

NORTH NODAWAY PRESCHOOL

Parent Handbook
2021-2022



PRIDE ● UNITY ● GROWTH

Just Playing

When I am building in the block center,
Please don't say, I'm "Just playing."
For, you see, I'm learning as I play,
About balance, I may be an architect someday.

When I'm getting all dressed up,
Setting the table, caring for the babies,
Don't get the idea I'm "Just Playing."
I may be a mother or a father someday.

When you see me up to my elbows in paint,
Or standing at an easel, or molding and shaping clay,
Please don't let me hear you say, "He is Just Playing."
For, you see, I'm learning as I play,
I just might be a teacher someday.

When you see me cooking or tasting foods,
Please don't think that because I enjoy it, it is "Just Play."
I'm learning to follow directions and see the differences.
I may be a cook someday.

When you see me learning to skip, hop, run, and move my body,
Please don't say, I'm "Just Playing."
For, you see, I'm learning as I play,
I'm learning how my body works.
I may be a doctor, nurse, or athlete someday.

When you ask me what I've done at school today,
And I say, "I just played."
Please don't misunderstand me.
For, you see, I'm learning as I play,
I'm learning to enjoy and be successful in my work.
I'm preparing for tomorrow.
Today, I am a child and my work is play.

North Nodaway R-VI Preschool Parent Handbook

Dear Parents/Guardians,

This handbook has been prepared to help answer questions and to provide a better understanding of the rules and procedures at North Nodaway R-VI Preschool. This information will inform you of our policies and aid in developing a positive relationship between North Nodaway R-VI Preschool, the children enrolled, and their families. Families also have access to staff child abuse/neglect criminal record forms, lesson plans, and your child's developmental records by contacting the office.

As you read this handbook, write down any questions or concerns you may have and feel free to contact us by phone at 660-927-3322. In addition to the handbook, preschool families are invited to the annual Back to School Celebration at the beginning of classes in August. The date and time of this activity will be posted in the Back to School Issue of the local newspapers and a reminder note given out at registration. Parents and children will have the opportunity to tour the classroom and meet the teacher.

North Nodaway R-VI Preschool welcomes you and your family and our desire is to provide a developmentally appropriate environment where your child can develop a true joy of learning that will last a lifetime! I am excited to get to know you and your child and welcome you to the North Nodaway School District.

Sincerely,

North Nodaway Preschool Staff

Preschool Program Philosophy and Goals

North Nodaway R-VI Preschool is designed to meet the developmental needs of three and four-year olds in the North Nodaway school district and surrounding area. Enrollment priority is given to those children living in the North Nodaway school district and those entering Kindergarten the following year, with remaining vacancies available to children living in the surrounding areas. Funding for our preschool is provided by enrollment fees and district funds.

The mission of the North Nodaway School District is to provide a challenging curriculum in a positive learning environment that supports individual and community needs while promoting lifelong learning.

Our program is committed to creating a safe atmosphere where children can walk through our doors and feel that they have entered into a magical world where they are loved, adored, and allowed to learn by interacting with their environment. We strive to create an environment that is developmentally appropriate for all children.

Our focus is to encourage:

- | | | |
|-----------------------|------------------------|---------------|
| * intellectual growth | * a sense of belonging | *discovery |
| * physical growth | * involvement | *happiness |
| * self-expression | * creativity | *cooperation |
| * problem solving | * curiosity | *independence |
| * imagination | * sensitivity | |

Our responsibility is to ensure that children are:

- | | | | |
|--------|-------------|---------------|--------------|
| * safe | * respected | * appreciated | * challenged |
|--------|-------------|---------------|--------------|

Our learning experiences and center play focuses on themes that are created to meet your child's interests. Our preschool provides many hands-on and developmentally appropriate experiences such as:

- * Circle times with calendar, sharing, singing, and stories
- *Sensory play such as sand and water play that provides opportunities for children to think, reason, question, and experiment.
- * Art projects that focus on the process rather than the end result
- * Dramatic play and creative movement
- * A hands-on approach to basic math concepts
- * Language Arts activities that help them develop listening skills, reading readiness skills, and increase vocabulary growth.

