

## Selected School Policies

### **Field Trips** — *Dover School District Board Policy No. 11, Adopted: 7/19/99*

The Dover School Board encourages and sanctions student trips or activities, including participation in interscholastic events, community civic projects and travel which will help achieve each participating student's educational objectives.

Field trips that have been carefully planned are worthwhile and will be encouraged by the administration. Student and teacher participation in the planning is necessary.

A field trip is defined as any journey by a group of students away from the school premises. The field trip must complement an approved course of study and be conducted for the purpose of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

#### **General Procedures for Field Trips:**

- All field trip requests must be submitted to the Principal for approval before being discussed with the students. The submittal must be at least two weeks before the field trip is to take place.
- Written parental or guardian permission must be obtained before a student may participate in a field trip.
- Sufficient information concerning the field trip shall be provided when seeking parental or guardian approval.
- Transportation, if necessary, shall be arranged by the sponsor through the principal. If transporting in private vehicles, a copy of insurance from individual(s) driving must be submitted. No children under 12 will be transported in front seats in vehicles with air bags.
- All field trips shall have an adequate number of adult chaperones including at least one adult in addition to a teacher.
- Fees required for the cost of the field trip may be paid for by the school district.
- Each field trip should be evaluated by the administration, teacher, and pupils at the conclusion of the trip.

## School Health Policies

### **§ 1121. Immunizations required prior to attending school**

Except as provided under section 114 of this title, no person may enroll as a student in a Vermont school, regardless of whether the student has been enrolled in the school during a previous school year, unless the appropriate school official has received a record or certificate of immunization issued by a licensed physician or health clinic that the person has received required immunizations appropriate to age as specified by the Vermont department of health.

*-Added 1979, No.40; amended 1981, No.18 § 2.*

## **§ 1122. Exemptions**

(a) A person may remain in school without a required immunization:

- (1) If the person, or in the case of a minor the person's parent or guardian presents a written statement from a licensed physician, health clinic or nurse that the person is in the process of being immunized. The person may continue to attend school as long as the immunization process is being accomplished;
- (2) If a physician, licensed to practice in Vermont, certifies in writing that a specific immunization is or may be detrimental to the person's health or is not appropriate;
- (3) If the person, or in the case of a minor the person's parent or guardian states in writing that the person, parent or guardian has religious beliefs or moral convictions opposed to immunization.

(b) The health department may provide by rule for further exemptions to immunization based upon sound medical practice.

*-Added 1979, No. 40; amended 1981, No. 18, § 3.*

## **Medication**

If your child requires any kind of medication during school hours, please note the following:

- A. Written permission using our standard "green form" must be sent to school.
- B. Medication must be brought to the school in its original container appropriately labeled by the pharmacy or physician.
- C. Medication must be given to the school nurse or designee. (enclosed)

## **Contagious Illness**

Since some communicable diseases must be reported to the Board of Health, it is requested that you notify the school office of any communicable diseases such as strep throat, impetigo, chicken pox, hepatitis, etc., in order that our school nurse may follow up on possible contacts.

## **Emergency Cards**

A properly completed and updated emergency card for each student should be on file in the school office. In order to be prepared to respond promptly to student-related emergencies, the school must be notified immediately of any new address, phone numbers or emergency number change. Emergency cards must be updated every year.

Update: Please keep us informed of any allergies, medical problems, injuries or illnesses of your child.

## **Student Suspension** — *Dover School District Board Policy No. 3, Adopted: 05/03/04*

It shall be the responsibility of the teachers and the administration to maintain good order and discipline within the school and playground which the board believes is necessary to maintain a quality educational environment. Any student whose behavior seriously and adversely affects the students or the school will be subject to strong disciplinary action, including suspension.

In general, suspension should be used as a last resort after all other attempts to resolve a disciplinary problem have failed. However, there may be instances where serious problems may demand immediate removal of a student. Students may be removed as follows:

1. Close communication, when possible, with parents, prior, during and after suspension.
2. A complete discussion with the parent and student (with teacher) regarding the reasons for such actions prior to sending the student home.
3. A clear definition of what is required of the student upon his return to school.

