

West Central Area Knights



2017-2018 ELEMENTARY STUDENT-PARENT HANDBOOK

WEST CENTRAL AREA SCHOOLS MISSION STATEMENT:

“The mission of the West Central Area School District with the support of our families and communities, is to provide opportunities for all learners that will inspire a passion for educational excellence and lifelong learning.”

www.westcentralareaschools.net

Table of Contents

INTRODUCTION

Note from Elementary Principal and Dean of Students	3
Staff List	4
School Hours	5
Phone Numbers	5
Arrivals & Departures	5
Attendance Guidelines	5-6
Attendance Procedure	6-7
Lunch	7
Breakfast	7
Milk Program	7
PaySchools	7
Student Alternate Lunch	8

ACADEMIC AND ACTIVITY PROGRAMS

Physical Education	8
Music	8
Media-Library	8
Field Trips	8
Intervention Block	9
Guidance and Counseling	9
Homework	9
Academic Dishonesty	9

DISCIPLINE PLAN

Behavior	9
Rules	10
Stealing	10
Playground Activity and Noon Recess	10
Bullying and Prohibition Policy	10-15
School Bus Discipline Safety Rules/Consequences	16-19
School Bus Discipline/Conduct Report Form	20

MEETING UNIQUE NEEDS

Special Education	21
Medication/Form	21-22
Health Services	23
Illness and/or Injury	23

PARENTS AND STAFF WORKING

Enhancing Learning	23
Report Cards	24
Parent/Teacher Conferences	24
Visits	24
Process for Addressing Concerns	24
Dress Code	24

OTHER INFORMATION

Entrance Requirements	25
Immunization Requirements	25
Fire Drills/Tornado Drills	25
Kindergarten Registration	25
Leaving School Grounds	25
Lost & Found	25
Party Invitations	25
School Closings – Late Starts	25
Student Records	26
Religious, Racial, Sexual Harassment and Violence Policy	26
Religious Release Time	26
Permission Slips	26
Pictures	26
Pets	26
Classroom Snacks	26
Bicycles	27
Campbell's Soup Labels-Boxtops	27
Winter Weather Wear	27
Electronic Toys	27
Cell Phones	27
Healthy Snacks List	28

WELCOME TO WEST CENTRAL AREA ELEMENTARY SCHOOLS

Dear Families:

We want to welcome you to the 2017-2018 school year! Our staff is committed to providing the best educational experience for your child(ren). We are excited to have the opportunity to partner with our families to help all children grow and learn.

West Central Area School District's mission statement is evident in the work we do daily.

The mission of the West Central Area School District, with the support of our families and communities, is to provide opportunities for all learners that will inspire a passion for educational excellence and lifelong learning.

To reach this mission, it is critical we create strong relationships between home and school. This partnership allows us to work together to help each child reach their full potential. As research shares, children who are supported by families involved in their children's education have a positive effect on their learning. We know together we can make a difference in the lives of your child(ren).

The West Central Area Elementary Schools Handbook will provide insight involving questions you may come across this year. Should you have further questions, please contact us at school.

We look forward to a great year together!

Sincerely,

Natalie Prasch
Elementary Principal

Jon Moore
Elementary Dean of Students

2016-2017 WCA Staff

North Elementary Faculty and Staff		South Elementary Faculty and Staff	
Principal/Curriculum Coordinator	Natalie Prasch	Principal/Curriculum Coordinator	Natalie Prasch
Dean of Students/Community Education	Jon Moore	Dean of Students/Community Education	Jon Moore
Secretary	Louisa Werk	Secretary	Sherry Long
Kindergarten	Stephanie Schei	Kindergarten	Haley Grosz
	Kaye Buck		Ashley Satre
1 st Grade	Mary Hokanson	1 st Grade	Amy Linn
	Jessica Simon		Heidi Wetterling
2 nd Grade	Melissa Anderson	2 nd Grade	Jake Allen
	Sarah Nelson		Mary Johnsrud
3 rd Grade	Emily Leigh	3 rd Grade	Kari Bentrup
	Madison Christenson		
4 th Grade	Brandi Gruchow	4 th Grade	Mareen Biss
	Teri Shuck		
Physical Education/Learner Support	Jody Brasel	Physical Education	Eric Schoenbauer
Music	Jennifer Johnson	Music	Darla Storm
Media/Math Intervention	Shawn Carlson	Media/Math Intervention	Heidi Woodle
Reading Intervention	Julie Schultz	Reading Intervention	Julie Schultz
Title I	Amy Johnson	Title I	Amy Johnson
English Learner		English Learner	
Special Education	Melissa Foslien	Special Education	Shelby Arroyo
Speech	Leah Hanson	Speech	Leah Hanson
	Heidi Asmus		Heidi Asmus
Counselor	Anna Johnson	Counselor	Anna Johnson
Kindergarten Connection	Courtney Puchalski	Kindergarten Connection	Holly Nadgwick
Little Knights	Brenda Lindgren	Little Knights	Brenda Lindgren
Support Staff			
Custodian	Cody Buchite	Custodian	Mark Olson
Custodian	Kathie Brunkow	Custodian	Sarah Apland
Cook	Shirley Sivertson	Cook	Paula Cloose
Asst. Cook	Ann Williams	Asst. Cook	Nancy Becker
Student Support Staff	Marissa Skinnemoen	Student Support Staff	Lana Rau
	Deb Lohse		Michelle Toso
	Molly Bertram		Taryn Goodall
	Rebecca Mathews		Nicole Amundson