It is our goal at North Nodaway Preschool to create open lines of communication. Your involvement and interest will enhance your child's development. After all, who knows your child better than you do? We encourage all parents to get involved and participate in any way you can.

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Project Construct Curriculum Overview

Project Construct Curriculum is used in the North Nodaway Preschool. This curriculum is based on a learning theory that states children actively construct their own knowledge and values when given the opportunity to interact with their physical and social world. We will provide opportunities and experiences for the children to explore, test out ideas, investigate possibilities, conduct experiments, invent strategies and apply this knowledge to new situations. Through the accumulation of experiences your child will develop skills and knowledge when they are developmentally ready. As the children make choices, collaborate with others and exchange their own ideas and feelings they will be expanding their thinking and improving their ability to solve problems. The child-centered environment we provide will give the children a multitude of learning experiences that are meaningful and interesting to facilitate learning through play.

The Project Construct curriculum includes the following areas as key experiences with our preschoolers:

- **SOCIOMORAL DOMAIN:** *Areas: Social Development & Personal Development*

SD Goals: Build relationships of mutual trust and respect with adults
Build relationships of mutual trust and respect with peers
Consider the perspectives of others
Cooperate and collaborate as a member of a learning community

PD Goals: Be inquisitive
Take initiative
Be confident
Be inventive
Be reflective

- **COGNITIVE DOMAIN:** *Areas: Mathematical Thinking & Scientific Thinking*

MT Goals: Develop logical thinking
Develop numerical thinking
Develop geometric, spatial, and temporal reasoning
Analyze data
Exchange mathematical ideas

ST Goals: Increase knowledge of the physical world
Develop and apply scientific reasoning
Exchange scientific ideas

- **REPRESENTATIONAL DOMAIN:** *Areas: Language Development & Symbolic Expression*

LD Goals: Develop effective listening and speaking abilities
Develop as a reader
Develop as a writer
Use language to communicate in a variety of ways for different purposes and audiences
Gather and comprehend information from a variety of sources

SE Goals: Represent ideas and feelings through pretend play
Represent ideas and feelings through movement
Represent ideas and feelings through music
Represent ideas and feelings through art and construction
Recognize that symbolic expression has social, cultural, and historical contexts

- **PHYSICAL DOMAIN:** *Areas: Motor Skills & Health and Safety*

MS Goal: Develop motor skills for personally meaningful purposes
HS Goal: Develop healthy living practices

Behavior Management

One of the most important goals of preschool is social growth. We feel discipline and learning to react to difficult situations is important. The preschool staff uses a discipline and behavior plan called Love and Logic by Dr. Jim Fay. With this plan, children are allowed to grow through their mistakes by learning with logical consequences. Each scenario provides opportunities to learn from mistakes and gives teachers powerful teaching tools to help children deal with their frustrations with words and take responsibility for their actions. Some things you can expect to see happen:

- 1) Discussion ahead of time about what is safe and what is expected.
- 2) Discussion about what children think should happen if an inappropriate decision is made.
- 3) When an inappropriate action occurs, a discussion about how the situation should look.
- 4) Follow through on a consequence that will teach a lesson about the behavior (ex. Cleaning the marker off the table, helping a friend rebuild their tower, apologizing for hitting and then leaving the activity)
- 5) An office referral will be made if other interventions are unsuccessful.

Program Design & Operations

The preschool instruction time will be from 8:00-3:00. If your child will be eating school breakfast, he/she will need to be at school by 7:45. Students needing daycare services after 3:00 pm will participate in our Kids Care program located in the elementary school building. Kids Care rates will be applied.

