

**Macungie Elementary School
2018-2019 SCHOOL YEAR**



**4062 Brookside Road
Macungie, Pennsylvania 18062
Phone: 610-965-1617
Fax: 610-966-7583**

District Link: www.eastpennsd.org

Macungie Link: www.eastpennsd.org/Macungie

**Principal
Mrs. Sallie Yenko
School Mascot: Tiger
School Colors: Black and Yellow**

Vision Statement

The East Penn School district will empower students to maximize their individual potential and become lifelong learners and contributors to a global society.

Mission Statement

The East Penn School District will provide a learning environment in which students will become effective problem solvers, collaborators, critical thinkers, and communicators.

Shared Values

1. We believe education is an every-changing lifelong process and people need to view themselves as life-long learners.
2. We believe students have a shared responsibility for their own learning
3. We believe students of today will live in a different future and we must prepare them to confront new challenges.
4. We believe the East Penn School District must continue to provide an excellent program that addresses the educational needs of all students in a safe and supportive environment.
5. We believe a commitment to continuous improvement is essential to achieve the mission of the East Penn School District.
6. We believe the collaboration between the home, the school district, and the community has a direct correlation to the quality of the education system and the experience of each student.
7. We believe a strong foundation of experiences leads to constructively contributing citizens who understand the effects of their actions.
8. We believe that a strong and effective education system is essential to both the survival and prosperity of a democratic society.
9. We believe that the East Penn School District must manage financial assets in an efficient and effective.

2018-2019

MACUNGIE SCHOOL STAFF LOCATIONS

ROOM 213	MRS. KATHLEEN FARRELL	KINDERGARTEN
ROOM 214	MRS. CARRIE MISH	KINDERGARTEN
ROOM 215	MRS. CAITLIN SHUTTE	KINDERGARTEN
ROOM 216	MRS. RUTHIE DELONG	KINDERGARTEN
ROOM 208	MRS. MELISSA SAYLOR	GRADE 1
ROOM 210	MRS. STEPHANIE YODER	GRADE 1
ROOM 211	MRS. KRISTEN BRUCKNER	GRADE 1
ROOM 107	MRS. JENNIFER M. THOMAS	GRADE 2
ROOM 106	MISS DANIELLE SLOBODIN	GRADE 2
ROOM 105	MRS. AMY JO MUSHRUSH	GRADE 2
ROOM 104	TBD	GRADE 2
ROOM 101	MRS. CHRISTINE McCORRISTIN	GRADE 3
ROOM 102	MRS. ANN MARIE TIETZ	GRADE 3
ROOM 103	MRS. KAREN CAIATI	GRADE 3
ROOM 204	MISS HINKLE	GRADE 4
ROOM 205	MRS. JENNIFER L. THOMAS	GRADE 4
ROOM 206	MRS. KRYSTINA FREI	GRADE 4
ROOM 207	MRS. JUDY LINGOLD	GRADE 4

ROOM 201	MRS. ALLYSON SMITH	GRADE 5
ROOM 202	MRS. LYNDA O'CONNOR	GRADE 5
ROOM 206	MR. SCOTT WILLIAMS	GRADE 5
ROOM 221	MRS. COLLETTE SMURDA	LEARNING SUPPORT
ROOM 222	MRS. DIANE COLEMAN	LEARNING SUPPORT
ROOM 217	MRS. LUCIE RIVERA-WOOLARD	LEARNING SUPPORT
ROOM 209-B	MS. BARB DEANGELO	LEARNING SUPPORT
ROOM 218	MRS. HEATHER ZIEMBA	LEARNING SUPPORT
ROOM 212	MRS. NICOLE WUKITCH	GIFTED SUPPORT
LIBRARY	MS. SUSAN WIRTZ	LIBRARIAN
ROOM 220	MRS. JULIE BECKER	MUSIC
ROOM 219	MRS. JILL SCHRADER	ART
GYM	MRS. KATHY KLINE/MRS. LAURA MOYE	H/W/F
SPEECH ROOM	MRS. MONICA BAUMER	SPEECH
GUIDANCE ROOM	MRS. GENISE BISHOP	GUIDANCE
IST ROOM	DR. CHANIN DEEGAN	IST
NURSE'S OFFICE	MRS. JENNIFER CARFARA	CSN
	MRS. JENNIFER YARD	HRN
OFFICE	MRS. SALLIE YENCHO	PRINCIPAL
ADMIN ASST.	MS. REBECCA MARTRICH	OFFICE
ADMIN ASST.	MRS. ZELENDA HODGSKIN	OFFICE
ROOM 209	MRS. LINDA WILLIAMS	ESL
CUSTODIANS	MR. DEL WAYLEN, MR. BILL EDELMAN	(DAY)
CUSTODIANS	MR. NATE SWAVERLY, MR. JOE MONDOVICH	(EVENING)
OFFICE	MS. LORI ROSE	PSYCHOLOGIST