SCHOOL HOURS

School begins at 8:20 a.m. Students are dismissed at 3:15 p.m.

The elementary school office hours are 7:30 a.m. – 4:00 p.m. If you call the offices before or after these times, please leave a message on the office voicemail and we will return your call as soon as possible.

IMPORTANT PHONE NUMBERS

WCA North Elementary	218.685.7500
WCA South Elementary	320.965.7600
WCA Middle School/High School	320.528.2520
WCA District Office	320.528.2650

ARRIVALS and DEPARTURES

If a student lives in town, we encourage and recommend that they arrive at school no earlier than 8:10 a.m. Early morning is a time when our teachers need to prepare for classes. However, if family circumstances require students to arrive early, they may report to the cafeteria at South Elementary and the cafeteria at North Elementary. An adult supervisor is on duty beginning at 7:30 a.m. Students should never be left at the school earlier than 7:30 a.m. as there is no adult supervision available.

With the addition of our new secured entrances, parents will need to enter at the main door of the school whenever coming to school. There will be a sign-in sheet for those entering during the school day and a student sign-out sheet for parents picking up students throughout the day and at the end of the day.

ATTENDANCE GUIDELINES

Statute 260C Subd. 19 defines a child as being a habitual truant if the child is:

- A. In elementary school and is absent 7 days in a school year without a valid excuse.
For
elementary students it is likely to be addressed through educational neglect by Social Services and the County Attorney.

- B. In junior high/high school, or a child who is 17 years of age or younger, and is absent 1 or more class periods on 7 different school days in a school year without a valid excuse
3 tardies will be equivalent to 1 unexcused absence.

The district further addresses sick days in the following way:

- A.** If a student is absent 3 consecutive days a valid doctor's excuse will be required for it to be excused.
- B.** 4 sick days in a semester will require a valid doctor's excuse. For those students that have not reached that by the end of the semester it will start over. Those that have already reached it will provide a valid doctor's excuse for the remainder of the year.
- c. A discernible pattern of sick days becomes apparent, the school has the ability to require a valid doctor's excuse for illness.

The following activities will be excused with prior approval:

- funerals or death of a relative
- Observance of a Religious Holiday
- Family Vacations-students will need to make arrangements with their teachers to have their work either done before they leave or upon return
- Personal illness and doctor, dentist and orthodontist appointments

When a student has 3 unexcused absences, the parent will receive a letter from the school informing them that their student has 3 unexcused absences and offering assistance and explaining potential consequences.

When a student has 5 unexcused absences, the parent will receive a letter setting up a meeting with the school, parents, County Attorney and Social Services in an attempt to remedy this situation prior to court involvement being necessary.

When a student has 7 unexcused absences, the parent will receive a letter notifying them that their child has reached the legal definition of a habitual truant and a petition has been sent to the County Attorney and Social Services offices. Social Services will consult with the County Attorney's Office regarding court action.

ABSENCE PROCEDURE

Parents are asked to call the school office the morning of the absence to inform our secretaries of the reason for the absence. The Instant Alert messenger system will call homes of the absent students when there is no call prior to 9:30 a.m. To ensure every child's safety, we need to verify the whereabouts of each absent student.

A half day absences will be recorded when a child is absent more than 60 minutes but less than 3 hours. A full day absence will be recorded when a child is absent for more than 3 hours. Students will be counted tardy for absences occurring less than 60 minutes.

TARDINESS: Tardiness is defined as any time a student misses school during the day that does not exceed 60 minutes. Tardiness is classified as excused or unexcused. Examples are as follows. Three unexcused tardies is equivalent to one unexcused absence.

Excused:

1. Illness.
2. Medical/dental/orthodontic/mental health appointments.
3. Family emergencies.
4. Pass from school personnel.

Unexcused:

1. Oversleeping.
2. Missing the bus.
3. Loitering in the hallways.

Should a child be absent 7 days or more, a letter sharing the amount of absences will be sent to families reminding them of the importance of school attendance.

Students who have been ill with a fever or stomach flu need to be without symptoms for 24 hours before they can return to school.

