

2016-2017 K-6 Handbook

South Williamsport Area School District

Central Elementary (K-4)
555 West Mountain Avenue
South Williamsport, PA 17702
570-323-3694
Fax 570-320-4492



Rommelt Elementary School (5-6)
515 West Central Avenue
South Williamsport, PA 17702
570-320-4470
Fax 570-567-0807

Handbook & forms available at <http://www.swasd.org>

TABLE OF CONTENTS

GENERAL INFORMATION

Non-Negotiables	3
K-4 Student Code of Conduct: Busy Bees	3
5-12 Student Code of Conduct: South.....	4
School Calendar.....	5
Time Schedule	6
Parent Request for Dismissal	6
Parent Teacher Organization	6
Before and After School Care	6
Visitors	7
Lost and Found.....	7
Emergency Drills.....	7
Nutrition Inc.	8

CURRICULUM AND EVALUATION INFORMATION

Academic Reporting System	9
Mid-Marking Reports	9
Report Card Distribution Dates.....	9
Rommelt Honor Roll	10
Parent-Teacher Conferences	10
Homework Requests & Guidelines	10

POLICY INFORMATION

Grades 5 & 6 Office Detention Guidelines	11
Discipline Policy.....	11
Absence from School.....	11
Excused Absences	12
Tardiness	12
Withdrawal from School.....	13
Transportation Rules	13
Bullying/Cyber Bullying.....	14
Dress Code	16
Electronic Devices	17
Medication Policy.....	18
Student Weapons Policy.....	19
Blanket Permission	20
Field Trip Letter for Students of Central and Rommelt.....	21
Educational Trips and Tours	22
Internet Policy.....	23
Family Educational Rights and Privacy Act (FERPA).....	31
Notification of Rights under FERPA for Schools	32

GENERAL INFORMATION

NON-NEGOTIABLES

The South Williamsport Area School District is committed to providing a rigorous and relevant curriculum to all students. In order to meet the demands of our current student body and an increasingly global society, we have adopted the following non-negotiable standards for administrators, teachers, students, and our parents. These principles are consistent with our educational vision to ensure all students acquire the academic and functional skills necessary for success.

- No one makes a significant decision about a child independently.
- The academic day is 'sacred time' for learning, planning, observing, and assessing the fidelity of instruction.
- PSSA Standards are minimum levels of academic achievement for all students.
- Every child will be academically and functionally prepared for college.
- Without great teachers, nothing else matters.

These statements as well as student code of ethics are displayed prominently throughout our buildings and are an integral part of the dialogue of teaching and learning.

K-4 STUDENT CODE OF ETHICS

BUSY BEES

Bees work together for the good of all!

Be a Good Person

- Respect others
- Value honesty

Be Ready

- Prepare ahead
- Organize daily

Be Proud

- Of yourself
- Of your appearance
- Of your work



Be a Plus

- Smile
- Encourage
- Help others

Be the Best You Can Be

- Work hard
- Keep trying

S.O.U.T.H.

Strives

- Takes initiative and seeks leadership
- Demonstrates excellent attendance and arrives on time
- Accepts challenges willingly
- Dresses for success

Organization

- Arrives ready to work
- Maintains an organized work zone
- Produces quality work
- Uses time wisely

Understanding

- Displays empathy toward peers
- Exercises self-control
- Uses appropriate language
- Listens to others

Teamwork

- Demonstrates respect for others
- Encourages cooperative effort
- Maintains a positive attitude
- Demonstrates awareness of environment and community

Honor

- Values honesty and truth
- Displays humility
- Accepts the consequences for one's actions
- Demonstrates pride in self and work