## **School Bus Discipline Policy** — *Dover School District Board Policy No. 37, Adopted: 06/21/04*

It is the policy of the Dover School District that any student that misbehaves or creates a safety problem on the District's school buses will be dealt with in accordance with the following procedures:

### **FIRST INFRACTION OF RULES**

The principal or designee will confer with the student and/or bus driver. The parents/guardian will be notified by phone. The parent/guardian and teacher will also receive the warning in written form. As appropriate according to the age of the student, reinforce bus rules and/or correct inappropriate behavior.

### **SECOND INFRACTION OF RULES**

The principal or designee will notify the parent/guardian by phone, and confer with the student and bus driver. Parents/guardians and teacher will be notified in writing that the student is "off the bus" for one week (5 school days). Upon return the student may be assigned a different permanent seat on the bus, at the discretion of the bus driver and/or principal.

Note: After the second infraction, students in grades K-3 may have their record cleared if no new infraction occurs within a period of 60 school days. A student will have his/her record cleared only once during the school year.

### **THIRD INFRACTION OF RULES**

The principal will confer with the parent/guardian by phone, and speak to the student and bus driver. Parents/guardians and teacher will be notified in writing that students in K-3 are "off the bus" for two weeks (10 school days) or that students in 4-12 are "off the bus" for a month (20 school days). The principal will be responsible for calling this conference if needed.

### **FOURTH AND SUBSEQUENT INFRACTIONS**

For 4-12: The student will be "off the bus" for the remainder of the school year—178 days.

Parents/guardians will be notified by phone by the school district in which the student is a resident after

notification by Dover School principal or designee). Conference with parents/guardians and bus driver will be the responsibility of the principal if deemed necessary.

For K-3: The principal or designee will notify parents/guardians by phone, and speak with the student and bus driver. Parents/guardian and teachers will be notified in writing that the student will be "off the bus".

For the fourth offense; one month (20 school days); and for the fifth offense; two months (40 school days); and for the sixth offense: "off the bus" (178 school days). Conferences for the fourth, fifth and any subsequent offenses will be initiated by the Principal if needed.

When a student's consequences for an infraction have been fulfilled, then he/she begins the new school year with no infractions counted against them.

## Special Infractions

**Weapons**—A student transporting knives, guns, brass knuckles, num-chucks, ammunition, explosives and/or other items designed to hurt/kill or maim, or other items described in relevant Vermont Statutes and school policy #49 (weapons), will be barred from riding any school bus in this school district for at least a calendar year.

**Matches/Lighters/Fire**—Any student found with matches, lighters or anything that may cause a "fire" will be barred from riding any school bus in this school district for the remainder of the current school year.

**Vandalism**—Any student writing on, marking, cutting or in any other way defacing or tampering with the school bus or its equipment will be removed from the school bus for two weeks (10 school days) and will not be allowed to begin riding again until such time as the bill for repairs/cleaning has been paid in full by student. A second offense will result in suspension for the entire school year. There will be no exceptions. Students will not ride the bus in subsequent years if restitution has not been made.

If any of the above offenses occur and it warrants suspension from the school bus, these days will be carried forward to the next school year if necessary to complete infraction consequences.

If, in the judgement of the bus driver and principal, the bus violation is serious, nothing in this policy shall prevent the principal from by-passing any required warning steps and establishing longer periods of time "off the bus".

**Parental/Guardian Responsibility**—Parents/Guardians are legally responsible for transporting a student to and from school should he/she be removed from the bus ("off the bus"). In the event parents/guardians fail to get the student to school, the principal will notify the Truant Officer and take other such steps as required by law.

*\*Modified means of notifying teachers/administers appropriate to each Middle/Jr. High School/High School attended by School District students will be at the discretion of the Principal of the Dover Elementary School and considered sufficient under this policy.*

*\*\*The term "off the bus" as used in this policy means to and from school where a teacher/aide is not present. It does not mean curriculum-based activities of an educational nature. On curriculum-based trips, the student being disciplined will be seated next to the teacher/aide in charge. A student "off the bus" from one school bus/van is barred from all transportation provided by the School District.*

## Transportation — Dover School District Board Policy No. 20, Adopted: 04/07/03

**Eligible Pupils:** All elementary students may be provided transportation to and from school. Middle or High School students may be bussed from designated stops to either Brattleboro, Wilmington, or Leland and Gray

Union High School.

