

Parent Handbook



The Ottauquechee School community believes that emphasizing academics and maintaining high expectations helps students become knowledgeable, responsible, and productive citizens. We believe that it is the duty of our school community to help every member feel respected, safe, and supported. We believe our school culture should encourage all members to express themselves and become active and engaged. We believe that healthy bodies are vital to our success. We believe that mutual support among the school, families, and community fosters achievement.

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Jeanette Leavitt.....School Nurse
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HARTFORD SCHOOL DISTRICT ELEMENTARY SCHOOLS

PARENT HANDBOOK 2013-2014

Dothan Brook School

Ottauquechee School

White River School

The purpose of this parent handbook is to inform parents of the important rules, policies, procedures, and information relating to the education of their children. Please read this book carefully. A copy of this handbook, school district calendar, Hartford Community Profile and information of interest and individual school rules are available at : www.hartfordschools.net as well as on each school's website.

The following district policies/topics are mentioned in the handbook with complete information available on the school district website: <http://www.hartfordschoolsvt.com/policies>

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Town of Hartford Elementary Schools

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Sheila Powers	White River School	295-8650	powerss@hartfordschools.net

District Website: <http://www.hartfordschools.net>

Notice of Non-Discrimination

It is the policy of the Hartford School District not to discriminate in educational programs, activities or employment practices on the basis of race, color, religion, national origin, sex, sexual orientation, age, or handicapping condition under the provisions of Titles VI & IX, Section 504, and the Individuals with Disabilities Education Act (PL 101-476). Any person having inquiries concerning the Hartford School District's compliance with these regulations should contact the Superintendent of Schools (295-8600), or Regional Director's Office of Civil Rights; 8th Floor 5 Post Office Square, Boston, MA 02109-4557.

School Climate

The Hartford School District is committed to maintaining a school climate that promotes learning, respects individuality and attempts to make each student feel secure. Conduct, including verbal statements, that has the purpose or effect of unreasonably interfering with an individual's work or educational performance because of the individual's race, color, religion, national origin, sex, sexual orientation, age, or handicapping condition will be subject to the disciplinary policy and the Prevention of Harassment of Students Policy.

Restraint and Seclusion

The Vermont State Board of Education rules on seclusion and restraint went into effect on August 15, 2011. These rules, set out below, require public and approved independent schools to annually at or before the beginning of each academic year inform parents of enrolled students of the policies pertaining to the use of physical restraint and seclusion, the intent to use positive behavioral strategies and supports and its intention to avoid the use of physical restraint or seclusion to address targeted student behavior. Persons who impose a restraint or seclusion must report its use to the school administrator no later than the end of the school day and school administrators must report certain types of restraints or seclusions to the superintendent. The rules require notice to parents within 24 hours of each use of seclusion and restraint and an opportunity for parents to participate in a review of an incident of restraint and seclusion. The superintendent or headmaster (if there is no sending district or LEA) must report to the Commissioner within 3 school days if:

1. There is death or an injury requiring outside medical treatment or hospitalization of staff or student as the result of a restraint or seclusion;
 2. Physical restraint or seclusion has been used for more than 30 minutes or;
 3. Physical restraint was used in violation of state board rules.
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Hartford School District Elementary Program

The Hartford School District is dedicated to providing a successful learning experience for all students. Systematic instructional support systems will be developed to help teachers meet the needs of all students. These comprehensive educational services will result, to the maximum extent possible, in all students succeeding in the regular classroom. – Hartford School District Policy Book.

The goals of the elementary curriculum are to teach effective communication and problem solving skills. Students will be given the opportunity to foster their own personal development and to develop into socially responsible citizens.

The curriculum addresses the following disciplines: language arts, mathematics, science, social studies, the arts, physical education, and health awareness. Our instructional methods include both literacy and phonics based approaches to reading, a process approach to writing, use of manipulatives in mathematics, problem-solving activities, and cooperative learning opportunities. Students are expected to learn basic skills and to proceed beyond them to develop concepts, higher order thinking skills, and the ability to learn how to acquire knowledge.

Educational Support Systems

Each school maintains an Educational Support Team. (EST) as part of the support system to help students achieve educational progress. Parents may make referrals to the EST by contacting the student's teacher.