**Climbing the
ladder of
success**

SOUTH WILLIAMSPORT SCHOOL DISTRICT CALENDAR 2016-2017

Teachers Report	August 29
Students Report	August 30
Labor Day (NO SCHOOL)	September 5
Mid-marking ..	October 7
Schools Closed (NO SCHOOL)	October 10
End of 1 st Trimester	November 11
Act 80, ½ Days (12:30PM DISMISSAL)	November 21 & 22
<i>Parent Teacher Conferences / Report cards issued</i>	
Professional Day (NO SCHOOL)	November 23
Thanksgiving Vacation (NO SCHOOL)	November 24, 25 and 28
Winter Vacation (NO SCHOOL).....	December 23-30, January 2
Mid-marking	January 13
Dr. Martin Luther King Day (NO SCHOOL) <i>Weather Day #1</i>	January 16
Act 80, Full Day (NO SCHOOL)	February 10
Schools Closed (NO SCHOOL) <i>Weather Day #2</i>	February 13
End of 2 nd Trimester	February 28
Report Cards Issued	March 7
Schools Closed (NO SCHOOL) <i>Weather Day #3</i>	March 17
PSSA Testing (English Language Arts)	April 3-7
Mid-marking	April 7
Schools Closed (NO SCHOOL) <i>Weather Day #4</i>	April 12
Schools Closed (NO SCHOOL) <i>Weather Day #5</i>	April 13
Schools Closed (NO SCHOOL)	April 14
Schools Closed (NO SCHOOL) <i>Weather Day #6</i>	April 18
PSSA Testing (Mathematics)	April 24 - April 28
4 th Grade PSSA Testing (Science)	May 1-5
Memorial Day (NO SCHOOL)	May 29
Act 80, ½ Day (11:30AM DISMISSAL)	June 6
Last Day of School/ Act 80, ½ Day (11:30AM DISMISSAL).....	June 7

K-6 TIME SCHEDULES

School attendance is very important. Educational programming is based on 180 days. If possible, please make all doctor or dental appointments after school hours. Students should report directly to the office if entering the building after 8:35 AM

Students eating breakfast enter building	8:00 AM
Students not eating breakfast enter building	8:15 AM
Tardy Bell	8:35 AM
Dismissal	3:00 PM

Recess times are flexibly scheduled. Times may be subject to change due to scheduled activities, (i.e. assembly programs) throughout the year. Breakfast is served between 8:00 AM and 8:25 AM each morning unless there is a delay in the start of the school day and then breakfast will not be served. Only students purchasing breakfast at school are permitted to come into the cafeteria to eat in the morning. **Students who are not eating breakfast should NOT arrive at school before 8:15 AM**

PARENT REQUEST FOR DISMISSAL

On the occasion when a child needs to be picked up at school prior to dismissal, the following precautionary procedures will be followed to ensure that child is released only to the parent or designated adult.

1. Parents need to report to the main office to sign-out the child.
2. All children will be dismissed from the main office only.
3. The office staff will call students to the main office and verify release.
4. A written release/excuse is required prior to dismissal.

Prior written permission or phone contact must be provided to the office staff if anyone other than the legal guardian is to pick up the child. ***Teachers should be aware of any custody concerns and inform the office staff of any changes in a student's family situation. All custody issues must be addressed legally in a court of law and a copy of any custody restrictions must be provided to the school.***

PARENT-TEACHER ORGANIZATION

The purpose of this organization is to interpret school procedures to the parent and encourage a closer relationship between the school and the home. Fund-raising projects are sponsored by the group for the welfare of the students and the school. Every parent/guardian is automatically a member of the PTO. We urge everyone to participate because this organization holds a prominent place in our school life. Visit us on-line at www.swasd.org . (Under Organizations)

BEFORE AND AFTER SCHOOL CARE

The Williamsport YMCA offers an Extended Day Program to meet the needs of working parents and their children. The program runs from 6:00 am to 8:00 am and from 3:00 pm to 6:00 pm. Call the Williamsport YMCA at 570-323-7134 to receive additional information.

VISITORS

For the safety of our students and staff, we will continue to follow visitor sign-in procedures. All visitors are required to report to the main office upon arriving to sign-in and receive a visitor's badge. All visitors must wear a visitor's badge at all times. In addition, we are asking all visitors to report to the main office to sign-out prior to leaving the school building. It is essential that we work together to ensure the safety of the entire school community.

LOST AND FOUND

Students who find lost articles are asked to take them to the school office. Anyone losing an article should check the lost and found area/box. Items not claimed at the end of the year will be donated to a local charity.

EMERGENCY DRILLS

FIRE DRILL

A fire alarm evacuation plan is posted in each room. It will be reviewed by each teacher in the classroom and a series of fire drills will occur throughout the school year.

