. School staff will be on the lookout to recognize students who exhibit positive behavior.

EMERGENCY SCHOOL CLOSING INFORMATION

In the event school is closed because of bad weather or another emergency, announcements will be made on local TV stations. Emergency closings will also be posted on the district's website, <http://www.salemschools.org> and through the School Messaging System.

INSTRUCTIONAL PROGRAM

LIBRARY/MEDIA CENTER

Students are invited to use the books, magazines, videos and other materials located in the media center. Students are responsible for any material they sign out. Materials must be

returned to the librarian or the assistant at the circulation desk. Students must pay for any materials they lose or damage.

Guidelines have been established for the use of the Internet. Student violations of the guidelines can result in the termination of access privileges and in disciplinary actions. It is the policy of the Board of Education that all students must sign an acceptable use policy which indicates that a student agrees to use the Internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian. Please see [6141.32](#) to view the current Board of Education policy on Technology.

Students may not bring food or beverages into the Library/Media Center. Students are asked to enter and exit through the main doors, and are responsible for returning all items to their proper place before leaving.



INTERNET USE

Computers are provided in each classroom to equip our students with the anticipated technical skills to compete in tomorrow's world of information and technology. Use of technology is a privilege, and all students must abide by the Salem Board of Education "Use of Technology Policy and Procedures" to assure that it is used appropriately and responsibly.

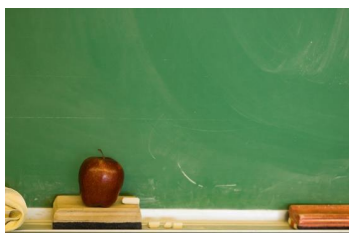
HOMEWORK / MAKE-UP WORK

Please [click here](#) for BOE Policy.

REPORTING SYSTEM

Report cards reflect the educational growth of the student in relationship to each student's ability, attitudes, interests, conduct or citizenship and achievement, and in relationship to standards for his/her age and grade. Your child's progress is reported three times during the school year – December, March and June. Each trimester, parents will receive a report card through email from our Parent Portal.

The Salem School District utilizes a **standards-based report card (SBRC)**. This is a reporting system of evaluating student's progress on grade level benchmarks. Report cards will be issued three times per school year. The goal of the SBRC is to highlight a child's mastery of skills throughout all content areas.



Parent conferences are held twice a year; once in November and once in March. Scheduling is arranged by grade level teachers and communicated in a timely manner. If parents wish additional time to confer with a teacher they may request a conference at other times by contacting the teacher.

SPECIAL EDUCATION AND RELATED SERVICES

SPECIAL EDUCATION INSTRUCTION

Counselors and psychological services are provided by our certified school psychologist and certified school counselor, who provide a range of services including support for all students and consultation and collaboration with educators, professionals and parents/guardians. The school counselor and school psychologist work collaboratively with teachers and the administration to help create safe and supportive school environments, empower teachers to understand and respond to students' social and emotional needs and develop and monitor academic and behavioral interventions. The school psychologist conducts individual assessments to provide information that is helpful in determining a student's eligibility



for special education and related services and in the development of individualized academic and behavioral programs.

RELATED SERVICES

Speech and Language services are provided by a certified speech and language pathologist to students who exhibit speech and language impairments that adversely affect their educational performance in accordance with the Individual Education Plan (IEP). The speech and language pathologist participates in the development and monitoring of alternative procedures and programs in general education, which may be explored and implemented where appropriate, before a child is referred to special education. When concerns about a child's communication development continue, despite the implementation of alternative interventions, the speech and language pathologist conducts individual assessments to provide information that is helpful in determining a child's eligibility for speech and language services as special education or a related service.

Physical and occupational therapy are available and provided in accordance with the student's IEP.

Special Education transportation is provided, as a related service, in accordance with the child's IEP.

Homebound instruction is provided for students who receive special education and related services when recommended by the PPT in accordance with the student's IEP. Homebound instruction is also provided for any student for whom a physician has certified, in writing, that the student's medical condition will cause an absence of at least three weeks. Instruction will typically begin no later than two weeks from the first day of absence.

ALTERNATIVE PROCEDURES AND PROGRAMS PRIOR TO REFERRAL TO SPECIAL EDUCATION

Educators and parents want all children to succeed. If a child struggles to learn, additional help will be provided through the framework of "scientific research based interventions" (SRBI). SRBI is a program which assists children via strategic instruction

to the entire class (Tier I), instruction to small groups, (Tier II), and instruction on a more individualized basis (Tier III) in the general education setting.

If your child's classroom teacher determines your child needs additional academic or behavioral assistance, your child will be referred to the school's SRBI or Child Study Team. These teams work collaboratively with teacher(s) and parents to develop specific goals to improve your child's learning. Careful monitoring is provided through ongoing assessment and adjustment to instruction if needed. Students who do not respond to the most intensive instruction are referred to special education under IDEA, and a PPT will be scheduled to review the referral.