Special Services Eligibility

Parents may make a referral at any time to the school for an evaluation of their child's special education or 504 eligibility. A school team will consider eligibility.

Parent Reporting System

K-5 report cards are issued in November, March & June. Elementary parent conferences are scheduled in November, March, and as needed. Refer to the school calendar for specific dates

Assessments

Elementary school students participate in local and state assessments each year. These assessments are used to evaluate our curriculum and programs of instruction, teaching methods, and student performance. An individual student's assessments can be shared with his/her parents. School and District scores are reported to the Hartford School Board and to the public.

Local Hartford School District Assessments:

Grades K-5: Fountas & Pinnell Reading Assessments, K-5 Bridges Math Assessments

State of Vermont Assessments:

Pre-K: The Creative Curriculum

Grade 3: NECAP Assessment in Reading, Math

Grade 4: NECAP Assessment in Reading, Math, Science

Grade 5: NECAP Assessment in Reading, Writing, Math

General Procedures and Regulations

ABSENCES: According to Vermont law, **students are expected to attend school unless they are sick.**

Missing school for any other reason is an unexcused absence. Teachers are not required to provide make-up work for unexcused absences, they may do so at their own discretion. If the unexcused absence is a family trip or other planned event, make-up work may be provided at the teacher's option, but it must be requested in writing prior to the absence. When students are truant, the police may be called to investigate. Students who are absent from school may not participate in after school activities at school.

The superintendent of a public school may excuse, in writing, any pupil from attendance upon such school for a definite time, but for not more than ten consecutive school days and such excuse shall be granted only for emergencies or for absence from town. (16 V.S.A. § 1123)

TRUANCY: Excessive unexcused absences shall be defined by the school, but shall not be defined to allow for more than 5 days of unexcused absences. Unexcused absences shall also be interpreted to mean a pattern of tardiness or early school departures or failure to attend classes as defined by the school.

The school shall make personal contact with the parents or guardian of any student identified as having excessive unexcused absences to express the school's concern. This personal contact may be followed with a letter from the school to the student's parents or guardians. The principal will notify the superintendent or school directors about the student of concern 16 VSA 1126 and will notify the truant officer about the student of concern 16 VSA 1126. After 10 days of unexcused absences, the school shall arrange a Coordinated Services Plan ("CSP") meeting (Act 264).

TARDINESS: Students who are late to school miss important learning. Tardy students may be asked to make up the missed time and they may be subject to school discipline procedures.

VERIFICATION OF STUDENTS' ABSENCES: Parents are asked to phone the school by 8:30 A.M. to notify us when a child will be absent. If we do not hear from you, we may attempt to reach you. If we haven't contacted the parent by 9:00 A.M. we may notify our Truant Officer or the Hartford Police Dept. that we have an absent child without parental verification.

RETURNING AFTER ABSENCES: Students returning from an absence due to illness are expected to participate in the entire school program, including gym and recess, except by a doctor's direction. Following surgery students shall have written permission from physician giving student clearance for returning to school.

ARRIVING LATE/LEAVING EARLY: Students leaving or arriving during the school day must be signed out/in at the office by a parent or guardian. Students should not be dropped off early at school (before 7:45A.M.).

AFTER SCHOOL DISMISSAL: The parent must write a note to the teacher if the child is to take a different (not routine) way home. Students **cannot** ride a different bus due to the fact that some bus runs are filled to capacity.

CANCELLATION, EARLY CLOSING: If it is necessary to cancel school, to delay the opening of school, or to close school early because of inclement weather, the announcement will be made over local radio stations. A computer generated phone call will be made to the home phone number listed on a student's registration form. After 6:30 A.M. it will be recorded at 295-8620 ext. 800.

MEDICATION: Schools may administer prescription medication only from pharmacy labeled bottles and only with notes from both the parent and the doctor giving permission. Students with inhalers should check with the school nurse. Nonprescription medicine may be given only with a parent's and the school nurse's permission. Please check with the school nurse before you send any medication.

HEAD LICE: The Hartford School District follows Vermont Department of Health recommendations regarding head lice. Students should not share hats and other items that come in contact with hair. Students with head lice will be sent home at the end of the school day; they may not return until they have been treated to remove the head lice/nits. Students will be checked upon returning to school.