- When the fire alarm sounds, students will leave the room.
- Before leaving, all windows and doors are to be closed.
- Students should leave the room in an orderly line.
- Running is not permitted.
- The first students to reach outside doors should hold them open until all others have left the building.
- Students are not permitted to talk during a fire drill and are to remain at least 50 feet away from the building until the signal is given to re-enter.
- No one is to return to the building until the signal is given by the principal or an authorized representative.

TORNADO DRILL

When a tornado emergency sounds, the students will report immediately to their designated areas. Students should remain calm, listen closely for instructions, obey orders quickly, and leave the rooms and walk in single file with no crowding or talking. Students are to remain silent until they are dismissed. This procedure will be reviewed by each teacher in their respective classrooms.

PERIMETER LOCK DOWN DRILLS

Building routines will continue as normal however, no outside activities are permitted. Principals will take immediate steps to bring all classes inside. A general walk-through of the building is conducted to verify entrance doors are closed and secure. All visitors must show a photo ID to enter the building. Initiate automated phone call to notify parents of Perimeter Lock-Down and reason.

LOCK DOWN DRILLS

Normal building routines stop. All classroom/office doors are locked. Teacher will move students to the safest corner of the room and await further directions. Principals will immediately bring all students inside. Conduct walk-through of building to verify exterior doors are closed and secure. Initiate automated phone call to notify parents of Lock-Down and reason.

EVACUATION DESIGNATION

In the event of an emergency and students need to be evacuated out of the District Buildings, Central and Rommelt students will be evacuated to Saint Lawrence Church. Parents will be notified as usual by the District through phone calls, email, and the school webpage of all necessary information.

NUTRITION INC.

The District and Nutrition Inc. seek to provide nutritious meals and plenty of options for students because no child can learn if they are hungry. Although it is first a parental responsibility to provide lunch money for students, we fully understand that as parents we sometimes forget to send money to school or make that lunch account payment. For the benefit of the child, the district has taken several steps to help. First, Parent Link will place a phone call every evening to the home when a child's lunch account has a negative balance. To further help, the district provides a web-based service called My Nutrikids. By creating an account on Nutrikids, parents can set their own threshold for notification. For instance, instead of waiting for a negative balance, the system can be set to send parents an email notice when their child's account reaches \$10. Nutrikids also allows parents to make online payments with a credit card and monitor what your child is eating on a daily basis. Parents can access the program at www.mynutrikids.com. Sometimes though, these preventative measures are not sufficient. In this case, the district has put in place the following guidelines when a student's lunch account has a negative balance:

Central Elementary (Grades Kindergarten – 4)

- When the account balance approaches a negative \$10, the district will send home a letter to parents reminding them of the need to place additional funds on their child's account.
- If the account is not corrected in a timely manner, the child will be provided a basic meal consisting of a cheese sandwich and white milk to get them through the day.

Rommelt Elementary (Grades 5-6)

- When an account balance is negative, a student may charge two (2) lunches.
- After charging two lunches, the child will be provided a basic meal consisting of a cheese sandwich and white milk to get them through the day.

Once the account has a positive balance, students will be permitted to begin buying lunch or other items as always. If you have specific questions or concerns, please do not hesitate to contact your student's principal.

CURRICULUM AND EVALUATION INFORMATION

ACADEMIC REPORTING SYSTEM

D	DISTINGUISHED	ABOVE GRADE LEVEL EXPECTATIONS
P	PROFICIENT	MEETS GRADE LEVEL EXPECTATIONS
N	NEEDS IMPROVEMENT	APPROACHING GRADE LEVEL EXPECTATIONS

SPECIALS

P	PASS	STUDENTS IN 5 TH AND 6 TH GRADE WILL BE GRADED USING THE PASS/FAIL FORMAT IN SPECIALS SUCH AS ART, LIBRARY, MUSIC, PHYSICAL EDUCATION AND LIBRARY SCIENCE.
F	FAIL	

MID-TERM MARKING REPORTS

Students in 5th and 6th Grade will receive a mid-marking report on or about the 30th day of the marking report. Parents are requested to return the report with their signature indicating that they have received this information.