SCHOOL HOURS – MACUNGIE ELEMENTARY

Opening and Closing School Hours (KDG-5TH GRADE) 9:00 AM – 3:20 PM

- Children not taking bus transportation should not arrive at school before the day begins. The doors will be locked until 8:45 when teachers and staff are available to keep students safe. If your child is coming early for breakfast, they will be required to ring the doorbell and sign-in at breakfast. Children should go directly home after school is dismissed. When other arrangements are made by the parents, a note of explanation must be sent to the child's teacher.
- Please drop off and pick-up students in the designated area or park in the visitor parking lot and walk your child in or from the building. If you arrive later than 9:00 AM, you must enter the building with your child and sign him/her in at the office.
- If your child is going to be picked up early because of scheduled appointments, please send a note to school with information about the date, time, person coming for the child. Pick up notes must be sent to school with your child on the day of pick up; otherwise, children will be sent home on their regular bus. You may also call the office before the end of the day to inform the school secretary of a child's pick up. Please bear in mind that the end of the day is very hectic and prior notice is appreciated.

CANCELLATION OF SCHOOL PRIOR TO START

- The Superintendent or designee decides on cancellation or delay of opening.
- The Superintendent or designee will contact local media and begin Alert Now activation.
- All students, parents, faculty and staff should monitor local radio and television stations for announcements. Please listen to/read these announcements carefully – especially related to modified kindergarten schedules.
- The official stations are B104/WAEB AM 790, WFMZ FM 101, WNEP Ch. 16.
- East Penn School District website www.eastpennsd.org
- Alert Now will be used to contact parents/guardians by phone.

EMERGENCY EARLY DISMISSAL PROCEDURE

- The Superintendent/designee, will notify on-site administrators that school is to be dismissed early and of the time the dismissal should take place.
- The Superintendent/designee will notify local radio and television stations of the early dismissal.
- The Superintendent/designee will notify district Director of Transportation who notifies STA of the early dismissal.
- Alert Now will be activated.
- A 100% accounting of students/staff will be completed by teachers and verified immediately preceding the dismissal.

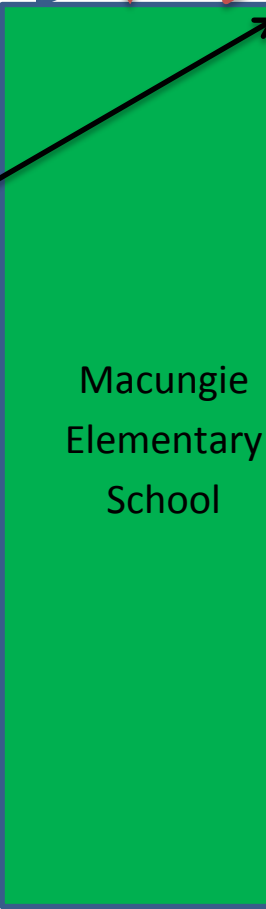
Parent Drop Off: Follow Red Arrows

Brookside Road

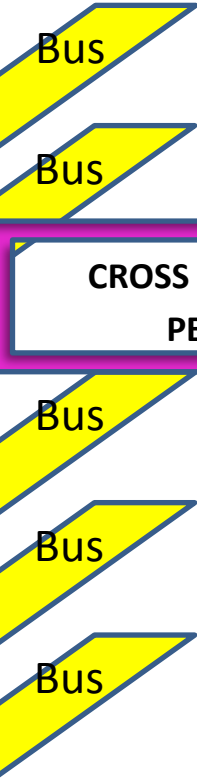
Eyer Middle School

Students will leave the car here at the sidewalk and enter the building. Macungie Staff will be present to escort them inside. Parents, after dropping your child off, you **MUST TURN RIGHT** and circle around the parking lot to leave. Please yield to busses and students or parents crossing in the crosswalk to enter our building.