- Our program is designed to serve as a five day per week, full-day preschool for children ages 3-5 as of February 1 of the current school year.
- North Nodaway R-VI Preschool is a 9-month program, which will follow the district calendar.
- Children must be potty trained.
- **A potty trained child is a child who can do the following:**
 - 1) Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.
 - 2) Be able to pull down their underwear and pants and get them back up without assistance.
 - 3) Be able to wipe themselves after using the toilet.
 - 4) Be able to get off the potty by themselves.
 - 5) Be able to wash and dry hands.
 - 6) Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the restroom.
 - Teachers will assist with zipping and buttoning as needed until students are independent.
- While our preschool teachers do understand that an occasional accident may happen, children who have multiple accidents (3 accidents in a two week or 10 day period) at school may be asked to stay at home for a one week period to reinforce potty training before returning to school. Students surpassing a cumulative of 5 accidents will also be asked to complete the 1 week re-training period.
- There must be at least 10 children enrolled in the program at all times with 20 children being the maximum enrolled.
- Anyone living in the surrounding area may request enrollment at North Nodaway Preschool for their three or four-year old but North Nodaway residents and those entering Kindergarten the following year will have priority admission.
- North Nodaway R-VI must have a copy of up-to-date immunizations on file.

- Parent questionnaires are given upon completion of the program in order to assess strengths and concerns of the program.
- Developmental screenings are used to evaluate the amount of growth of the children enrolled in the program; the children will be evaluated upon entering and exiting the program.
- Monthly newsletters and calendars are sent home informing parents of preschool activities.
- Families also have access to staff child abuse/neglect criminal record forms, lesson plans, and your child's developmental records.

Preschool Tuition Rates

Tuition is based on a sliding scale according to your income and the child's age as of February 1 of the enrollment year. You will be asked to complete a free and reduced lunch form to qualify for free or reduced lunches and reduced tuition.

Regular Price 4 year olds- Yearly-\$2250-may be made in 9 monthly installments of \$250
 Free & Reduced Price 4 year olds- Yearly \$1620-may be made in 9 monthly installments of \$180
 All 3 year olds- Yearly-\$2250-may be made in 9 monthly installments of \$250

Preschool Meal Rates

Prices are as follows: breakfast - full price -1.70/reduced -.30; lunch - full -2.80/reduced -.40; milk with a cold lunch -.35.

Kids Care Rates

\$10 enrollment fee for all families

Qualify for Regular Lunch	\$2.00 per hour per child
Qualify for Reduced/Free Lunch	\$1.75 per hour per child

Billing

Payments may be made by one yearly installment, two semester installments, or 9 monthly installments. Monthly installments will begin by the **first day of school in August and will be due on the 15th of each month unless other arrangements are made with the office.** Weekly and bi-weekly installments may also be arranged with the office. **All payments must be kept current to avoid late fees or discharge of students from preschool. Each week the bill is carried past the due date will be charged an additional 5% fee. Any bill more than 60 days past due will result in the discharge of your student from the program.** Meals are to be **paid for in advance** on a weekly basis and may be included along with the tuition fee payment. Please note how your payment is to be divided.

Accidents at School/Emergency Procedures

Parents will be notified by phone or in writing (electronically) in case of an accident or illness to their child. If you cannot be reached to make necessary arrangements, or in a critical emergency requiring medical care, the school will phone the person/persons you listed on your child's enrollment form to authorize treatment.

All major and minor injuries will be documented and an accident report will be filled out and sent to the parent/guardian's email explaining the injury. A copy of the accident report will also be submitted to the school nurse and elementary principal.

Parents of all enrolled children are required to submit a medical release form giving the preschool permission to seek medical attention for the child in case of a medical or dental emergency. The parents must update the preschool on any changes in home, work, and medical phone numbers.