**Transportation:** School bus transportation may be provided to qualified children to and from designated bus stops except in instances in which the services may be provided more economically by other means.

**Routes and Schedules:** All routes and schedules shall be reviewed and determined by a meeting of the Board of School Directors and Dover School Principal, held each year in August. Routes and schedules will be announced at least two weeks prior to opening of school. Announcements will be made by news media and will be posted locally at the Elementary School, Town Clerk's Office, and Post Office.

It shall be the duty of the Dover school Principal to see that the foregoing announcements regarding Elementary and Middle/High School students are made.

It shall be the duty of the Board of School Directors to work with the administration of the receiving schools, school transportation contractors, and district bus drivers to review the Transportation Policy when necessary.

It shall be the duty of the bus drivers to follow their routes and schedules in the best interest of safety to the children.

**Special Transportation:** When necessary, handicapped children may be transported to school by special transportation at the discretion of the Board of School Directors.

**Field Trip Transportation:**

1. School buses may be used for transportation of field trips, whenever possible, and will be handled on an individual basis.
2. Individual parents may provide transportation for their own children or for other children if we have obtained written parental permission.

Copies of proper insurance coverage must be filed in the office in order to be a designated driver. All students must have an available seat belt and it must be worn if they ride in a private vehicle.

**Insurance:** Subject to Vermont Education laws.

**Bus Regulations:** attached.

**Exceptional Situations:** Any pupil not on a scheduled bus route may present a request for transportation through his/her parents to the School Board. The Board then will evaluate the situation and make its decision. The Boards' actions are final, but may be re-evaluated periodically.

**Non-Discrimination Statement** — *Dover School District Board Policy No. 16, Adopted: 06/2/04*

A. Pursuant to the intent of Federal Legislation - I.E. Title IX of the Education Amendments, the Dover School Board hereby adopts a formal statement addressed to the matter of sex discrimination:

“The Dover Elementary School board will adhere to a procedure of non-discrimination on the basis of sex in all matters related to the operation of and the programs offered by the public schools of the Windham Central Supervisory Union, Newfane, Vermont.”

B. This statement will be disseminated to the public along with a grievance procedure which will have three

(3) steps-

1. Building Principal
2. Superintendent
3. Board (see following)

### **TITLE IX-Non-Discrimination Grievance Procedure**

#### A. Definition:

1. A grievance shall be construed for the purposes of implementation and administration of Title IX Federal regulations to mean any claim made by a person or persons involved with the Windham Central Supervisory Union Public Schools due to a denial of the benefits of, or be subjected to discrimination under any education program or activity.
2. A grievance shall be a student (s) and/or parent (s) or employee making the claim.

#### B. Intent:

Nothing contained within this grievance procedure shall be construed as limiting the right of an aggrieved person or persons to informally discuss a problem with the school administration or staff. Should such an informal process fail to resolve the situation, then a formal filing of a grievance may be made in accordance with the following procedure:

**Step 1** - the grievant shall forward a written copy of the grievance to the administrator who has immediate jurisdiction over the school unit involved and a copy shall be sent to the Superintendent of Schools. The recipient administrator shall hold a hearing on the grievance within three school days after receiving the written request. Both parties involved may have counsel present. Within a period of five (5) school days following the hearing, the administrator involved shall render his decision in writing.

**Step 2** - If the grievant is not satisfied with the disposition of the grievance at Step 1, he or she shall request in writing a meeting with the Superintendent. The Superintendent or his designee shall meet with the grievant within three (3) school days after receiving the written request.

**Step 3** - If the grievant is not satisfied with the disposition of the grievance at Step 2, he or she may request a formal hearing before the appropriate Town School Board of Directors at its next regular meeting. The Chairman of the School Board shall conduct the hearing and both parties may have counsel present.

The Board may render its decision in writing within ten (10) days following the hearing. This decision shall be final and binding to the extent of the jurisdictional limits and authority of the Board of School Directors.

### **Non-Discrimination** — *Dover School District Board Policy No. 17, Adopted: 06/7/04*

The Board recognizes its obligation to respect the legal rights of all students, parents, employees, applicants for admission or employment, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the school district. The Board will seek to comply with all applicable federal and state non-discrimination laws. The Board will not discriminate against any person or group on the basis of race, color, religion, national origin, sex, handicapping condition, age, or sexual orientation.