FEVERS: Students with fevers of more than 100° will be sent home. Students who have had a fever should not return to school until the child's temperature has remained normal for 24 hours without the aid of acetaminophen, ibuprofen or other fever reducing compounds.

IMMUNIZATION: All students must show documentation of immunizations meeting state requirements for Diphtheria, Polio, Tetanus, Pertussis, Rubella, Mumps and Measles, Varicella & Hepatitis B. Parents who object to immunizations must sign a waiver and have it placed on file at school.

NUTRITION/FOOD: The school provides time for a snack and for lunch. Students may purchase milk and school lunch. We received a grant that will enable each student to have a free fruit or vegetable for snack each day. A free/ reduced cost lunch application form is sent home on the first day of school and forms are always available in the school office. Applications for free and reduced lunch are available at any time of the year. Menus are listed on the Hartford School District website.

ALLERGY MANAGEMENT PLANS: When stipulated by food allergy management plans, classroom snacks, student snacks and lunches, and classroom party food will be regulated and supervised by school personnel. Families will be informed of any restrictions when and where they are necessary.

ANIMALS IN SCHOOL: Animals are not permitted in school. In special circumstances the school administrator will use professional judgment to allow animals for therapeutic or academic purposes.

CLOTHING: In order to maintain a respectful academic atmosphere, clothing and make-up that is too revealing, distracting or offensive is not allowed. Shorts and skirts should be no shorter than fingertip length; no belly shirts or revealing tops. Pants should be worn so no skin or underwear is showing. Clothing that displays offensive messages or language is not acceptable, nor are messages pertaining to alcohol, drugs, or tobacco products. Students who wear clothing or make-up that is too revealing or inappropriate for school, as determined by school personnel, will be asked to change or he/she may be sent home. Hats are not to be worn inside. Students are expected to be properly/comfortably clothed. Students have recess every day except in bad weather (rain or extreme cold). Students need proper shoes for gym classes, a smock or art shirt for art, and snow pants and boots to play in the snow. High heeled shoes and flip flops footwear are not allowed: shoes must be secure around the toes and ankles. If you child is prone to toileting incidents you should send extra sets of clothing in the backpack daily.

DELIVERIES: The school will not accept flowers, balloons or other items for delivery to students.

INVITATIONS TO PARTIES: Students are not allowed to give out invitations to social events, such as birthday or other parties, while at school. Please consider adding your name/address to the school directory if

you wish to have your child receive invitations via U.S. mail. This will be the only option for sending and receiving party invitations.

PUBLIC ACCESS: Events such as concerts and performances open to the public may be video taped, broadcast and photographed without permission as long as these activities do not interfere or distract from the performance or activity.

TELEPHONE: Students are discouraged from using the school phone.

SCHOOL RULES: Rules and discipline procedures for each individual school are sent home in the first week of school. Additional copies are available upon request and they can also be found on the school's web site.

RECESS: Recess is an important part of the daily routine; however, students may lose recess to complete schoolwork or for disciplinary reasons. Otherwise, all students are expected to take part in recess.

BICYCLES, SCOOTERS, SKATE BOARDS, SNEAKERS WITH ROLLERS: Students **MUST** wear a bike helmet and ride safely when riding on school property. Students are encouraged to wear helmets whenever they are riding. Bicycles should be locked, as the Hartford School District is not responsible for bicycles left at school. No bikes should remain at school after school is over for the day. **Students may not ride at recess or during the school day.**

STUDENT VALUABLES, TOYS AND ELECTRONIC DEVICES: Students are cautioned not to bring toys, money, or valuable items to school. If students wear glasses, dental retainers, watches or jewelry, they must keep track of them at all times. Electronic devices such as cell phones, games, and music players are distractions in the classroom. They must be turned off and put away upon entering the building. Students are responsible for their personal property. Please report any missing item to the office immediately and an effort will be made to recover it, but the school is not responsible for personal property.

PARENT INVOLVEMENT: Parents are encouraged to communicate with staff about their children. Classroom visits or volunteering situations must be approved by the principal. All school visitors/volunteers need to sign in and out at the office whenever they arrive at school. Parents and adults must cooperate with school staff when on school grounds, in the building and on field trips.

PARENT TEACHER ASSOCIATION: Each school has a PTA or PTO that meets monthly. All parents are welcome to join. Call your school's office for meeting details. The OQS PTO meetings are ordinarily held on the second Thursday of each month in the OQS library at 6:30 p.m.