LUNCH

School lunch information is mailed to each family prior to the start of the school year. The cost of a full price elementary lunch is \$2.15. Reduced price meals are no cost this year. Extra milk is \$.40 per serving. Parents may pay monthly, quarterly or yearly for lunch purchases. Each student's money is posted to a computerized account and deductions are made from the account when a meal or extra milk is purchased.

When a balance is due, your child will bring a statement home to notify you that it is time to send money to replenish the account. You will also receive an Instant Alert message when your child has a low balance and/or a negative balance.

Free or reduced lunches are available to those who qualify. Please contact the school secretary if you wish to receive an application. If your family develops financial need during the school year, please contact the office. The names of children receiving free or reduced price lunch are kept confidential.

The price for adult lunch is \$3.65 should a parent choose to eat with their child.

BREAKFAST

Breakfast is available to all students at both North and South elementary until 8:05. The cost of breakfast is \$1.20 for K-4 students and \$1.80 for adults. Breakfast will not be available on days school is delayed.

MILK PROGRAM

Every child will have access to milk at no cost for their daily snack break.

PAYSCHOOLS

You can make payment to your WCA Lunch Account online. From the WCA Schools homepage follow the "PaySchools" link. When you reach the "PaySchools" site please note the buttons on the left side of the page.

The first time you access PaySchools, you will be asked to create a username and password. After you login, simply select the item(s) you wish to purchase then choose to pay by e-check or credit card. To pay by e-check (directly debiting your bank account), you will enter your bank's ABA routing number and personal bank account number. To make your purchase by credit card, enter the account number and expiration date for your VISA, MasterCard, or Discover credit card. After you complete your purchase, an e-mail confirmation and receipt will immediately be sent to you. PaySchools uses "Secure Sockets Layer" (SSL) software, requires passwords throughout the program, and **does** not store personal bank or credit card information to ensure privacy and security for users.

SCHOOL LUNCH

Students will be assigned a computer ID number which they will give to lunch personnel each day they eat a school lunch. Payment for lunches is NOT to be made in the lunch line. Please bring money to the office before lunch hour begins. It is the responsibility of the student and parent/guardian to keep sufficient funds in the lunch account.

534 UNPAID MEAL CHARGES
West Central Area Schools Policy 534

Adopted: July 24, 2017
Orig. 2017

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of ISD #2342 to offer breakfast and provide lunch at school. The food service strives to produce quality meals in an efficient and fiscally responsible manner.
- B. The food service department utilizes Point of sale system requiring pre-payments. Students may purchase meals when funds have been deposited into their personal accounts.

C. Families may apply for free/reduced meals anytime during the school year. Applications are provided to all families in the district prior to the school year. In addition applications are available at the district office and online at the District website: <http://isd2342.org> 15

III. PAYMENT OF MEALS

A. The Food Service Program is a pre-payment program. Families are expected to have a positive balance in the food service account at the beginning of the year and during the course of the school year.

B. Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$50.00 or to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Notification of this action will be sent by letter to the family address on file. Payments may be made online thru Payschools or in person at one of the three building sites.

C. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.

D. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.

E. Families who have been notified of negative balances and who have not made payment arrangements, at the discretion of the school district, the district MAY provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds (-\$50.00 or more)? in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals.

F. When a student has a negative account balance, the student will not be allowed to charge a snack item.

G. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

A. The school district will make reasonable efforts to notify families by school messenger when meal account balances are low or fall below \$10.00.

B. Families will be notified by letter of an outstanding negative balance once the negative balance reaches -\$25.00 or more.

C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

IV. UNPAID MEAL CHARGES

A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.

B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

C. Negative balances of more than \$50.00, not paid prior to the end of the semester, or families who have not made payment arrangements or paid in full will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

ACADEMIC AND ACTIVITY PROGRAMS

PHYSICAL EDUCATION

In Physical Education, children learn fundamental skills and how to play specific activities. Students are required to wear tennis shoes in the gym, and if possible, to have an extra pair of shoes. Unless you send a note, your child will be expected to join in physical education activities.

MUSIC

A music specialist provides instruction to all students every day. Our music program is designed to encourage music skills and music appreciation through the use of many musical experiences.

MEDIA-Library

Every class has technology time each week. In addition, students will have a separate day to check out books. They will be responsible for returning all materials. Library fines will be assessed for lost or damaged library materials.

FIELD TRIPS

Field trips within our communities and nearby points of interest are scheduled by teachers throughout the year. These trips are designed to supplement various aspects of the classroom curriculum and to introduce students to resources in our area. Parents will receive notices of field trips in advance and will usually be asked to sign a field trip permission form. Sometimes a small amount of money may be requested from each student to help defray transportation or facility use costs.