APPROXIMATE DATES FOR MID-MARKING REPORTS

- 1ST Trimester - October 7, 2016
- 2nd Trimester - January 13, 2017
- 3rd Trimester - April 7, 2017

TRIMESTER REPORT CARD DISTRIBUTION DATES

School Term of 180 Days

- 1st Trimester - Parent Conferences November 21 & 22, 2016
- 2nd Trimester - Week of March 7, 2017
- 3rd Trimester/Final Report Cards - will be mailed the Week of June 12, 2017

ROMMELT HONOR ROLL

Rommelt Elementary School will recognize students that achieve high academic's honors in their classes. To achieve honor roll, the following criteria must be met.

- Have an average of 90% or above in each subject
- No failing grades in specials

Students will be recognized at the end of each trimester for achieving honor roll status.

PARENT-TEACHER CONFERENCES

Conferences are a necessary and welcome part of the educational process. Conferences are held November 21 and 22, 2016. A notice will be sent home for parents to sign up for a specific time and day. This will be followed by a confirmation of the day and time.

We encourage all parents to attend these conferences, as they have proven to be very helpful to both the parents and the teachers. The students' academic and social progress will be discussed. Parents will be given the report card for the first marking period during Parent-Teacher Conferences. Conferences will be scheduled for the second and third marking periods as deemed necessary.

HOMEWORK REQUESTS

Parents requesting homework for students who are absent from school should contact the teacher by note or phone before 10:00 AM. Homework will be sent to the office where it may be picked up at the end of the school day.

Students gathering homework for others should present a note from the parent who is requesting the homework. This note should be given to the homeroom teacher in the morning. The student should return at the end of the school day to pick up the requested assignments.

K – 6 HOMEWORK GUIDELINES

1. All homework should be designed to meet individual student skill levels, abilities, and competencies.
2. Whenever possible, the teacher should review homework for completeness and accuracy. Students should receive some assessment of their performance.
3. All homework should relate to activities in the classroom
4. Teachers are requested to use good judgment when establishing the amounts of homework for their students. It is recommended that the following time guidelines be used as averages:

Grades 1 & 2: Individualized Assignments

Grades 3 & 4: 1 hour per day

Grades 5 & 6: 1 – 1 ½ hours per day

These guidelines are not to imply that homework should be given daily.

5. Homework should emphasize good study skills.
6. Homework that is missed should be made up under the supervision of the teacher.
7. When students are absent from school due to extended illness, parents should request that the homework for their child be sent home.

POLICY INFORMATION

ROMMELT DETENTION GUIDELINES

- Students assigned detention by a teacher or the office are required to attend unless excused by the teacher or administration.
- Students must report for detention from 3:00 PM – 3:30 PM.
- Students are not permitted to leave the building before the start of detention at 3:00 PM.
- Students may not talk.
- Students are not allowed to use the lavatory unless absolutely necessary.
- Students may not go to the water fountain unless absolutely necessary.
- Students must sit up and do school work during detention or they will repeat the detention.
- Misbehavior will not be tolerated. Disruptive students will be sent to the office.

K – 6 STUDENT DISCIPLINE

The following constitutes a description of areas of behavior considered serious:

- Violation of duly passed local, state or federal law.
- Disrupting or advocating the disruption of any school day, portion thereof, or the general educational process regardless of degree.
- Harming or threatening harm to an employee, a student or property of the South Williamsport Area School District.
- Illegal possession, use, sale or other distribution of controlled substances.
- Absenting oneself from a school day or any portion thereof, without following stated procedure or policy.
- Leaving school property after having once arrived upon it without following stated procedure or policy.
- Insubordination or disrespect shown toward a teacher, administrator, or other district employee.
- Refusal to cooperate when a reasonable request is made of a student by a professional employee.
- Fighting or assault.
- Smoking.
- Failure to comply with restriction on inflammatory, libelous, or obscene publications or statements.
- An accumulation of less serious offenses that less major punishments have failed to correct.

Each elementary school will develop a plan to assist students in becoming aware of their own responsibility for developing appropriate behavior in school.

ABSENCE FROM SCHOOL

It is the responsibility of parents/guardians to notify the school if their child is to be absent. **Please call the school between 7:30 AM and 8:45 AM to report the absence.** The reason for this is the safety of the students.

Upon return to school from a half day or more absence, the student must present a written note from a parent or guardian stating the reason for the absence. In case of illness or accident which has caused a prolonged absence, the student may be required to present a doctor's excuse.