The following Notice of Non-Discrimination will be given to appropriate recipients as required by law.

## **NOTICE OF NON-DISCRIMINATION**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Dover School District are hereby notified that this District does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities.

Any person having inquiries concerning the Dover School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact:

Principal

Dover Elementary School

464-5386

This person has been designated by the Dover School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973.

## **GRIEVANCE PROCEDURE**

### **1. Definitions:**

- a. A grievance is a claim made by a student, teacher, or employee of the school district that he/she has been subjected to discrimination because of specific actions of the School Board or its employees.
- b. A grievant shall be a student(s) and/or parent (s) or employee making the claim.

### **2. Intent:**

Nothing contained within this grievance procedure shall be construed as limiting the right of an aggrieved person or persons to informally discuss a problem with the school administration or staff. Should such an informal process fail to resolve the situation then a formal filing of a grievance may be made in accordance with the following procedure:

### **3. Procedures:** (all days are calendar days)

**Step 1:** Within 15 days of an alleged violation of this policy, the aggrieved shall submit in writing to the Superintendent or designee the nature of the grievance and the remedy the grievant seeks. The Superintendent should arrange for a hearing within 15 days of receipt of the grievance. The Superintendent shall provide a written answer on the grievance within five (5) school days of the meeting.

**Step 2:** If the grievance is not resolved at Step 1, then the aggrieved may, within 10 days of the denial, request in writing that the School Board or a committee of the School Board hear the grievant. The Chairperson of the School Board or their designee shall establish a meeting before the Board or a committee of the Board within 15 days of receipt of request. Such a meeting will be in a public or in an executive session, at the discretion of the grievant. The Board or its committee shall provide a written answer on the grievance within five (5) days of the Board's next regularly scheduled meeting. The decision of the Board or its committee shall be final and binding to the extent of the jurisdictional limits and authority of the School Board.

**Legal Reference (s):**

*21 V.S.A. 94 et. seq.*

*21 V.S.A. 1726*

*Equal Pay Act, as amended by the Education Amendments of 1972*

*Education for All Handicapped Children Act of 1975*

*Title VI, Civil Rights Act of 1964, and as Amended by the Equal Employment Act of 1973*

*Title IX, Education Amendments of 1972*

*Age Discrimination in Employment Act. P.L. 95-25*

*Title VII, Civil Rights Act of 1964.*

**Age of Admission - Students (Pre-K and Kindergarten)**

— *Dover School District Board Policy No. 14, Adopted: 10/05/01*

It shall be the policy of the Dover School Board that children who desire to enter Pre-K must have reached their fourth (4th) birthday before September 1st of the year in which they plan to enter Pre-K.

It shall further be the policy of the Dover School Board that children who desire to enter Kindergarten must have reached their fifth (5th) birthday before September 1st of the year in which they plan to enter Kindergarten.

There shall not be any early admittance for students who were born after this date.

**Hours of Student Attendance** — *Dover School District Board Policy No. 5, Adopted: 05/03/04*

The School Directors do hereby set the minimum number of hours that shall constitute a school day to be:

Pre-Kindergarten: 8:20am—11:20am

Kindergarten: 8:20am—1:30pm

Grades 1 - 6: 8:20am— 3:10pm

The exception to the minimum length of day shall be at the discretion of the Board of School Directors or the Superintendent. Under such conditions, the day may be counted as a full day of school.

**Drugs, Tobacco, Alcohol in School Facilities Policy**

The following rules shall apply to all facilities operated by the Dover School Board. As used here, "smoke" or "smoking" shall mean the lighting or carrying of a lighted cigarette, cigar, pipe, or similar device. "Drug" shall mean any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined by state or federal statute or regulation.

1. No person, including adults, shall be permitted to smoke or otherwise use tobacco on school grounds.
2. Students and adults are not permitted to smoke or otherwise use tobacco in any school district facility or on school grounds at any time. This also includes any school supervised activity away from the school facilities and while on the school bus.
3. No person including students and adults, shall possess or use alcohol or any illegal drug on school grounds.
4. Students are not permitted to possess or use alcohol or any drug in any school district facility or on school grounds at any time. This also includes school supervised activities away from school facilities and while on the school bus.