INTERVENTION BLOCK

Each day, students participate in 20-30 minutes, depending upon grade level, of Intervention block. During this time, each child is challenged at their own instructional level based on current assessment data. During the Intervention Block, the Title I teacher, Title I para, Reading Interventionist and classroom teachers split students into small groups to instruct them and customize programming to fit student needs.

ELEMENTARY GUIDANCE/COUSELING PROGRAM

WCA's Elementary Guidance/Counseling Program has two major components:

Individual Counseling is designed to help parents, students and teachers with issues that may surface at some point during normal development. These include achievement, alcohol, behavior, death, divorce, fears/phobias, illness, siblings etc.

Preventative Guidance involves classroom instruction which helps children in the areas of self-esteem, alcohol and drug awareness, decision making, problem solving and social interaction. Please feel free to contact the counselor's office with any concerns, questions or comments. All inquiries are strictly confidential!

HOMEWORK

Children should do their own homework, but if they need help, try to guide them with patience and understanding. Don't do their work for them. Help your child in reviewing lessons before a test. One of our goals is to encourage the child to take responsibility for completing assignments. School work

comes first and should be stressed before TV or other forms of entertainment. Good study habits are vital to your child's success.

ACADEMIC DISHONESTY

Students are required to complete their own daily work, homework and tests. Cheating or plagiarizing on a required classroom assignment may result in a student having in-school suspension and/or a lower grade on the assignment. Should behaviors of this nature continue, students may receive out-of-school suspension.

DISCIPLINE PLAN

BEHAVIOR

All children are expected to be courteous and respectful to each other and to members of the staff. They are expected to conduct themselves in such a manner that they not disrupt the instructional program or interfere with others. Any type of fighting, harassing or threatening others is unacceptable behavior. Being disrespectful to teachers, arguing with them, talking back, using profane language, or making improper gestures is not acceptable. If a serious problem occurs, parents can expect to be requested to assist us in correcting the situation. If we feel it is not serious enough to warrant a formal conference, parents will be sent a note or will be telephoned. Successful learning is contingent upon self-discipline of the student as well as upon the group discipline which supports a positive learning climate.

RULES

1. Students will be respectful of all people and property.
2. Students will keep hands, feet and objects to self.
3. Students will use appropriate language.
4. Students will use soft voices in the school building.
5. Students will walk when in the school building.
6. Students will use acceptable table manners in the lunch room.
7. Students will not fight.
8. Students will not throw snowballs.

STEALING

Stealing from anyone is prohibited at WCA. Administration has the right to respond as needed should an item(s) be stolen while on WCA property. This may include out of school suspension and parent meetings.

PLAYGROUND ACTIVITY AND NOON HOUR RECESS

The playground is supervised during the noon break. We encourage students to enjoy themselves and their friends on the playground. Observance of the playground rules is expected of all students. Children are not allowed to throw snowballs, fight, or play games involving bodily contact such as king-on-the-hill, tackle football, etc. Also, disruptive behavior toward supervisory personnel will not be tolerated.

In most cases, if a child is well enough to be in class, we do not feel it would be detrimental for that child to be outside. A written excuse should be provided to the teacher each day a child is to stay in from recess.

The school district is not responsible for accidents on the playground after school hours. Students can play on the playground with parental supervision after school hours.

514 BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.

- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
1. The developmental and maturity levels of the parties involved;
 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 3. Past incidences or past or continuing patterns of behavior;
 4. The relationship between the parties involved; and
 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

[Note: As the purpose of the policy is to ensure the safety and well-being of students, school districts should review those individuals in their district who may have responsibility for its students, whether formal or informal, to ensure that this purpose is met. Accordingly, school districts may wish to exclude or add certain individuals as being subject to its policy. For example, if a school district is providing visitors with extensive contact with students, the school district may wish to include visitors as individuals subject to the policy to ensure the access the school district has permitted is not being abused. Alternatively, a school district may wish to remove contractors from the policy if the individuals with whom it contracts have little or no contact with students to avoid unnecessary application of the policy.]

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:
1. harming a student or a group of students;

2. damaging a student's or a group of students' property;
 3. placing a student or a group of students in reasonable fear of harm to person or property;
 4. creating a hostile educational environment for a student or a group of students; or
 5. intimidating a student or a group of students.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying in a timely manner may be subject to disciplinary action.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

- A. The school district annually will provide information and any applicable training to school district staff regarding this policy.
- B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

- C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
- D. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

VIII. NOTICE

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

RIDING THE BUS IS A PRIVILEGE

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions, or events. All school rules are in effect while a student is riding the bus or at the bus stop.

The school bus safety rules are posted on every bus. If these rules are broken, the discipline procedures will be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the Transportation Office.