In the case of an accident, the following emergency procedures will be used:

1. A staff member will carry out immediate first aid.
2. A staff member will contact the parent to come and take the child to the doctor or dentist if medical care is necessary.
3. 3.) In case the parents or emergency contact person cannot be reached, the teacher will have the authority to call the designated physician or dentist, or local emergency unit for treatment and/or transportation to a hospital. A staff member will accompany the child to the hospital and stay until the parent arrives.

Authorized Pick-Up

For safety purposes, your child will not be allowed to leave with someone who is not listed on the Child Enrollment form. If you need someone to pick up your child that is not on the list, you must call the elementary principal's office or contact the preschool teacher.

Alternative Method of Instruction (AMI)

The state of Missouri has instructed all districts to submit a plan for an alternative method of instruction (AMI) for students should it be forced to close. With an approved plan, the district may be exempt from making up missed instruction time. This year the state is also allowing districts to utilize this alternative method of instruction when schools are dismissed for inclement weather. North Nodaway will not utilize an AMI method for early out dismissals due to weather. Complete Remote Learning will be used after the 4th snow day of the school year. A school district textcaster will be sent out stating that the school district will be closed due to weather but students will be utilizing remote learning. Preschool teachers may post assignments to SeeSaw, schedule live meetings with students, or choose to send home packets of work that compliment or assist in completing the online assignments.

Clothing

Children should dress comfortably, simply, and suitably for the weather. **We will engage in a number of messy activities that despite smocks can still get children dirty. An extra set of clothes (labeled) should be left at the preschool permanently in case of accidents.**

Flip flop type sandals are not suitable shoes for outdoor play and are not recommended. However, if you choose, you may bring a pair of tennis shoes to leave at school for your child to change into for playtime.

Early Dismissal

In the event that school is dismissed early, a parent or specified responsible adult will need to pick up your child. In the case of inclement weather, Kids Care will not be available as the Kids Care teacher also needs to dismiss as early as possible to ensure a safe arrival home. Dismissal for inclement weather will be announced through Mustang alert texts, radio stations KNIM, Maryville (97.1 FM); KMA, Shenandoah (960 AM); KFEQ, St Joseph (680 AM); and KQTV, St. Joseph (channel 2). Please give specific instructions on your child's information sheet as to what he or she is to do in case of early dismissal. **Also, any day that bad weather is forecast, a note with instruction is helpful.**

Health Screenings

Hearing and vision screenings will be done annually, by our school nurse, at no cost to parents.

Absences

Daily attendance is very important in order for your child to receive the maximum benefits of the preschool program. Of course, we expect preschoolers to experience all the “kid illnesses” and want them to stay home if they are ill. If your child is absent for any reason (including illness and vacation), it is important that we are notified as soon as possible. Please call the school at 927-3322 before 9:00 that morning.

How Sick is Sick?

Here are some general guidelines to help you make that decision; these do not cover every medical condition and do not take the place of seeking medical attention. Please consult your physician for specific medical advice. At the discretion of the school nurse, or health designee, a doctor’s note may be required before readmission to school.

It is unlawful for any child to attend public school while experiencing any contagious/ infectious disease. Please do not send your child to school with the following symptoms:

1. Rash or open sore(s). See your Doctor for re-admission note. Exclusion for Impetigo is 24 hours after medication is administered. A student with Ringworm is excluded only until medicated.
2. A temperature of 100 degrees or more. Students must be fever free without medications for 24 hours before returning to school. Students will be excluded from school for Influenza-like illnesses as long as fever persists.
3. Students must be free from vomiting for 24 hours before returning to school. A child who is having frequent diarrhea stools should not attend school.
4. Severe, persistent pain. See your Doctor.
5. A sore throat, cold, or cough that interferes with his/ her learning experience. See your Doctor if these symptoms persist. Exclusion for strep throat is 24 hours after medication is first administered. Ask Doctor for re-admission note.
6. Pinkeye with discharge, itching, or crust from one or both eyes. See your Doctor for medication/ re-admission to school.
7. Signs of infestation with lice, nits in the hair, or itchy scalp. The child is to be evaluated for treatment when they return to school.