HOMEWORK Guidelines for Teachers, Parents, & Students

Homework is an important supplement to daily classroom activities. Homework is most effective when it is directly related to the instructional objectives of the classroom. The purpose for any homework assignment must be clear, and students and parents must understand the teacher's expectations. Clear, direct lines of communication between teachers and parents will help students understand the importance of homework and avoid unnecessary problems.

Homework is *not* meant to be “busy work”

Homework is *not* meant to be the primary means of learning new material.

Homework is *not* meant to cause undue stress on teachers and families.

(When students or parents get to the point of utter frustration regarding a homework assignment, it is time to stop!)

Time expectation for homework:

While it is not necessary for homework to be assigned every night, it is reasonable to expect that a certain amount of homework may be assigned on a regular basis. Parents who repeatedly find their children working on homework in excess of the following guidelines should notify the school.

Grade levels Suggested amount of homework (average total)

Grades K-2 Not more than 30 minutes

Grades 3-5 30 to 60 minutes

Teacher’s responsibilities regarding homework:

- Provide assignments that are worthwhile, clearly linked to instructional goals and of reasonable length.
- Use homework to assess students’ understanding of material taught in class.
- Provide reasonable accommodations for students with special needs.
- Provide written materials that are legible.
- Provide timely feedback to students regarding homework.
- Establish reasonable consequences for homework assignments that are missing, incomplete, or late. In most instances, homework will affect a student’s grade.
- Keep students and parents informed regarding problems related to homework.

Parent’s responsibilities:

- Provide adequate time and quiet space for homework.
- Monitor the completion of homework.
- Assist the child with some activities when requested by the teacher, e.g., reading with the child, practicing flash cards, etc. (Parents are *not* expected to teach or to re-teach lessons, *nor* are they expected to do their children’s assignments.)
- Inform the school when there are any problems with the student completing homework.

Student’s responsibilities

- Know what the assignment is, ask questions when you do not understand the assignment.
- Be prepared by having the proper books, material, and supplies.
- Do your own homework and hand it in on time.
- When appropriate, use an assignment book and have parents sign it.

HARTFORD SCHOOL DISTRICT POLICIES

Complete Hartford School District Policies are available at <http://www.hartfordschoolsvt.com/policies>.

Bullying Prevention

I. Purpose of Policy: To provide a safe, orderly, civil and positive learning environment.

II. Policy Scope

Applies to all acts of bullying made by students of the Hartford School District:

1. During the school day on school property or at a school sponsored activity; or

2. Which can be shown to pose a clear and substantial interference with another student's right to access educational programs, regardless of where the acts of bullying occurred.

STUDENT CONDUCT AND SCHOOL CLIMATE

STUDENT RESPONSIBILITIES:

It is the responsibility of each student to contribute to a safe, respectful and productive learning environment by demonstrating respect and consideration for fellow students and adults. This includes complying with all policies and rules of conduct of the Hartford School District. Those behaviors that create an intimidating, hostile, or offensive environment but may not meet the definition of harassment (see policy F-42) will be considered violations of this policy and subject to the school's or school district's disciplinary system. The consequences for violations of this policy may include, but not be limited to, detention, suspension or expulsion. The following are expected of all students while on school property and/or when engaged in school-related functions:

- A. Students are expected to behave toward others in a respectful and courteous manner, respect the rights of others and exercise self-discipline.
- B. Students shall refrain from expressing personal prejudices against any individual or group.
- C. Students are expected to respect the property of the school district and that of others.
- D. A primary goal of the school district is to ensure that all students have the opportunity to learn and develop their abilities. No student has the right to interfere with the right of others to learn or to conduct themselves in a manner that disrupts or deprives others of the opportunity to participate in the educational process.
- E. Students are expected to comply with the instructions and directives of all duly authorized staff members. Students are expected to accept reasonable consequences for breaking school or district rules. Appeals may be made to faculty and administrators by students who believe instructions to be improper or unjust, but only after complying with them.
- F. Students are expected to attend school every day and to be on time.
- G. Students are expected to identify themselves, if asked to, by a district employee.
- H. Students are expected to be honest and discharge their responsibilities to the best of their ability.
- I. Students are expected to dress appropriately for school. Clothing shall not distract others from school work or reflect themes that are offensive or disrespectful to others.