Shoemaker Elementary School



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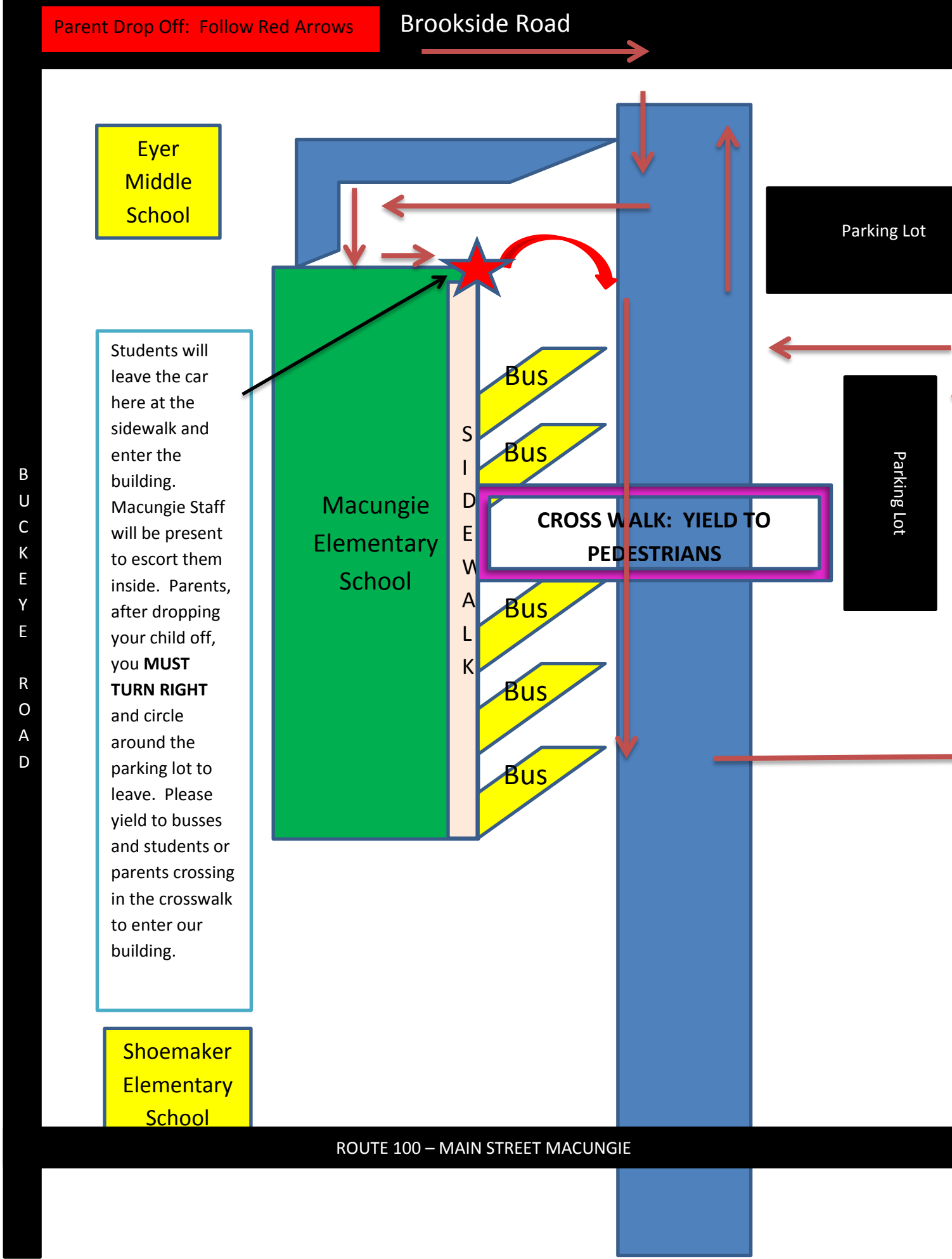