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

Any student who is absent from school for ten days shall be required to present a doctor's excuse for each subsequent absence. For students of compulsory school age, each absence over ten days that is not substantiated by a doctor's excuse shall be considered illegal, and the provisions of the School Code shall be enforced.

Excused absence refers to any one of a number of legal reasons: sickness, impassable roads, quarantine, death in the immediate family, inclement weather, major religious holidays, and approved educational trips.

EXCUSED ABSENCES DURING SCHOOL HOURS

1. **Illness:** If a student becomes ill during school, the student should ask to go to the nurse's office. If your child is ill, **only** authorized personnel designated by parent/guardian on the emergency information provided by the parent/guardian will be called when parents cannot be contacted directly. No elementary student who is ill will be permitted to walk home. An adult must stop at the office to sign the child out. Emergency information is kept on file for every student in the building. It is the parent/guardian's responsibility to provide updated information to school personnel as necessary. When a student is sent home by the school nurse, a written excuse is still needed from the parent.
2. **Appointments:** A student may be excused from school for medical, dental, or legal appointments only if the student presents a note written by the parent stating who will be coming for the student, and whether the student will return to class. If the student is absent for more than one-half of the morning or afternoon session, a half-day absence will be recorded. If the student is absent for less than half a morning or afternoon session, no absence will be marked. If a **student leaves for an appointment before 2:15 PM and does not return to school, one half-day is marked absent.** Parent Link will call home when a child is absent. **This does not replace the need for a written excuse** when the child comes back to school. Parents must come to the office when picking up a child for appointments, illness, etc.

TARDINESS

When a student is late arriving, a note of explanation shall be given to the teacher. The tardy bell rings at 8:35 A.M. If a student arrives to school before 9:30 AM, the student is tardy. **After 9:30 AM, the student is absent one-half day.** Students who report to school late must stop at the office before going to the classroom.

Also, please keep in mind that tardy minutes can be added up. If an excessive amount of tardies occur, it could result in the child being charged with an illegal absence.

Rommelt Students who accumulate 6 tardies will be given one night detention. An additional detention will be issued for every other tardy after the sixth tardy.

WITHDRAWAL FROM SCHOOL

In order for all necessary records to be completed, parents and legal guardians must fill out the district withdrawal form obtained in the school office. The last day the student attends our school, all books must be returned and all outstanding debts paid. Upon registering the student at the new school, that school will then contact us, and the student's records will be forwarded.

TRANSPORTATION RULES

South Williamsport Area Schools

Parent: Please be sure your child knows where to go at the end of the day, i.e. Latchkey, home, sitter, etc. Instruct the child before s/he comes to school each day.

One of the major objectives of the transportation program is to maintain conditions on the buses that keep our children safe.

1. Pupil Policy on Buses (Rules and Regulations)

- a. Pupils that get off the bus last should sit in the rear of the bus.
- b. No food shall be eaten on the bus.
- c. Pupils shall not extend arms or other parts of the body out of the windows.
- d. Nothing shall be thrown in the bus or out of the windows.
- e. Pupils shall not change seats while the bus is in motion.
- f. All riders shall conduct themselves as ladies and gentlemen at all times.
- g. Be on time for the bus. On days when the roads are bad, do not expect the bus to be right on time.
- h. Wait in an orderly manner off the streets, and do not damage or destroy private property.
- i. Take a seat in the bus without disturbing other passengers.
- j. Obey the driver's suggestions promptly.
- k. Remember that loud talking, laughing, or unnecessary confusion can momentarily divert the driver's attention and may result in a serious accident.
- l. Help keep your bus clean
- m. Be courteous.
- n. Treat school bus equipment as you would treat the valuable property and possessions in your home. It should be expected that damages done by you will be paid for by you.
- o. There shall be no smoking on a school bus by anyone at any time.
- p. Wait until the bus comes to a complete stop before getting up to go out.
- q. Loading bus – students are to remain on their side of the road until the bus stops.
- r. Upon leaving the bus – pupils cross over in front of bus

II. Bus Driver's Authority

- a. Drivers will maintain discipline, reporting any serious infraction they feel necessary to the principal of the building to which the student is assigned.