Policy: Prevention of Harassment of Students (F-42)

I. Purposes

The Hartford School District is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect. This policy addresses incident(s) and/or conduct that occur on school property, on a school bus or at a school sponsored activity or incident and/or conduct that do not occur on school property, on a school bus or at a school-sponsored activity but where direct harm to the welfare of the school can be demonstrated.

Harassment is a form of unlawful discrimination that will not be tolerated. It is the policy of the District to prohibit the unlawful harassment of students based on race, creed, color, national origin, marital status, disability, sex, sexual orientation, and gender identity, to the extent required by law (1). In addition, retaliation is a form of unlawful discrimination that will not be tolerated. Consistent with these purposes, annually each school shall select two or more designated employees to receive complaints and shall publicize their availability in any publication of the District that sets forth the comprehensive rules, procedures, and standards of conduct for the school (2).

It is the intent of the District to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this harassment policy is to prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that is likely to substantially disrupt the educational learning process and/or access to educational resources, or create a hostile learning environment.

The District shall promptly and effectively address all complaints of harassment in accordance with the procedures established by this policy. In cases where harassment is substantiated, the school shall take prompt and appropriate remedial action reasonably calculated to stop the harassment. Such action may include a wide range of responses from education to serious discipline. Such serious discipline may include termination for employees and, for students, expulsion or removal from school property. Nothing herein shall be construed to prohibit punishment of a person for conduct which, although it does not rise to the level of harassment as defined herein, otherwise violates one or more of the school's other disciplinary policies or codes of conduct.

Suspension

Pursuant to Title 16 V. S. A. Section 1162, the principal may, in accordance with the aforementioned rules and regulations duly adopted by the board, suspend a student for misconduct when such misconduct makes the continued presence of the student harmful to himself, others, or to the welfare of the school. Students may be suspended, either in school or out of school, provided the student has been afforded fundamental due process as set forth in the Administrative Guidelines of this policy.

Any student with disabilities, regardless of whether the behavior prompting consideration of suspension is related to the child's handicap or not, maybe suspended for up to 10 school days in a school year. Accumulated suspension amounting to more than 10 days in a school year shall be considered a significant change in educational placement. In cases where such actions are being considered, the IEP Team or 504 Team must first determine if the disruptive behavior is related to the student's handicapping condition.

Substance Abuse Policy F-28

The possession, distribution, use, or being under the influence of a regulated substance by students and employees is strictly prohibited at all school activities and/or on all school property by all persons. This includes all tobacco products.

Weapons Policy F-35

Any student who brings a weapon to school shall be brought to the superintendent, who will decide if an expulsion hearing with the board is warranted. A student found by the board, after a hearing, to have brought a weapon to school shall be expelled for at least a calendar year. However, the board may modify the expulsion on a case-by-case basis when it finds mitigating circumstances. Weapons include (but are not limited to): firearms, live ammunition, knives and bows and arrows. Please see the Hartford School District Policy Manual for the complete policy.

Bus Rules

The Hartford School District supplies bus transportation as a service to its students. This service will be provided if the student complies with these rules and cooperates with the driver. Bus privileges can be revoked if a student fails to follow these rules while on the bus or at the bus stop. Students are strongly encouraged to wear seat belts on buses that have them.

1. Keep hands, feet and objects to yourself.
2. Be respectful of self, others and school property
3. Follow the directions of the bus driver.

Penalty: Violation of these rules will be reported to school principals:

1st offense = warning or loss of recess

4th offense = 5 days off the bus

2nd offense = 1 day off the bus

5th offense = off the bus for the remainder of the year

3rd offense = 3 days off the bus

Principals may immediately impose tougher consequences for more serious offenses.

Acceptable Use of District Electronic Resources

I. Purpose of Policy

The purpose of this policy is to:

1. Create an environment that fosters the use of electronic resources in a manner that supports and enriches the curriculum, provides opportunities for collaboration, and enhances staff professional development,
2. Ensure the safety of everyone that accesses the Hartford School District's technology devices, network and web resources.
3. Comply with the requirements of applicable federal and state laws that regulate the provision of access to the Internet and other electronic resources by school Districts.