RULES AT THE BUS STOP

- > Get to your bus stop 3-5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- > Respect the property of others while waiting.
- > Keep your arms, legs, and belongings to yourself.
- > Use appropriate language.
- > Stay away from the road when waiting for the bus. Wait until the bus stops before approaching the bus.
- > After getting off the bus, move away from the bus.
- > If you must cross the street, **always cross in front of the bus where the driver can see you**. Wait for the driver to signal to you before crossing the street.
- > No fighting, harassment, intimidation, or horseplay.
- > No use of alcohol, tobacco, or drugs.

RULES ON THE BUS

- > Immediately follow the instructions of the driver.
- > Sit in your seat facing the front.
- > Talk quietly and use appropriate language.
- > Keep all parts of your body inside the bus.
- > Keep your arms, legs, and belongings to yourself.
- > No fighting, harassment, intimidation, or horseplay.
- > Do not throw any object.
- > No eating, drinking, or use of tobacco or drugs
- > Do not bring any weapon or dangerous objects on the school bus.
- > Do not damage the bus.

STUDENT TRAINING

The School District shall provide students enrolled in grades Kindergarten through 10 with school bus safety training. The training shall be results-oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completion of the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:

- > Transportation by school bus is a privilege not a right;
- > Policies for student conduct and school bus safety;
- > Appropriate conduct while on the bus;
- > The danger zones surrounding the school bus;
- > Procedures for safely boarding and leaving the school bus;
- > Procedures for safe vehicle lane crossing; and
- > School bus evacuation and other emergency procedures.

CONSEQUENCES FOR MISBEHAVIOR

Consequences for school bus/bus stop misconduct will be imposed by the Building Principal or designee in conjunction with the Transportation Director. Serious misconduct may be reported to local law enforcement.

Consequences for school bus/bus stop misconduct will apply to all regular routes and shuttles. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

ELEMENTARY (K-6)

1st offense Written warning

2nd offense 3 school day suspension from the bus
 Call parent/guardian

3rd offense 5 school day suspension from the bus
 Call and meet with parent/guardian

4th offense 10 school day suspension from the bus and a meeting with parent/guardian

Further offenses will be individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

SECONDARY (7-12)

1st offense Written warning

2nd offense 5 school day suspension from the bus
 Call parent/guardian

3rd offense 10 school day suspension from the bus
 Call and meet with parent/guardian

4TH offense Suspended from riding the bus for the
 remainder of the year.

OTHER DISCIPLINE

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

RECORDS

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Records will also be maintained in the transportation office.

VANDALISM/BUS DAMAGE

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

NOTICE

Students will be given a copy of school bus and bus stop rules. Rules will be posted on each bus.

CRIMINAL CONDUCT

In cases involving criminal conduct (for example, assault, weapons possession, or vandalism), the Superintendent and local law enforcement officials will be informed.

PARENT / GUARDIAN RESPONSIBILITIES FOR TRANSPORTATION SAFETY

- > Become familiar with rules and policies, regulations, and principles of school bus safety.
- > Assist students in understanding safety rules and encourage them to abide by them.
- > Recognize their responsibilities for the actions of their students.
- > Support safe riding practices and reasonable discipline efforts.
- > When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
- > Support procedures for emergency evacuation, and procedures in emergencies as set up by the School District.
- > Respect the rights and privileges of others.
- > Communicate safety concerns to transportation office.
- > Monitor bus stops, if possible.
- > Support all efforts to improve school bus safety.

OTHER INFORMATION FOR PARENT/GUARDIAN

- > No driver is to make changes in the pick-up or drop-off schedule for their route without prior authorization.
- > Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved.
- > No weapons or articles that may be classified as dangerous, may be transported on a school bus. This includes any or all weapons, gasoline cans, animals, and other dangerous or objectionable items.
- > Any denial of bus-riding privileges must come from the Principal or Transportation Director.

**SAMPLE COPY/Conduct Report
Drivers Section/Student Copy**

Driver's Name Date

Bus # AM PM Shuttle

Student's Name Grade

Your student has chosen to violate these rules:

—

—

—

—

Parent Response:

I understand that this is a conduct report, and that my student has not been following the School bus Safety rules.

I have gone over the rules with my student. I understand that any further infraction of the rules may result in suspension from the bus for a period of time to be determined by the Transportation Department. I understand that this document of **the School Bus Safety rules must be returned to the bus driver in order to restore bus privileges for my student.**

Parent Signature _____ Date

Student Signature _____ Date

MEETING UNIQUE NEEDS

SPECIAL EDUCATION

West Central Area Schools is a member of the Morris Special Education Co-op.

Special education services that are offered include Speech/Language, Developmental and Cognitive Delayed, Developmental and Cognitive Delayed Severe and Profound, Specific Learning Disabilities, Hearing Impaired, Physically Impaired, Other Health Disabilities, Early Childhood Special Education, Emotional/Behavior Disabilities, Developmental Adaptive Physical Education Therapy, Vision Impaired, Occupational Therapy, and administrative services and in – service training.