*(Ce 5131.1 - Bus Conduct)*

*(Ce5131.6 - Drugs, Tobacco, Alcohol)*

*(Ce4118.231 - Drug, Tobacco and Alcohol Free Workplace)*

*Legal Reference: Vermont Statutes: 16-140. Tobacco use prohibited on public school grounds.*

## **Anti-Harassment Policy** — Dover School District Board Policy No. 39, Adopted: 08/03/98

### **General Statement of Policy:**

The Dover School District is committed to providing all members of the School community with a safe, supportive learning and working school environment. Members of the school community are expected to treat each other with mutual respect, and to accept the rich diversity which makes up the community.

Disrespect among members of the school community is unacceptable behavior which threatens to disrupt the learning environment and decrease self-esteem. Harassment is a form of unlawful discrimination as well as disrespectful behavior which will not be tolerated.

It is hereby the policy of the Dover School District to oppose and prohibit, without qualification, unlawful harassment by any member of the School community based on race, color, religion (creed), national origin, marital status, sex, sexual orientation, or disability, of any member of the School community.

The Dover School District shall act to investigate all complaints of harassment, either formal or informal, verbal or written, and to discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

**SCHOOL COMMUNITY** includes but is not limited to all students, school employees, contractors, unpaid volunteers and other visitors.

**SCHOOL EMPLOYEE** includes but is not limited to all teachers, support staff, administrators, bus drivers, custodians, cafeteria workers, coaches, unpaid volunteers, School Board members and agents of the school.

**HARASSMENT** means UNLAWFUL HARASSMENT, which constitutes a form of discrimination. It means verbal or physical conduct based on a person's actual or perceived race, religion (creed), color, national origin, marital status, sex, sexual orientation or disability and which has the purpose or effect of substantially interfering with a person's work or educational performance or creating an intimidating, hostile or offensive environment.

Vermont Statues, Title 16, Section 11(a)(26)

Harassment can include any unwelcome verbal, written or physical conduct which offends, denigrates, or belittles any individual because of any of the characteristics described above including personal prejudice. Such conduct includes, but is not limited to unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting, or the display or circulation of written materials or pictures. These apply to all of the characteristics listed above. For more specific examples see page 3 of this policy.

**SEXUAL HARASSMENT** is a form of unlawful harassment and means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- (i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education or employee's employment;
- (ii) Submission to or rejection of such conduct by a person is used as a component of the basis for decisions affecting a student's education or employee's employment; or
- (iii) The conduct has the purpose or effect of substantially interfering with a student's education or employee's work performance or creating an intimidating, hostile or offensive environment.

Vermont Status, Title 16, Section 11(a)(26)

This applies whether the harassment is between people of the same or different gender. Sexual harassment can include unwelcome verbal, written or physical conduct, directed at or related to a person's gender, such as sexual gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors or lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat or punishment or offer of educational reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive touching, pinching, grabbing, kissing or hugging or restraining someone's movement in a sexual way.

Additional examples of specific types of prohibited harassment are listed below.

#### **RACIAL AND COLOR HARASSMENT**

Racial or color harassment can include unwelcome, verbal, written or physical conduct, directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking, references to racial customs.

#### **RELIGIOUS (CREED) HARASSMENT**

Harassment on the basis of religion or creed is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's religion or creed, such as derogatory comments regarding surnames, religious tradition, or religious clothing, or religious slurs, or graffiti.

### **NATIONAL ORIGIN HARASSMENT**

Harassment on the basis of national origin is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's national origin, such as negative comments regarding surnames, manner of speaking, language, or ethnic slurs.

### **MARITAL STATUS HARASSMENT**

Harassment on the basis of marital status is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed mother or father.

### **SEXUAL ORIENTATION HARASSMENT**

Harassment on the basis of sexual orientation is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's sexual orientation, such as negative name calling and imitating mannerisms.

### **DISABILITY HARASSMENT**

Disability harassment includes harassment based on a person's disabling mental or physical condition and includes any unwelcome verbal, written or physical conduct directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement or interference with necessary equipment.