Parents, please notify the principal’s office for the student’s illnesses by 9:00 a.m., especially if communicable. We have to report communicable illnesses to the State Department of Health. If your child becomes ill at school, a decision will be made by the nurse/ health designee regarding dismissal from school; parents will be notified and the child must be picked up. In cases in which the parent cannot be reached, the emergency number listed by the parent will be called. The child will be released to that person.

Head lice:

Head lice checks will be performed periodically. If your child is found to have head lice, a parent will be notified, the child will be sent home, and he/she will not be allowed to return until their hair is free of live lice as determined by the nurse. The child’s hair will need to be shampooed, nits removed, and provide proof of treatment. Another treatment is recommended 7-10 days after the first treatment. The student will be rechecked after they return to school. Please report any suspected cases to the school. Feel free to contact the school nurse if you have any questions.

Medications:

If under exceptional circumstances, a child is required to take oral medications during school hours, the principal, nurse, or trained health designee will administer the medication in compliance with the regulations that follow:

1. The school must have written permission and instructions signed by the parent/ guardian. (Medication Administration forms are available at registration as well as in the office.)
2. All prescription and over-the-counter medications must be brought to and from the school by a parent/ guardian or other responsible adult. This is important for the safety of all students. All medication needs to be brought to the office, **BY AN ADULT**, immediately upon arriving at the building.
3. **ALL** medications **MUST** be in the original labeled bottle with the student's name, name of medication, dosage, time to give, Doctor's name and date. Your pharmacist will provide an extra bottle.
4. All over-the-counter medications must be delivered to the school nurse in the manufacturer's original packaging and will only be administered according to the manufacturer's label.
5. If a student has a diagnosis of asthma, they must have an inhaler at school in case of emergency. Students with asthma must have an Asthma Action Plan on file in the office.
6. Please notify the nurse of any prescription medications that are being taken at home in case there is a reaction to the medication while your child is at school.
7. **DO NOT SEND** medication to school in an envelope or baggie.

North Nodaway has the following medications available at school to treat minor illness/ injuries, prior to administration a Medication Administration Form must be signed by the parent/ guardian available at registration.

Medication List

Children's Ibuprofen	Blistex, Vaseline, Carmex
Jr. Strength Tylenol	Orasol Gel
Caladryl Lotion	Aloe Vera Spray
Hydrocortisone Cream	Tums
Children's Benadryl	Guaifenesin Cough Syrup
Neosporin Antibiotic Ointment	Throat Lozenge
Antiseptic Wash	Epi-Pen (used for severe allergic reactions)
Sterile Saline Eye Wash	

Drop Off Procedures

Students must be dropped off or walked in to the main entrance of the elementary each morning and hang up their backpack on their designated hook. Breakfast will be available from 7:30-7:50. From there, they may choose to eat breakfast or join their class in morning procedures in the gym or at walk and talk. At 8:00, the bell will ring and the teacher will lead the students to collect their bags and walk to the preschool room to begin circle time. Anyone arriving after 8:00 should go directly to the preschool and breakfast will not be available.

Meals/Snacks

Students will eat lunch in the elementary gym with the kindergarten class at approximately 11:15 and will also have an afternoon snack at around 1:30 each day. Parents will be asked to sign up to bring one snack per month to share with all students.

Outdoor Play

Outdoor play will be scheduled on a daily basis when the weather permits. Please dress your children in proper shoes/clothing for running and playing. Rubber soled shoes work best for playing.

Sandals, boots, and flip-flops are not recommended. In the winter, gloves and hats are required. Heavy coats, snow pants and boots are encouraged. We will not be going outside if the temperature is under 25°.

We will take the children outside everyday unless weather is inclement. Staff ratios cannot be upheld if one child is kept indoors; therefore, if your child is too ill to go outside, he should not be brought to the preschool.