CROSS WALK: YIELD TO PEDESTRIANS



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ROUTE 100 – MAIN STREET MACUNGIE



**MACUNGIE ELEMENTARY SCHOOL R.O.A.R.S
SCHOOL-WIDE POSITIVE BEHAVIOR**



R – RESPECT

O – ORGANIZATION

A – ACCEPTANCE

R – RESPONSIBILITY

S – SAFETY AND SUCCESS

School-Wide Positive Behavior is a team-based process including a broad-range of systemic and individualized strategies for achieving important social and learning outcomes. This approach will be used at Macungie Elementary to teach, monitor, and support appropriate school behavior for ALL students. We will focus on preventing problem behaviors from all students at the school-wide, classroom, non-classroom, and individual levels by focusing on the critical link between instruction and desired student behavioral outcomes.

- **Emphasis on teaching expectations and desired behaviors**
- **Focus on positive climate**
- **Comprehensive use of a variety of support systems**
- **Proactive and preventive**
- **Ultimate purpose: student achievement**

Schools implementing SWPBIS with fidelity report:

- **20-60% reduction in office discipline referrals**
- **Improved student, faculty, and staff satisfaction**
- **Improved administrator perception of school safety**

To learn more about SWPBIS, go to:

<https://www.youtube.com/watch?v=URR7A33ArTY>

ATTENDANCE
EAST PENN SCHOOL DISTRICT
STUDENT ATTENDANCE POLICY

A. Students have the responsibility to comply with the attendance procedures of the school they are attending, in addition to those regulations established by the Board of Education and the School Code.

B. Parents are required to submit a written explanation for the legal absence of their child within three school days from the date of child's return to school. Failure on the parent's part to provide said explanation does not in itself qualify the absence as excused. The absence must be for a legal reason according to the law.

C. Legal absences include, but are not limited to, illness of student, quarantine, physical or mental incapacity, death in the immediate family, court summons, violent weather, school related work, observances of a religious holiday by bona fide religious groups, religious instruction or a State emergency.

D. The responsibility for making up work missed during legal absences rests with the student.

E. Written notification may be sent to parents of a student who has been absent for ten consecutive days. Absenteeism beyond ten consecutive days may require a doctor's excuse. After a student accumulates 20 school days of absence, a parental conference will be held. After a student accumulates 30 school days of absence, the parents of the absent student may be scheduled to meet with the Superintendent or designee, and the student may forfeit all credit for courses taken that year, depending upon the number of days absent and the course grade.

F. Illegal absences for students under 17 are those due to truancy, parental negligence and unlawful employment. **By Pennsylvania Law, the parents of a student who has accumulated three unexcused absences and is within the compulsory age limits are to be served a first offense legal notice. Any subsequent illegal absence then makes the parents liable for a fine.**

G. Chronic truancy will be referred to the proper agency for further legal action or, after all reasonable avenues have been explored, expulsion may be initiated.

H. A student 17 years or over has a right to be in school but must obey school district attendance rules. A total of four instances of unexcused absences may be considered as failing to meet requirements of promotion or graduation. A recommendation for expulsion, subject to the degree to which the student reasonably was in control of the circumstances of the absences(s) may be initiated.

I. Upon written parental request, a student may be excused during school hours for the purpose of receiving tutorial instruction by a qualified instructor in a field not offered in the district's curriculum if the excusal does not interfere with the student's regular program of studies.

J. Upon written parental request, a student may be excused during school hours to obtain professional health care or therapy by a licensed practitioner if the service cannot be received outside of school hours.

K. In extenuating circumstances, homebound instruction may be provided.

L. Students may be excused to participate in a non-school sponsored educational tour or trip if the student's parents submit a written request for the excusal on the district trip request form, the trip has been approved by the Superintendent, and if an adult who is supervising the pupils is acceptable to both the parents and Superintendent.