- b. Drivers have the authority to return to school with unruly pupil or pupils if conditions would warrant.
- c. Drivers do not have the authority to eject students from the bus while en route to or from school.
- d. Drivers do not have authority to eliminate any bus stops.
- e. Drivers must obtain permission from the Bus Supervisor or Superintendent before not completing any or part of their designated trip due to inclement weather.

III. Consequences for Infractions of Rules While Riding on School Buses

It will be the policy at the elementary grade level that when a student is reported by a driver for a first offense, the student and the building principal will talk about what has been done wrong. The student will be asked to correct the misbehavior. A second misbehavior will be cause for a letter to be sent to the parents, informing them of the problem and stating that a third offense will be cause for suspension from the bus for up to a one-week period. Further offenses will be cause for additional weeks of bus suspension.

IV. Route and Bus Stops

Bus routes and stops shall be established by the Board of School Directors on the recommendation of the administration. Any change of routes shall require Board action.

V. Insurance

Insurance shall be the responsibility of the carrier to maintain public liability and property damage insurance as directed by the Board of School Directors.

VI. Bus Evacuation Procedures

As per School Bus Emergency Evacuation, Pennsylvania Department of Public Instruction, 1964.

The State of Pennsylvania rates all bus carrying capacities on a basis of 3 students per seat. Therefore, students may need to sit 3 to a seat. No standing or sitting in aisles is permitted.

If a school bus is late for any reason, all students are requested to wait for one/half-hour beyond scheduled pickup time, except in extremely inclement weather.

BULLYING/CYBERBULLYING

School Board Policy 249.

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and

has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences For Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

DRESS CODE

Students have the responsibility to keep themselves, their hair and their clothing clean. For the safety and welfare of students, teachers in specific areas i.e. labs and physical education classes may require particular modes of dress. Also, teachers or administrators may require or exclude a more specific type of dress for special events such as field trips, concerts, graduation, etc.

1. Sleeveless tops may be worn, but arm holes must be hemmed. Tops that do not meet the above "criteria" may be worn with a covering shirt or sweater or sleeved shirt worn underneath.
2. Low cut tops, halters, tank tops, and tube tops are not permitted.
3. Transparent, revealing or immodest clothing that attracts undue attention (e.g. very short skirts and shorts, sheer blouses, etc.) may not be worn. Midriffs and underwear must be covered. Belt loops on pants must be waist high. Sagging pants are unacceptable.
4. Hats, sunglasses, bandanas, or head coverings of any type are not permitted. (Hats will be permitted on administratively sanctioned "Hat Days.")
5. Shoes must be worn at all times. Sneakers must be worn on Physical Education days.
6. Clothing or shoes that present a safety hazard, interfere with the educational process or have the potential to cause a disruption will not be allowed. **Please note: Due to the safety hazard presented by holding recess on paved areas, flip flops and sandals without heel straps are not permitted for students at Central.**
7. Coats, gloves, and jackets must be kept in designated areas throughout the day. Exceptions to this rule may be made by the administration.
8. Clothing displaying slogans/pictures which suggest the use of tobacco, weapons, alcohol, drugs, obscene language, sexual innuendos, lewd or illegal behavior or is derogatory to any person/group for reasons of

race, religion, disability, age, gender, or ethnicity or sexual orientation is in violation of civil rights laws prohibiting harassment or discrimination.

9. Clothing with ornamentation that will scratch or mark furniture or presents possible danger of injury to the wearer or others (chains, spiked wrist bands, studded bracelets or belts, etc.) may not be worn.
10. Shorts may be worn at any time with the following criteria:
 - a. Shorts must be hemmed.
 - b. Shorts length must be below arm's length when standing or no more than three (3) inches above the knee.
 - c. No bike shorts, cut-off shorts or ripped shorts are allowed.

**Students dressed inappropriately will be asked to change to acceptable clothing.
Flagrant or repeated incidences will result in disciplinary action.**

ELECTRONIC DEVICES

#237 Pupils – Electronic Devices School Board Policy; Revised March 1, 2010

The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees.

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.

The Board prohibits use of electronic devices by students during the school day in locker rooms, bathrooms, health suites and other changing areas at any time.

The Board prohibits **possession of** laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.

The district shall not be liable for the loss, damage or misuse of any electronic device.