MEDICATION

(See attached form)

If a student must bring medication to school (either prescription or non-prescription), a written physician's signature is needed before the medication can be given by school personnel. Parents may use the physician's order form on the next page, or they may pick one up at the school office or from their family doctor. The form will request the child's name, dosage instructions, doctor's name, any potential side effects, and a prescription date.

By law, the following requirements must be met:

Prescription Medications –

1. Must be clearly identified as to the name and type of medication.
2. Must be in the original container.
3. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
4. The prescription must be current.
5. Medication will be given by school personnel under the supervision of the school nurse.

Medication Administration Form

Student's Name: _____ Date of Birth: _____ Grade: _____

Clinic: _____

Clinic Address: _____ Clinic Telephone Number: _____

Medication: _____

Dosage/Route: _____

Time/Frequency: _____

Reason for Medication: _____

Possible Side Effects: _____ May Self Administer: Y _____ N _____

Check one: Prescription or Over-The-Counter Estimated Termination Date: _____

Physician signature required for prescription medications and over-the-counter medications that are to be given at a dose not recommended "for age" on the bottle.

Physician's Signature: _____ Date: _____

Print Physician's Name: _____

Parental Request for Administration of Medication

To promote safety for your child, medication information may be shared with school personnel working with your child and with 911 personnel, if they are called.

1. I request that my child receive the above medication during school hours as specified on this form
2. I will immediately notify the school of any change in the medication.
3. I give permission for prescription medications to be given by designated personnel as delegated by the school nurse.
4. I give permission for my child to self-administer over-the-counter medications with supervision.
5. I give permission for the school nurse to consult with my child's physician concerning any questions that arise with regard to the listed medication, medical condition or side effects of this medication.
6. I release all school personnel and the school district from any and all liability in the event of any adverse reaction resulting from the use or administration of this medication.

Parent/Guardian Signature: _____ Date: _____

Home Phone: _____ Work Phone: _____

This form expires at the end of the school year or when the medication changes.

HEALTH SERVICES –SEE ALSO IMMUNIZATIONS

The school nurse is at both North and South Elementary one day per week, and is available at other times upon request. The nurse's duties include:

- medication management
- hearing and vision screening of all students each fall
- fluoride treatment – information sent home with students in the fall
- human development education
- scoliosis screening for fifth grade students, and others as needed
- health resource for parents, students and teachers
- student health records

ILLNESS AND/OR INJURY

In the event of student illness or injury, immediate attention will be given by a teacher, secretary or other responsible adult. Every attempt will be made to contact parents. If a parent cannot be contacted, a call will be made to the person the family has designated for emergencies. No student will be sent home without the permission of his/her parent or guardian.

Should students with a temperature of 100 degrees or higher are sent home. Students must be fever free for 24 hours prior to returning to school.

LICE

Should any form of lice (larva, egg, live), be found on a student, school will contact parents, guardians to notify and make arrangements for the student to be picked up. Students will need to be treated prior to returning to school and will be checked by school personnel. Letters will go to each family in the classroom notifying them if their student has been exposed to lice.

PARENTS AND STAFF WORKING TOGETHER

ENHANCING LEARNING

There are many ways that parents can enhance learning for their child. Here are a few suggestions:

1. Make sure your child gets plenty of rest. Elementary age children should have at least ten hours of sleep on school nights.
2. Read with your child every day. Children who practice their reading progress at a higher rate than those who do not.
3. Praise your child for his/her hard work and accomplishments. It is important for children to see that their effort is noticed.
4. Help your child learn to set goals in school and at home. Support your child as he/she works to achieve those goals.

5. Help your child get off to a good start in the morning. Prepare the night before and allow plenty of time for a nutritious breakfast before he/she leaves for school.
6. Demonstrate confidence and support for your child's teacher. If there are questions or concerns regarding your child, please communicate directly with the teacher.

REPORT CARDS

A progress report is sent to parents following the completion of each nine week grading period. Please carefully review your child's progress and contact your child's teacher or the principal if you have any questions. Parents may request a conference with their child's teacher any time during the school year.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are held in November and March from 3:30-7:30 on the first day and 12:30-7:30 on the second. A week before conferences a letter and conference schedule is sent to parents. Parents are encouraged to ask for additional conferences anytime they feel there is a need.

VISITS – CHILDREN

It is the policy of the West Central Area School District that non-enrolled students may not attend school with a WCA enrolled student.

VISITS – PARENTS

Parents are encouraged and welcome to visit their children's classroom once students are comfortable with new routines and environment. We have learned from experience that it is best to limit these visits to 30-45 minutes. Please try to arrange your visit with the classroom teacher so that it is convenient for both you and your child's teacher. The classroom teacher will not always have the opportunity to talk with you for any length of time during a visit because his/her first responsibility is to the children.