REQUEST FOR EXCUSED ABSENCE & VACATION

Regulations of the State of Pennsylvania provide that, upon written request from the parents/guardians of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip not sponsored by the school when the trip is evaluated by the Superintendent as educational and if the adult supervision is acceptable to both the Superintendent and the pupil's parent/guardians. In the East Penn School District the building principal has been designated by Superintendent to make the initial decision, based on the information provided. In order to clarify such absences, the following procedure for non-school educational trips/tour is established:

1. The proper form available in each building and online must be submitted to the principal a **minimum of three (3) school days prior to the trip** (except in an emergency). Parents/guardians will be notified in any case in which the request is denied.
2. Requests will be approved only if it can be determined that such trip/tour is of educational value to the student.
3. Unless there are unusual or emergency circumstances, such requests will **NOT** be approved for the first ten (10) school days of the year or during the district's standardized testing period or the state's testing periods.
4. If more than one child in a family will be taking the trip/tour, one request may be submitted for all children. If separate schools are involved a copy will be sent to the additional schools for approval.
5. No more than ten (10) requests in any school year. (Special requests with unusual circumstances or exceptional opportunities for learning should be discussed personally with the building principal well in advance of requested dates for absence.)
6. Satisfactory academic achievement will be considered in the approval of such a request.
7. All schoolwork missed during the trip/tour must be made up at the initiation of the student immediately upon returning to school.

[Click here for vacation form](#)

CLASSROOM CELEBRATIONS/NUT FREE PROCEDURES

Celebration Procedures:

1. No unannounced edible treats from parents can be served in the classroom.
2. Birthday celebrations will be based on non-edible treats such as stickers, pencils, erasers, etc.
3. Our school nurse must even be made aware of foods that are served by the teacher in the classroom as rewards/incentives, or even classroom lessons.
- 4.. If a child is distributing invitations for home celebration, the whole class needs to be invited.

Nut Free Procedures

Macungie Elementary School's classrooms are nut free. We uphold this policy because of the high number of children who have severe food allergies, especially peanut and tree nut allergies. Student safety is of utmost importance to us.

Foods brought into our classrooms **should not contain peanuts or tree nuts (almonds, walnuts, pistachios, pecans, etc.)**. Peanuts and tree nuts may be eaten in our school cafeteria (i.e. peanut butter and jelly sandwiches, granola bars, etc.), because there are precautions in place to keep children with allergies safe.

Below is a list of nut-free/"safe-foods" for classroom snacks.

No one knows exactly why there are so many severe food allergies today as opposed to years ago, but we do know that these allergic reactions can be serious, and result after eating, touching, or even smelling peanuts or nut products. You can help us keep Macungie safe for all children by following these steps:

- Check food labels before sending in a classroom snack, and do not send nut products to be eaten in the classroom.
- Careful planning and preparation by parents and staff is important for safe classroom celebrations.
- Remind your children that they are not permitted to share their snacks with anyone at school or on the bus.
- Encourage hand washing before and after eating **due to transmission of allergens onto materials or property that other students may come in contact with.**

Below is a link to a list of "Safe Foods" to send in as a snack or to use for classroom celebrations. Please keep in mind that this is only a handful of items and manufacturers and products are changing continuously. To stay up to date, please go to the following link which is updated EVERY 15 days. Thank you for your support in making our school a safe environment for all students! <http://snacksafely.com/snacklist> - click on the red DOWNLOAD the GUIDE for a complete list of safe foods.

***Important:** This list is simply meant to provide various snack ideas. Due to continual changes in manufacturer packaging and processing, please read the ingredient label of your snack chosen from this list to ensure that it does not contain any of the following: peanuts/nuts, peanut/nut butter, peanut/nut oil, peanut/nut meal, or the statement, "May contain traces of peanut/nuts".

BUSING

The East Penn School District provides transportation to and from school for kindergarten and elementary students residing more than three quarters of a mile from the school in which the students are lawfully enrolled and to which transportation is authorized or required. Exceptions to the distance limitations are made only for those students residing in areas where road or traffic conditions constitute a hazard to the safety of the child when so certified by the Department of Transportation.

BUS SAFETY AND DISCIPLINE

It is the responsibility of all bus drivers to obey all traffic laws and regulations. Of particular concern is ensuring that all school buses, loaded or unloaded, stop at all railroad crossings designated by appropriate signs, signals, or markers. The East Penn School District requests that any violations of traffic laws and regulations by a bus driver be reported to the Director of Administrative Services

BUS RULES OF CONDUCT

Riding the school bus is a privilege. More than 6,000 students are transported daily by the district. Safety is our shared goal. Any conduct on the part of students, which distracts the driver and reduces the safety level, will be dealt with severely.