ADMINISTRATION OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATION POLICY

The South Williamsport Area School District has established the following policy regarding the administration of medications. All efforts should be made to administer medication at home; however, when medication must be administered during school hours the following guidelines must be followed:

ADMINISTRATION OF PRESCRIPTION MEDICATION

- A. Submit a private physician's written request for administration of medication to the school nurse. This request must include:
 - 1. Name of student
 - 2. Identification of medication
 - 3. Purpose of medication
 - 4. Dosage of medication
 - 5. Date and time medication is to be administered
 - 6. Possible side effects, if any
 - 7. Physician's signature and phone number
 - 8. Signature of parent/guardian

- B. There may be occasions when it is not possible to obtain a physician's written request. The nurse may make exception to this requirement at her discretion provided all other guidelines are followed.

- C. **ALL MEDICATION** must be delivered in a pharmacy container which includes:
 - 1. The student's name
 - 2. Identification of medication
 - 3. Directions for administration
 - 4. Physician's name

- D. All medication must be administered through the health office. Unsupervised, self-administration of medication is not permitted unless cleared through the health office. In some situations (such as inhalers used for asthma or an EpiPen used for bee stings), it may be necessary for the medication to be cleared through the health office.

ADMINISTRATION OF NON-PRESCRIPTION MEDICATION

- A. All non-prescription medication must be delivered in original container in which it was purchased. (Medications must not be sent in plastic wrap, baggies, or home containers).

Again, the following guidelines must be followed:

- 1. Name of student
- 2. Identification of medication
- 3. Purpose of medication

4. Dosage
5. Date and time medication is be administered.
6. Possible side effects if any
7. Signature of parent/guardian

B. At the nurse's discretion, permission for administration of Acetaminophen tablets will be accepted by phone for a one-time dose of this medication if written permission is not on file.

If you have any questions concerning administration of medication during school hours, please call the Central school nurse at 570-320-4497 or the Rommelt school nurse at 570-320-4473.

STUDENT WEAPONS POLICY

#218.1 Student Discipline – Weapons School Board Policy; Revised December 5, 2011

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of a student with disabilities, the district shall take all steps required to comply with the Individuals with Disabilities Education Act and Board policy.

BLANKET PERMISSION

Dear Parents,

Periodically during the school year, educational or entertainment programs will be presented at the various district buildings. When performances are held at another district building, students will walk to the school. Students may also take educational walks on the Central Elementary, Jr./Sr. High School or the Rommelt Elementary School properties.

In order to save the trouble of sending permission slips home for each time students go to other district facilities or on walks, we would like you to give permission for the entire year by signing below.

Please understand that this “blanket” permission covers only trips to the various district buildings or walks on school property. Other school-related field trips may occur during the year and will require your written permission for these activities.

Sincerely,

Kathy A. Furman, Principal
Central Elementary (K-4)

Dwight A. Woodley, Principal
Rommelt Elementary School (5-6)

By signing the “Handbook Permission” slip that was sent home at the beginning of the year you are agreeing to this “Blanket Permission Slip”.

FIELD TRIP LETTER FOR STUDENTS OF CENTRAL & ROMMELT

Dear Parent(s) or Guardian(s),

The Kindergarten through 6th grade teachers at Central and Rommelt anticipate the planning of one or more local field trips for the 2016-2017 school term. The trip(s) would provide an educational opportunity for students to enjoy an educational time together with classmates outside of the school setting.

School activities such as field trips are a privilege. We are providing this letter to students and parents/guardians of Kindergarten through 6th grade students to address the criteria required for field trip participation. As in previous years, expectations are outlined with students during the first week of school. This includes information on the responsibilities of each student in the areas of academics, conduct, and effort. As a staff, daily reminders of these expectations are routinely emphasized throughout the year.

Some students may consistently exhibit traits (incomplete homework, failure to turn-in homework/projects, chronic detention, behavior, and limited effort in class) that prevents those individuals from participation in these activities. If your child is identified with this lack of responsibility, he/she will not accompany us on the field trip. Those students who do not attend will be required to complete alternate assignments at school under the supervision of one of the staff members.

If a student does not meet the requirements for attending the trip, a letter will be sent to inform the parent(s) or guardians(s). Letters will be sent on an "as needed" basis prior to the trip.