### **RETALIATION**

It is a separate and distinct violation of this policy for any member of the school community to retaliate against any person who reports or files a complaint of alleged harassment or against any person who testifies, cooperates or participates in an investigation, proceeding or hearing relating to such harassment.

It is possible that an alleged harasser may be found to have violated this anti-retaliation provision even if the underlying complaint of harassment is not found to be a violation of this policy. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures as for harassment. (In addition, a person who knowingly makes a false report may be subject to the same action that the Dover School District may take against any other individual who violates this policy. The term "false report" refers only to those made in bad faith and does not include a complaint that could not be corroborated or which did not rise to the level of unlawful harassment.)

### **CONSEQUENCES**

Any school employee, student, or member of the school community that is found to have violated this policy may be subject to action including, but not limited to, warning, remedial training, education or counseling, suspension, exclusion, expulsion, transfer, termination or discharge.

### **NOTICE AND PUBLICATION**

The School Board shall provide notice of the policy and procedures to students, custodial parents or

guardians. Notice to students shall be in age-appropriate language and should include examples of harassment. At a minimum, the policy shall be conspicuously posted throughout the school building in areas accessible to all members of the school community. The notice shall also appear in the school handbook and any other publication of the school district that sets forth the comprehensive rules, procedures and standards of conduct for the school. There shall be procedures for publicizing, on an annual basis, the identity of the harassment complaint officials who are designated to receive complaints. The Board shall use its discretion in developing and initiating age-appropriate programs to effectively inform students and school employees about the substance of the policy and procedures in order to help prevent harassment.

Each school employee shall be provided with a copy of the policy and procedure, and each newly hired employee shall be provided with a copy.

A form of notice shall be included in the procedures developed to implement this policy.

## **Complaint Procedure** — *Dover School District Board Policy No. 4, Adopted: 05/03/04*

The steps below shall be the procedure followed by parents/guardians who have concern:

- The parent/guardian should first speak to the classroom teacher/specialists directly in regards to their concern.
- If the parent/guardian is not satisfied with the results of this conference, the parent should contact the school principal.
- If this conference does not have a satisfactory result then the Superintendent of Schools should be contacted by the parent.
- The parent should be present at a regular scheduled School Board meeting to voice his/her concern if the previous steps do not satisfactorily meet the concerns of the parent/guardian.

## **Collection and Maintenance of Education Records**

— *Dover School District Board Policy No. 75, Adopted: 06/17/2002*

**To inform**, at least annually, parents and eligible students of their rights under this policy and regulations which implement the Family Educational Rights and Privacy Act (FERPA), as described in the procedural rules below.

**To respond** promptly to parents and eligible students to reasonable requests to review, inspect, and request correction of education records, pursuant to the procedural rules below.

**Not to disclose** personally identifiable information from a student's education record without written parental or eligible student consent, except as allowed by law.

**To disclose** designated directory information (as defined below) concerning students and former students without the prior consent of the parent or eligible student and without any record of such disclosure, pursuant to the procedural rules below.

**To maintain** a record of all disclosures of part(s) of education records as and to the extent required by law. Parents and eligible students may inspect and review that record.

**To forward** a student's educational record to any other school in which the pupil enrolls, transfers, or attends, on a part of full-time basis, upon request by the other school of the parent or eligible student.

**To disclose** personally identifiable information to school officials with legitimate educational interests (as defined below) without prior consent of the parents of eligible student.

**To protect** the confidentiality of personally identifiable information in education records at the collection, storage, disclosure and destruction stages and to keep education records in safe and secure locations.

**Not to provide** parents or eligible students copies of standardized test questions or answers and/or copies of copyrighted materials which contain personally identifiable information, in order to protect test integrity and to avoid copyright infringement. Where necessary and appropriate, copies of such materials may be provided to qualified evaluators working on behalf of the parents and/or students.

(**With respect to special education records**), have the building principal responsible for ensuring the confidentiality of personally identifiable information, to have all persons collecting or using personally identifiable information receive training about this policy and related procedures, and about federal law regarding confidentiality of and access to education records.

34C.F.R 99.6; 99.34; 99.37; 300.572

VDE Rule 2193

(Procedures for this policy are included in complete in the school policy book)