The driver is in complete charge of the bus and students and has the authority to discipline students for less-than-serious infractions. The bus driver can assign seats if necessary. For serious infractions, the driver will immediately report the incident to the proper school administrator who will determine the punishment which usually follows these progressive disciplines:

The following rules must be followed by all students:

- 1. No eating, drinking or smoking is permitted on the bus.**
- 2. No horseplay, excessive noise or vulgar language is permitted.**
- 3. Students must be seated, facing the front, at all times until the destination is reached and the bus has come to a complete stop.**
- 4. Papers and other materials are to be kept off the floor. Littering will not be tolerated.**
- 5. Students may not block the aisle or emergency floor with any properties.**
- 6. Students may neither extend arms or heads out of the bus windows, nor throw any objects inside or out of the bus.**
- 7. Students may not regulate windows unless given permission by the driver.**
- 8. Water pistols or similar devices are forbidden on the bus and will be confiscated.**
- 9. Students willfully damaging the bus will be held liable for the cost of the repairs.**
- 10. Students are to be at the bus stop 5-10 minutes early and are to behave properly while waiting.**
- 11. Students may not carry any objects on the bus (instruments, sports bags, backpacks, etc.) that cannot be held on their lap.**
- 12. Other rules deemed reasonable by the driver.**
- 13. Students are not permitted to use cell phones, IPODS or other technology equipment on the bus.**

SPECIAL NOTE: The district requires, in advance, a signed note from a parent or guardian to the principal if a request is made for a student to use a bus route or a bus stop other than the one assigned. This request must then be agreed to by the principal and transporter. Consideration for approval will be given in emergency situations only.

SNOW EMERGENCY BUS STOPS

In order to have the district schools open as many days as possible, there have been alternate snow emergency stops established for the developments within East Penn School District. The decision to close school due to the weather is based on the ability of our buses to transport students safely to school and home again at the end of the day. In some instances, the major arteries may be open and allow for safe passage, but the developments located within the school district may not have the necessary clearance for buses to traverse the roads safely. Please refer to your district calendar for the listing and note the Snow Emergency stop for your particular development and current bus stop. These stops will only be used in severe weather conditions. An announcement will be made via local stations that SNOW EMERGENCY stops will be in effect. Any comments or requests concerning transportation should be addressed to Administrative Services at the East Penn Administrative Offices, 800 Pine Street, Emmaus, PA 18049. Telephone (610) 966-8410.

CLASSROOM CONCERNS

The best person to talk to about your child's academic progress, classroom behavior or daily concerns is the classroom teacher. You can contact the teacher easily by sending a note, email or telephone, 610-965-1617.

Although most situations can be dealt with effectively by the parent, teacher and child, sometimes other people need to be included such as the guidance counselor, school principal, school psychologist, nurse, or IST Teacher.

DRESS CODE POLICY

All students must wear shirts or tops that extend to and cover the midsection of the body. Sleeveless shirts may be worn; however, they must be modest in design and must not expose undergarments.

Tank tops must have straps that are at least one inch wide, and the straps must cover undergarments. Shoulders and arm openings must not reveal undergarments. No tube tops or halter tops are permitted. No sheer fabrics are permitted.

Shorts must be an appropriate length.

Shorts or pants with words or printed messages across the seat are not permitted.

Underwear must be covered and not exposed.

Logos or wording that relates to alcohol or other drugs (i.e. tobacco, marijuana) is not permitted on clothing.

Flip-flops and loose-fitting sandals create safety issues on the stairs and on the playground; therefore, they are not recommended.

No hats or bandanas are permitted in school.

Students may not wear chains suspended from clothing.

Body and face paint are inappropriate except on designated school spirit days.

Attire that the administration considers to be a distraction to others' learning will not be permitted.

Students who dress inappropriately will be sent to the main office where parents will be contacted and asked to bring appropriate clothing for them.

ELECTRONICS

Students are not permitted to bring electronic devices to school unless they are a “bring your own device classroom”. Students may have cell phones but they must be turned off and stored in their back packs at all times.