Parties/Birthdays

North Nodaway Preschool celebrates holidays with classroom parties. Please sign the list to bring snacks, drinks, table service, or an activity. A letter will be sent home reminding you of the date, time, and class list as the holiday approaches.

We will celebrate each child's birthday as close to that day as possible. We invite parents to bring treats or a group activity on that day. Please check with the classroom teacher for the accurate number of students for which to prepare.

Pick up

Children may be picked up in the preschool room preferably between 2:45-3:00. At 3:00, children who are still in the care of the preschool staff will walk to the elementary building. Students to be picked up at dismissal will wait in the front hall until the buses leave, then will be individually dismissed to parent cars as they pull up to the front sidewalk. Preschoolers will be escorted to cars by school staff. Those students not picked up will be signed in to Kids Care in the library until he/she is picked up by a parent/guardian.

Rest Time

Children must rest quietly for at least thirty minutes each day. Each child will be provided with a cot, blanket, books to rest with, and a quiet soothing atmosphere. Rest blankets will be washed once each month by the preschool staff. Our rest time is designed to give each child the chance to have "down time", which is necessary for brain development. If a child is awake after thirty minutes of rest time, he or she will be able to do quiet activities as directed by the teacher.

Special Items from Home

Items from home are the child's link between home and the preschool. Children may bring items from home that they wish to sleep with. We do have plenty of toys and activities available in our centers and ask that you leave toys for play at home. Parents must understand that the preschool cannot be responsible for items from home and that there is a risk of these being lost or broken. Please remember that we are trying to build cooperation and concern for one another in our preschool. **Toy guns and other toy weapons are not permitted.**

Transportation

No bus transportation will be provided to the preschoolers until they are over the age of 5; therefore, parents will be responsible for transporting their children to and from the preschool. Please do not park in front of the elementary school between 7:30-8:00 am and 3:00-3:40 pm, as this is the bus loading area. You may park in the preschool drive. If you are dropping off only, you are welcome to stop in the loading zone, as long as a bus is not currently unloading, and let your child out. Once your child turns 5,

you may contact the school to update your pick up or dismissal plans if you so choose to be added to the bus route.

Reporting and Investigating Child Abuse/Neglect Policy (JHG)

Public School District Liaison:

The superintendent shall designate a specific person or persons to serve as the public school liaison(s) and forward that information to the local division office of the Children's Division (CD) of the Department of Social Services. The liaison(s) shall develop protocol in conjunction with the chief investigator of the local division office to ensure information regarding the status of a child abuse or neglect investigation is shared with appropriate school personnel. All written information received by any public school district liaison or the school shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA).

The liaison(s) will also serve on multidisciplinary teams used in providing protective or preventive social services along with law enforcement, the juvenile officer, the juvenile court and other agencies, both public and private.

It will be the responsibility of the liaison(s) to arrange for training and information necessary to assist staff members in identifying possible instances of child abuse and neglect, including annual updates regarding any changes in the law. Additionally, the liaison is charged with implementing a planned program of personal safety and awareness education, including methods for preventing sexual abuse, that shall be provided to teachers, students and parents/guardians.

Reporting Child Abuse/Neglect:

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately make a report to the school principal or designee, including any report of excessive absences that may indicate educational neglect. The school principal or designee will then become responsible for making a report via the Child Abuse Hotline to the CD, as required by law. This policy does not preclude any employee from directly reporting abuse or neglect to the CD. However, the school official or employee must notify the school principal or designee immediately after making a report.

The school principal will make the superintendent aware that a report has been made and will keep him or her aware of the status of the case. If the school principal or designee has reason to believe that a victim of such abuse or neglect is a resident of another state or was injured as a result of an act that occurred in another state, then, in addition to notifying the Missouri CD pursuant to this policy, he or she may also make a report to the child protection agency with the authority to receive such reports, pursuant to law, in the other state.