II. Policy Scope

This policy applies to everyone that:

- Accesses the Hartford School District's network, collaboration and communication tools, and/or student information systems either on-site or via a remote location,
- Uses the Hartford School District's technology devices either on or off-site.

Student Records Policy F -23

The Hartford School District policy is to maintain confidentiality of student records. The Hartford School District will not release any personally identifiable information (except as allowed for by FERPA) without parental permission. Please also see inside back cover regarding the release of directory information.

Statement of parent and student rights regarding education records:

As an eligible student or a parent of a student enrolled in the Hartford School District, you have certain rights concerning the educational records which the school district maintains. These rights are afforded by the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA, PL 101-476) and the policy and procedures of the Hartford School District.

You have the right:

- To a list of the type and locations of student education records maintained by the Hartford School District and the titles and addresses of the school officials responsible for those records.
- To inspect and review your (your child's) education records within a reasonable time after such a request (no more than 45 days after the request is made, and before any IEP meeting or hearing related to the identification, evaluation, or placement of a handicapped student).

Please see the Hartford School District Policy Manual, Policy F-23, and the Student Records and Guidelines G-F16 Educational Records for the complete policy and explanation of our district's student records policy and your rights.

Promotion and Retention F -16

It is the policy of the Hartford School District that each child be placed in an educational setting that best serves the total needs of the child. Furthermore, it is our philosophy that a child's educational interests are usually best served when associating with children of the same chronological age. However, depending upon the needs of the individual students, it may become necessary to consider alternative grade-level placement.

In this regard, retention should not be seen as inherently negative but rather as an opportunity for a student to experience an additional year of development and academic preparation in order to enhance that child's chances for educational success.

When enrichment or remedial programs are needed, it is incumbent upon the school administration to provide such programs within the limits of budgeted resources and the skills of existing personnel.

Guideline G-F8: Retention is most readily accepted and more likely to be successful when it occurs in the lower elementary grades. For many children, four years of elementary preparation is simply not enough. Giving such youngsters the "benefit of the doubt" may indeed mean providing an extra year's preparation before allowing them to move to the more academically-oriented upper grades. Therefore, it is important that the staff identify as early as possible those students who will need five years of grades 1-4 and plan programs accordingly.

Retaining a child when neither the parent nor the child was convinced of the need, seldom is worthwhile. However, there are occasions when the school must retain a child against the parent's wishes. The school makes the final decision with regards to grade-level placement. If the parent or guardian does not concur with the school's decision to retain a child, said parent or guardian may appeal the decision by submitting a request in writing to the principal. Such an appeal shall constitute reasonable grounds for the administration to give careful attention to the basis for the original decision and to again notify the parent in writing of its reconsideration and subsequent decision.

Protection of Pupil Rights Amendment (PPRA)

This federal law requires that parents have a right to inspect materials used in US Dept. of Education surveys and tests. It also requires parental consent before student participates in federally funded surveys that go beyond academic questions.

The Hartford School District complies with PPRA regarding the 4th grade NAEP test (academic only) and does not participate in any other Federal surveys. For more information please see:

www.ed.gov/print/gen/guid/fpco/ppra/index.html

Family Educational Rights and Privacy Act (FERPA) PARENTAL NOTICE

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want the Hartford School District to disclose directory information from your child's education records without your prior written consent, you must notify your

school's principal by Sept. 30, 2010. Parents or guardians who are registering students new to the district must notify the district by completing a form provided at the time of registration and returning it within the first 10 days of enrollment. The Hartford School District has designated the following information as directory information and it will be available to the public:

- A student's name, address, and telephone number.
- The names of students participating in officially recognized activities and sports and activity/sport photographs, and weight and height of members of athletic teams.
- The student's grade level, enrollment status, and honors and awards received in school.

For limited school-sponsored purposes (student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news releases to local media, district/campus web site, district/campus video, district/campus publications) the Hartford School District will utilize designated directory information unless the parent or guardian has objected in writing. Objection to the use of directory information for a limited school-sponsored purpose will result in the student(s) being omitted from all district/school publications and programs for extracurricular activities.

Qualifications of Teachers and Staff

As a parent of a child who attends a school that receives Title 1 funds, you have the right to request information regarding the professional qualifications of your child's classroom teacher. This information could include:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught.
- Whether the teacher is teaching under an emergency or provisional license.
- A teacher's degree background.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