EMAIL/TEXT COMMUNICATIONS

Parents may now sign up online to receive emails or text alerts from school concerning upcoming events and other important information. We encourage you to take advantage of this communication tool. To subscribe, go to the Macungie Elementary Homepage (www.eastpennsd.org/macungie). Towards the bottom of the page, click on the Subscribe to the Macungie Elementary School Newsletter. Mrs. Yencho will also occasionally do an Alert-Now phone call with important updates for events and concerns regarding Macungie Elementary.

EMERGENCY UPDATE

During the first week of the school year, your child will receive an Emergency Update letter from her/his teacher. This letter must be kept up-to-date throughout the year. Make certain that you contact the office with any change of addresses or phone numbers that may occur during the school year.

EAST PENN SCHOOL DISTRICT VOLUNTEER INFORMATION SHEET

The East Penn School District is pleased you are considering volunteering your time to assist the staff and students of the district. As per School Board policy 916 on Volunteers, there are 3 categories of volunteers.

1. **Occasional Volunteer** - *an individual who works directly under the supervision and direction of a teacher or administrator employed by the district and does not provide direct services to students or have unsupervised contact with students. Examples include individuals who help manage, officiate or perform functions ancillary to an athletic event or extracurricular activity, such as general PTO functions, book fairs, concert/performance ushers, etc.*
2. **Program Volunteer** - *an individual who works under the general direction and supervision of a teacher or administrator employed by the district and provides direct services to students and who may, from time to time, have or may reasonably be expected to have unsupervised contact with students. Examples include: tutors; field trip chaperones; counselors or providers of health-related services to students; etc.*
3. **Volunteer Coach/Sponsor** - *an individual who works under the general direction and supervision of a coach or student activity sponsor employed by the district and directly supervises or instructs students engaged in the activity and who may, from time to time, have or may reasonably be expected to have unsupervised contact with students. Examples include: volunteer coaches of an athletic team; volunteer athletic trainers or equipment managers; choreographers; musicians and others who provide instruction to students in the marching band or school-related performances; etc.*

For those individuals who are interested in being an **Occasional Volunteer**, you are required to have a notarized Volunteer Affidavit on file with building(s) in which you will be volunteering. For those that wish to be a **Program Volunteer** or **Volunteer Coach/Sponsor**, you are required to submit a Pennsylvania Criminal History Report (Act 34) and a Child Abuse History Clearance (Act 151) in

addition to the notarized Volunteer Affidavit to the Personnel Office located at 800 Pine Street in Emmaus

If you have any questions related to the clearances or the requirements of the district for volunteers, please contact the Personnel Office at 610-966-8331.

FIELD TRIPS

Guidelines:

All field trips must be directly aligned to the approved curriculum.

Field trips must be handicapped accessible for consideration. Building administration is responsible to determine equitable participation for all students.

There should be no more than 3 field trips per grade level, K-8.

All school rules apply on a field trip.

SAFETY

Evacuation, lockdown, weather emergency and missing child drills will be held throughout the school year. These drills are mandated and are important to the safety and welfare of all people in the building.

HEALTH

PROCEDURES REGARDING DISPENSING OF MEDICATION:

Medication, both prescribed and over-the-counter, may not be brought to school unless absolutely necessary. If it is crucial for your child to take medication during the school day, please use these guidelines:

1. Students are NOT permitted to possess prescription medication or over-the-counter medication at any time during the school day or at school activities/functions.

2. A parent/adult MUST personally deliver and pick up the medication and he/she must bring the medication to the school nurse, health room aide or building administrator or secretary. Medications will only be dispensed by a school nurse or health room aide. In the absence of the school nurse or health room aide, medications will be dispensed by the parent, principal or other trained personnel as assigned by the building principal.

3. Medication MUST come to school in the originally prescribed container. This includes inhalers for allergies/asthma and medication for use in Pulmo-aide machines (available in each health room).

4. Medication MUST be accompanied by an "Authorization for Medication" release form signed by the parent and the doctor, including instructions on administration and side effects of the medication. Verbal authorization is unacceptable.

5. It is the student's responsibility to go to the office or health room for the medication.

6. If it is necessary for your child to take over-the-counter medication during the school day, you must follow the same instructions except for the doctor's authorization.

ANY MEDICATION THAT IS NOT BROUGHT TO SCHOOL BY A PARENT/ADULT AND LABELED AS DESCRIBED ABOVE CANNOT BE ADMINISTERED.