Sincerely,

The Central & Rommelt Staff

EDUCATIONAL TRIPS AND TOURS

Upon application to the administration on forms provided by the school district, or downloaded from the website, pupils may be excused from school attendance to participate in educational trips or tours at the expense of the parents, provided the following requirements are met:

1. Pupil may not have been absent for more than 10% of the days school was in session prior to the start of the trip.
2. Pupil may not have had more than two days of unexcused absence prior to the start of the trip.
3. Pupil must be in good academic standing.
4. All work missed during the trip must be made up upon return.
5. Pupil must be under the supervision of an adult acceptable to the parents and to the superintendent.
6. The educational value of the trip must be evaluated by the superintendent, who will consult with the pupil, parent, teacher(s), and principal before making his decision.
7. Only one such trip shall be approved in any one school year.

**HOMEWORK REQUESTS MUST BE MADE IN ADVANCE PRIOR TO THE TRIP.
HOMEWORK WILL NOT BE ISSUED TO THE STUDENT EARLIER THAN 2 DAYS PRIOR TO THE TRIP.**

INTERNET, COMPUTERS, AND NETWORK RESOURCES IN THE SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

#815- Acceptable Use of Internet, Computers and Network Resources; Revised November 5, 2012

Purpose

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Definitions

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where: [\[21\]](#)

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act. [\[22\]](#)

The term harmful to minors is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that: [\[2\]](#)[\[3\]](#)

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it: [\[23\]](#)

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene - any material or performance, if:[\[23\]](#)

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.[\[3\]](#)

Authority

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.[\[4\]](#)[\[5\]](#)[\[6\]](#)

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:[\[3\]](#)

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory.[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

5. Bullying.[12]
6. Terroristic.[13]

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.[\[14\]](#)[\[2\]](#)[\[3\]](#)

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.[\[14\]](#)

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.[\[15\]](#)[\[2\]](#)

Delegation of Responsibility

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district web site, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request. [\[14\]](#)

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred. The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to: [\[2\]](#)[\[3\]](#)[\[18\]](#)

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including: [\[3\]](#)

1. Interaction with other individuals on social networking web sites and in chat rooms.
2. Cyberbullying awareness and response.[\[17\]](#)[\[12\]](#)

Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, social networking web sites, etc.

Internet safety measures shall effectively address the following: [\[3\]](#)[\[18\]](#)

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Product advertisement or political lobbying.
4. Bullying/Cyberbullying.[\[17\]](#)[\[12\]](#)

5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.[19]
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.[20]
14. Loading or using of unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Accessing the Internet, district computers or other network resources without authorization.
18. Disabling or bypassing the Internet blocking/filtering software without authorization.
19. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations. [20][24]

District Web Site

The district shall establish and maintain a web site and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district web site shall comply with this and other applicable district policies. Users shall not copy or download information from the district web site and disseminate such information on unauthorized web pages without authorization from the building principal.

Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. [\[14\]](#)

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings. [\[4\]](#)[\[5\]](#)[\[6\]](#)

**SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT
INTERNET USE AGREEMENT**

INTERNET RESOURCE USER SECTION

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may result.

User Signature: _____ Date: _____

PARENT/GUARDIAN SECTION

As the parent/guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes and that the South Williamsport Area School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the South Williamsport Area School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on their network resources. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian's Name (please print): _____

Parent/Guardian's Signature: _____ Date: _____

Failure to properly complete this form will result in withholding of Internet access privileges.

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that South Williamsport Area School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, South Williamsport Area School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the South Williamsport Area School District to include this type of information from your child’s education records in certain school publications.

Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. ¹

If you do not want South Williamsport Area School District to disclose **directory information** from your child’s education records without your prior written consent, you must notify the superintendent in writing by September 15th of each school year. South Williamsport Area School District has designated the following information as directory information:

Student’s name	Participation in officially recognized activities and sport
Address	Weight and height of members of athletic teams
Telephone listing	Degrees, honors, and awards received
Grade level	The most recent educational agency or institution attended
Photograph	
Date and place of birth	
Major field of student	
Dates of attendance	

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in FERPA regulations. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials whom the school has determined to have legitimate educational interests.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.
- To authorized state and federal agencies as required by law.
- In connection with financial aid for which the student has applied.

- To State and local officials in connection with the juvenile justice.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as “directory information” under.