The district, as a mandated reporter, will be entitled, upon request, to information on the general disposition of the report. The district may also receive findings and information concerning the case, if requested. The information should be shared with the staff member who originated the report, but should not be released to anyone else without written authorization from the CD. Parents/Guardians should be referred to the CD for information regarding the investigation. Parents or guardians have access to the CD records after the investigation is completed, except that the identity of the reporter is not released.

Any person who in good faith participates in the making of such reports, or in any judicial proceeding resulting therefrom, will be immune from civil or criminal liability. It shall not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused.

Investigating Child Abuse/Neglect:

When the CD receives a child abuse report alleging that an employee of a school district has abused a student, the report is immediately referred to the superintendent (or the president of the School Board in situations concerning the superintendent), who will conduct an initial investigation. If the report relates to a spanking by a certificated school employee administered pursuant to written district policy or if it is determined that the sole purpose of the report is to harass a school employee, the superintendent, Board president or the Board president's designee will jointly investigate the matter with the juvenile officer or a law enforcement officer designated by the juvenile officer. The superintendent and Board president are authorized to contact and utilize the district's attorney to assist in the investigation. Findings and conclusions will be issued as required by law.

All other reports of any nature will be immediately returned to the CD for investigation, and the superintendent will take no further action. The superintendent and/or School Board president will be considered a member of the multidisciplinary team and as such will be involved in the investigation and have access to appropriate information, including the outcome of the investigation.

The superintendent will prepare and implement procedures as necessary to accomplish the intent of this policy and of the law.

Public Complaints Policy (KL-AP)

The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee

grievance procedure or as otherwise required by law. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

Student Records

Policy JO and Procedure JO-AP

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The rights to inspect and review the student’s education records. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or in violation of the student’s privacy. Parents or eligible students should write to the principal or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student’s privacy. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility as authorized by the district. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. Complaints should be directed to: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

The district has determined that the following information regarding the district’s students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student’s parent in absence of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook.

The following information may be released without obtaining parental consent:

Students in kindergarten through eighth grade -- Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-base activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded

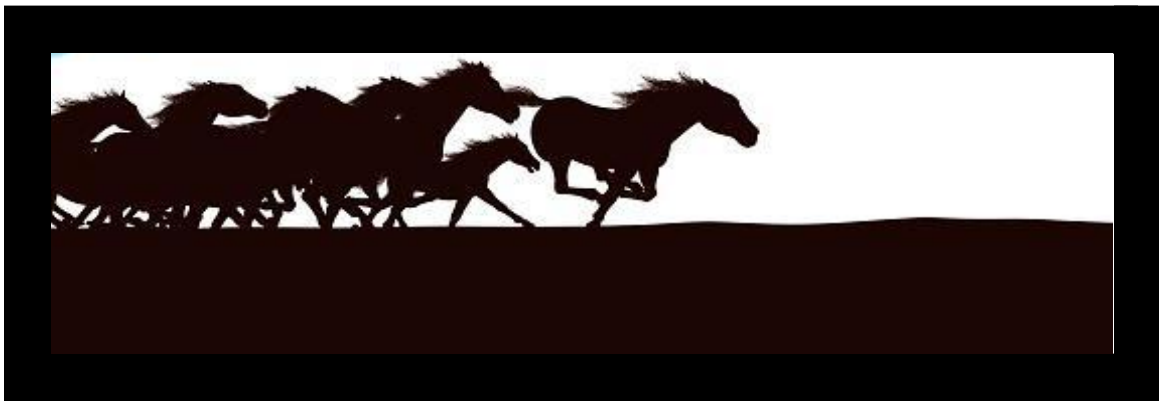
sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

DIRECTORY

Superintendent's Office – 778-3411 MS/HS Office– 778-3315

Elementary Office/Principal – 927-3322

District Web Site: www.nnr6.org



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