WCA Schools will assume that non-custodial parents have the same rights and privileges to their children as custodial parents, unless the principal's office receives legal notice of special circumstances.

PROCESS FOR ADDRESSING CONCERNS

When parents have concerns, they are asked to first contact the school employee who is nearest to the situation causing the concern. If they do not receive satisfaction from that person; they should then contact the building principal. If the matter is still unresolved, they are advised to contact the superintendent of schools. Should that fail, the parents are invited to call school board members to assist in bringing the matter to a satisfactory resolution.

DRESS CODE

It is the policy of this school district to encourage students to be dressed appropriately for school activities to provide a safe and welcoming environment for all students. The dress code policy is not intended to conflict with the rights of students to express political, religious, philosophical, or similar opinions.

Students who wear inappropriate clothing, as determined by the principal, will be asked to change the clothing or turn the article of clothing inside-out. Inappropriate clothing is any article of clothing that

distracts or disrupts education and learning. Clothing that advertises or displays tobacco, alcohol or drug related products and/or profanity or vulgarity will be strictly forbidden to be worn at school or school events.

Clothing that displays bare midriff, does not have straps, or tops that are cut to low are not allowed. Caps, hats, scarves or other head wear are only allowed on special dress up days.

ENTRANCE REQUIREMENTS

Minnesota Statute, 120A.20 requires a child to be five years of age by September 1st to enter kindergarten and six-years-old by the same date to enter first grade.

IMMUNIZATION REQUIREMENTS

Minnesota Statutes 1988, Section 123.70 requires that **all** children enrolled in Minnesota schools show proof of immunization against diphtheria, tetanus, pertussis, polio, measles, rubella, and mumps. If immunizations need to be updated, parents will be notified by the school nurse.

FIRE DRILLS, TORNADO DRILLS AND CODE RED DRILLS

Fire drills are held during the year to make quick evacuation of the building a familiar routine. A tornado drill is held in the spring in connection with Minnesota Tornado Awareness Week. Code Red drills are practiced throughout the year and are used when there is a threat of danger that exists within the school.

FUNDRAISING

WCA Elementary Schools prohibits students to bring fundraising materials to school from other clubs and/or organizations.

KINDERGARTEN REGISTRATION

Each spring, kindergarten round-up is held. At this time, parents of children who will be five years old by September 1st will be invited to attend the round-up. Parents are asked to bring a copy of their child's birth certificate for verification and immunization information.

LEAVING THE SCHOOL GROUNDS

Once a child has reported to school, he/she is not permitted to leave the school grounds. To leave the school grounds during school hours, your child must have a note from home.

LOST AND FOUND

Each year many unclaimed caps, sweaters, sweatshirts, boots, mittens and other clothing items are turned in to the Lost and Found. We urge you to mark all pieces of clothing and property with your child's name. Remind your child to report any lost item immediately. Unclaimed clothing is discarded during the summer.

PARTY INVITATIONS

We ask for all parents to send party invitations by mail. The school will provide names and addresses of your child's class as we are able. We encourage all party gifts to be brought after the

school day! Should this not work for your family, gifts can be brought to the school office at the beginning of the day. WCA strongly suggests parents use balloons and/or flowers as a private celebration with their child.

SCHOOL CLOSINGS – LATE STARTS

If school closes early, starts late, or is canceled, announcements will be made through ***Instant Alert*** and on these radio and television stations: Fergus Falls – KBRF and KJJJ; Alexandria – KXFA, KSAX, KCCO, KIKV; Morris – KMRS; Minneapolis – WCCO; Fargo – KFGO. All transported students must have the name of a storm home on file in the school office.

STUDENT RECORDS

Specific student records are kept on file at school. They include health records, special education records if applicable, permanent academic records, grade report cards, record of school lunch and miscellaneous fees owed, and a daily attendance record. Parents and students have a right to access student records. If you wish to review school records, please contact the school office and ask for an appointment with your child's teacher.

RELIGIOUS, RACIAL, SEXUAL HARASSMENT AND VIOLENCE POLICY

It is the policy of the West Central Area Schools to prohibit any form of religious, racial, or sexual harassment and violence. It is a violation of this policy for any pupil or school employee to inflict, threaten to inflict, or attempt to inflict religious, racial, or sexual violence against anyone in the school. The district will investigate all complaints of religious, racial or sexual harassment and violence, and will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy. A form is used to file any type of complaint dealing with religious, racial, sexual harassment and violence. The form and a complete copy of the schools Religious, Racial, Sexual Harassment and Violence Policy may be obtained from any of the schools offices.

RELIGIOUS RELEASE TIME

Elementary students may be released from school up to two hours each week for religious instruction. Parents who wish to have their children participate in religious release time activities should contact the church of their choice for further information.