You will be informed if your child is referred to the SRBI or Child Study Team and needs Tier II or Tier III intervention. Information will be sent to you in regard to this process.

SCHOOL HEALTH PROGRAM SERVICES

There is an on-site professional registered nurse at Salem School who is responsible for carrying out the many activities of the school health programs. The school health office is designed to provide care to students who become ill or are injured while in school.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the school nurse in case of a student's illness. If a student has any limitations (i.e., crutches, cast, etc.), a physician note specifying the limitations is required upon the students return to school.



HEALTH REQUIREMENTS FOR REGISTRATION

It is the policy of the Board of Education to ensure that all enrolled students are adequately immunized against communicable diseases. The Board will deny continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206.

Please refer to the State of CT Dept. of Education ["Health Assessment Record"](#) for more information.

Students who do not have proof of immunization will not be registered in school, or if registered, will be suspended from school until such time as proof of immunization is presented to the school nurse. Proof must be by immunization record, health record or from a doctor's office. Any deviations from these immunizations should be discussed with the school nurse.

Each record will be reviewed by school personnel and questions answered as to compliance with State Statute. This information will be transferred to a permanent health record and should be kept current by notifying the nurse when a child receives an update of their immunizations.

The school nurse is available for counseling in these situations:



HEALTH SERVICES OFFERED

- Illness – Counsels students and contacts parents as necessary
- First Aid – Administers first aid and emergency care as needed
- Vision screening – Grades K, 1,3,4,5 required
- Hearing screening – Grades K, 1,3,4,5 required
- Postural Screening – Grades 5,7 for females and Grades 8 or 9 for males

Should any significant health problems arise while your child is in school, you will be notified by the school. Responsibility for taking children home or to a physician must be assumed by the parents. Treatment for medical problems and problems related to accidents is not provided for in school, beyond first aid.

Accident insurance for every child is recommended.

Please notify the school nurse of any health problems and of any communicable diseases such as strep throat, scarlet fever, mumps, measles, chicken pox, Coxsackie virus (hand, foot, mouth disease), or conditions of the hair/scalp such as head lice, or of the skin such as scabies, ringworm, or impetigo, or of parasitic conditions such as pinworms.

GENERAL SCHOOL HEALTH INFORMATION

EMERGENCY MEDICAL TREATMENT

Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency.

MEDICATIONS IN THE SCHOOL

The Board of Education allows students to self-administer medication and school personnel to administer medication to students in accordance with the established procedures, and applicable state regulations, Sections 10-212a-1 through 10-212a-10 inclusive. A child with diabetes may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of such child to conduct self-testing, along with written authorization of the parent/guardian, and approval of the school nurse. Such self-testing shall be pursuant to guidelines promulgated by the Commissioner of Education. The time or place where a student with diabetes may test his/her

blood-glucose level on school grounds shall not be restricted provided the student has written parental/guardian permission and a written order from a physician licensed in Connecticut. A child diagnosed with asthma or a diagnosed life-threatening allergic condition, pursuant to State Board of Education regulations, may possess, self-administer or possess and self administer medicine administered through the use of an asthmatic inhaler or an epipen or similar device in the school at all times or while receiving school transportation services if he/she is under the care of a physician, physician assistant, or advanced practice registered nurse (APRN) and such practitioner certifies in writing to the Board of Education (via the Superintendent) that the child needs to keep an asthmatic inhaler or epipen at all times to ensure prompt treatment of the child's asthma or allergic condition and protect the child against serious harm or death. A written authorization of the parent/guardian is also required.



FOOD SERVICES

Students may bring a lunch or choose to purchase lunch provided by **Salem School Foodservice**. The cost of lunch and the specific lunch schedule is announced at the beginning of the school year and is available on our website. Monthly menu calendars are posted on the district's website. Free and reduced price lunches are available to eligible students. Applications are available on our website.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) affords parents of enrolled students and enrolled 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 school officials receive a request for access to the records. 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 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 school officials 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 school officials decide not to amend the record as requested by the parent or eligible student, they 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 disclosure 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 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 Board of Education; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, bus contractor, medical or educational consultant or therapist); or a person serving on a Board of Education committee, such as a disciplinary or grievance committee, or as a hearing officer in discipline cases, 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 District may release education records without consent to officials of another School District in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by school officials 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 600
Independence Avenue, SW
Washington, DC 20202.4605

NOTICE OF INTENT TO RELEASE DIRECTORY INFORMATION WITHOUT PRIOR CONSENT

The following types of information contained in the education record of an enrolled student are hereby designated as directory information and may be disclosed by school officials without the prior consent of a parent or eligible student except as provided below:

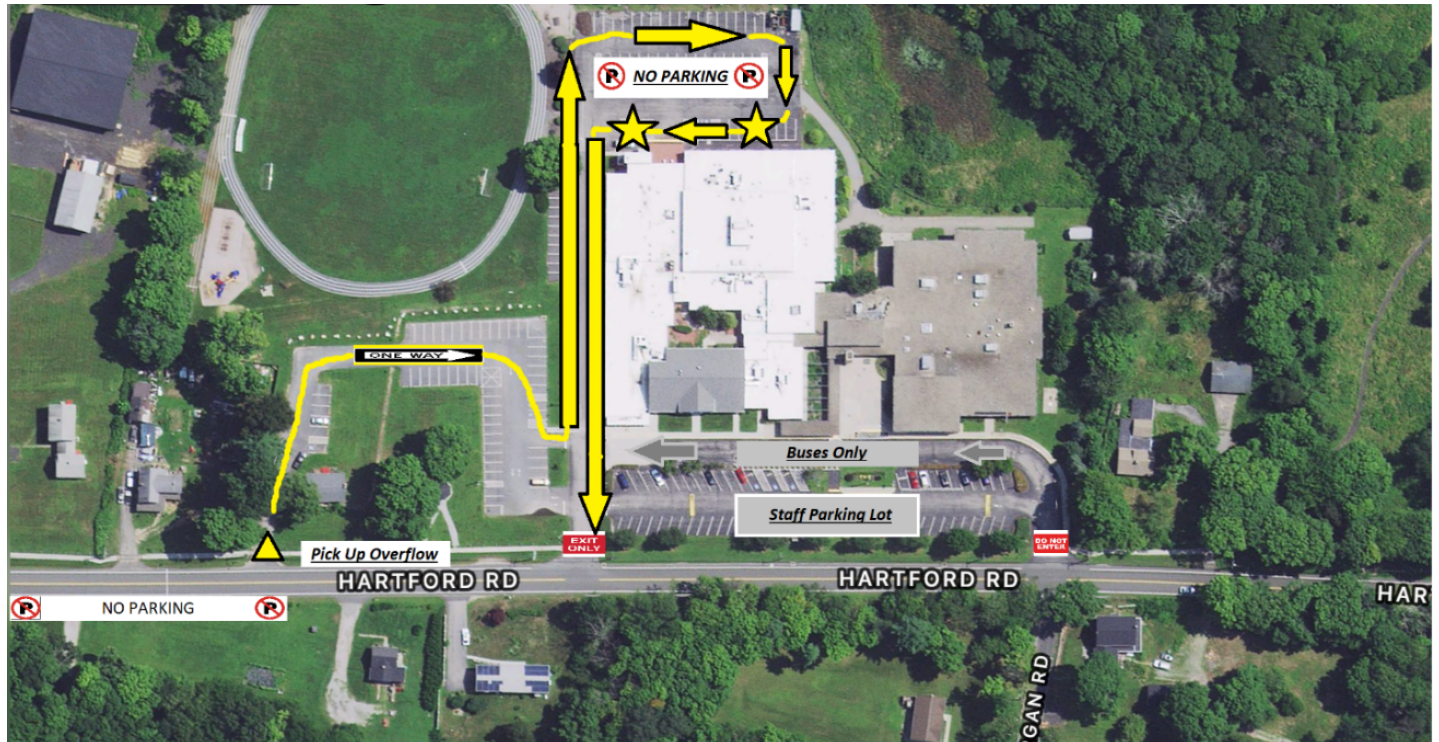
- Student's name;
- Address;
- Telephone number;
- DATE AND PLACE OF BIRTH;
- Participation in officially recognized activities and sports;
- Photograph;
- Grade levels;
- Weight and height of members of athletic teams;
- Dates of attendance;
- RECOGNITION AND AWARDS RECEIVED;
- Most recent public and private school attended; and
- Family email address(es)

Pursuant to the No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002, the school district is required to provide, upon a request made by military recruiters or an institution of higher education, access to secondary school student's names, addresses, and telephone listings. In addition, the school district is required to provide military recruiters with the

same access to secondary school students and on-campus recruiting opportunities, as well as to directory information as provided for herein, as is provided generally to post-secondary educational institutions or to prospective employers of those students.

A parent or eligible student may refuse to allow school officials to designate any or all of the above listed types of information as directory information. A parent or eligible student may also request that school officials not release the student's name, address, and telephone listing to military recruiters or an institution of higher education without the prior written consent of the parent or eligible student. Any such request must be made in writing to and received by the Superintendent or his/her Designee.

PICK UP AND DROP OFF MAP



Student drop-off and pick up points



Direction of Traffic for Drop-Off and Pick Up



Parent Drop-Off Access Road (ENTRANCE ONLY)