PERMISSION SLIPS

You will need to write a dated, signed note and send it to school for the following reasons:

- Your child needs to go to someone else's home after school.
- Your child needs to ride a different bus.
- You want your child to stay in during recess or to be excused from physical education class for health reasons.
- Your child will leave school early, or will leave and return during the day.

PICTURES

Individual student pictures will be taken in mid-September. A letter will be sent home with the date, time and price of various picture packages. All students will have their pictures taken for the school records. However, parents do not need to purchase pictures.

PETS

Please check with your child's teacher and/or Principal before bringing an animal to school for any reason. **Due to potential allergies, should a pet be allowed at school, it will need to be outside.**

CLASSROOM SNACKS

The Minnesota Department of Health advises schools not to distribute food items in school which have been prepared in individual homes. Home-baked "treats" are not allowed for classrooms. Families may send commercially prepared, packaged or individually wrapped food items. According to West Central Area Schools Wellness Policy, adopted on 7-1-06, snacks that are brought to school should be a healthy one. A list of acceptable treat items is listed on the next page.

BICYCLES

Students may ride their bicycles to school. Once they have arrived at school, the bicycles are to be parked in the bike racks and they are not to be ridden until they leave for home at the end of the school day.

CAMPBELL'S SOUP LABELS and BOX TOPS

Students are encouraged to save labels from Campbell products and Box Tops as they are redeemable for school equipment, educational games, and classroom extras.

WINTER WEATHER WEAR

Children need to wear boots, snow pants, and stocking caps. Weather permitting; all children will go outside during noon recess. We will adhere to the following guidelines in determining outside noon recess:

If wind-chill is 0 or above	Outside
If wind-chill is 0-10 below	Outside for a shortened period
If wind-chill is below -10	Inside

ELECTRONIC TOYS

Toys and other distracting personal belongings such as radios, ipods, ipads, tape players, electronic games, trading cards and cameras may not be brought to school.

CELL PHONES

Cell phones are not allowed in bathrooms, classrooms or playgrounds. They should be left in lockers and set on silent mode during school hours. Students are not allowed to use cell phones during school hours.

HEALTHY CLASSROOM SNACKS

GRAIN FOODS

Whole grain bread
Bagel (half)
English Muffin (whole wheat)
Low-fat muffin (fruit or grain)
Ginger snaps
Graham crackers
Honey Maid Graham Sticks
Reduced-fat Triscuits
Vanilla Wafers
Saltine crackers
Snackwells crackers
Reduce-fat Wheat Thins
Mutigrain Wheat Thins Chips
Pretzels
Fig bars
Rice cakes or mini rice cakes (flavored)
Teddy Grahams
Baked tortilla chips
Low-fat granola bars
Quaker Graham Cereal Bars
Dry cereal (Chex, Cheerios, Kix)

FRUITS AND VEGETABLES

Seasonal fresh fruit (washed)
Canned fruit (in juice, water, or light syrup)
Del Monte & Dole fruit bowls
Dried fruit
Fresh vegetables

DAIRY PRODUCTS

Low-fat yogurt
Yogurt smoothies (Dannon, Yoplait)
String cheese
Low-fat cheese slices (3 grams fat/1oz)
Low-fat pudding

MEAT

Turkey breast
Chicken
Roast Beef
Ham

BEVERAGES

Diet or regular V8 Splash
100% fruit juice
Crystal Light
Sugar-free Kool-Aid
Skim or 1% milk
Water (flavored)

ADDITIONAL TREATS

Fruit snacks
Frozen fruit bars
Frozen yogurt
Jell-O (with fruit)
Rice Krispie Treats
Fat-free popcorn (94% fat free)
Fruit, nut and/or grain trail mixes
Musselman's fruit & sauce
Del Monte fruit & gel
Kid sense fun packs
100 Calorie Packs
Right Bites

MIX IT UP!

Bread/Crackers with peanut butter
Crackers with low-fat cheese & meat
Fruit with low-fat yogurt
Vegetables with low-fat ranch dressing
Tortilla chips with salsa
Frozen yogurt with fruit sauce
Celery with peanut butter & raisins
Banana with peanut butter
Graham sticks with milk

*Various lists of acceptable snacks may change in classrooms due to student allergies.

West Central Area SD 2342
Family Educational Rights and Privacy Act (FERPA)
Annual Notice of Student Education Record Privacy

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

- 1) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:

Name of Staff: _____ Telephone: _____

Email Address _____

You will be notified of the place and time the record(s) may be available for review.

- 2) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record:

Name of Staff: _____ Telephone: _____

Email Address _____

- 3) To control the disclosure of their child's personally identifiable information from their education record. Parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; 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, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility.
- 4) To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

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