[Click here for authorization of medication form](#)

COMMUNICABLE DISEASES

The following regulations for the duration of exclusion from school will be strictly enforced. No child, absent or excluded from class by reason of one of the diseases listed below, shall return to school before the specified time has expired. This regulation refers to the following:

- Chicken Pox/Shingles 6 days from last crop of vesicles or when lesions are dry
- Conjunctivitis (pink eye) after initial dose of antibiotic in both eyes
- German Measles 4 days from onset or when rash is gone; temp. is normal
- Measles 4 days from onset rash
- Mumps 9 days from onset or after swelling is gone
- Scarlet Fever 7 days from onset or 1 day after appropriate antibiotics
- Whooping Cough 4 weeks from onset or 7 days after antibiotics

A doctor's release is required before a child returns to school in cases of: Scabies, Impetigo, and prolonged absence due to injury or illness.

[Click here for the direct link to the EPSD Communicable Disease Link](#)

IMMUNIZATION

The Superintendent shall: annually review the State standard for immunization of pupils and direct the responsible district personnel accordingly: inform parents and guardians of children prior to their entry to school for the first time of the requirements of immunization, the requisite proof of immunization, the exemption available for religious or medical reasons and the means by which such exemptions may be claimed; and investigate and recommend to the Board such district-sponsored programs of immunization as may from time to time be warranted by circumstances and the health of the school community. Any such program is subject to Board approval and should be conducted in cooperation with local health agencies.

[Click here for immunization regulations](#)

PROCEDURES IN SCHOOL HEALTH ROOM

The East Penn School District has a set of Standing Orders from the Chief School Physician directing treatment of students who visit the health room. A copy of these Standing Orders is displayed in each health room and is available to parents.

ILLNESS

If your child complains of headache, stomach ache, sore throat, etc. before coming to school, please check his/her temperature. If feverish, do not send your child to school. If your child becomes ill in school, we will decide if he or she should be sent home. If your child is too ill to stay in school or if an injury is serious enough, we will call you to come to the school office to take your child home or for further medical care.

HOMEWORK

East Penn School District Homework Guidelines

Introduction

We believe that homework is a valuable component of the total learning process. Consistent, conscientious attention to homework assignment should be a priority for East Penn School District teachers, students and parents.

Therefore, the East Penn School District has developed homework guidelines that are designed to...

1. Identify the purposes of homework and define different types of homework that may be assigned.
2. Provide consistency in assigning and administering homework.
3. Outline the roles and responsibilities of teachers, students and parents in assigning and completing homework.

Definition, Purposes and Benefits of Homework

Homework is defined as any out-of-class study of tasks that are assigned as extensions of classroom work. Different types of homework may be given depending on the purposes set by the teacher. The types of homework assigned are related to a student's grade level, the major topics being studied in class and individual student need. Often, all students enrolled in a class will receive the same homework. It is possible, however, that not everyone in a class will always receive the same homework. Some assignments may be directed to meet the specific skill levels and/or needs of individual students.

Several types of homework are listed and described below:

- Preparation – Preparation homework is assigned to help prepare students for upcoming instruction by providing requisite background information. It should not be assigned for skills assessment.
- Practice - Practice homework is assigned to reinforce basic skills and concepts learned in class.
- Extension – Extension homework is assigned to have students apply and analyze previously learned information and/or information presented in class.
- Creative – Creative homework is assigned to have students think critically about an issue and to engage in problem solving by integrating and applying acquired skills/knowledge.

In addition to the specific benefits students acquire from the types of homework described above, there are other collateral benefits from completing homework assignments. These benefits include...

1. developing students' independent work habits and organizational skills.
2. developing students' responsibilities for completing work on time.
3. providing a vehicle for parents to become familiar with their child's class work and to gauge how well their child understands material that has been presented.
4. serving as a catalyst for informal discussions at home about what is being learned in school.

Homework Roles and Responsibilities

In order for students to receive the maximum benefits from completing assigned homework, teachers, students and parents must assume important roles and responsibilities. The major Roles and Responsibilities of teachers, parents, and students are listed below.

Teacher's Roles and Responsibilities

1. Know and understand the East Penn School District's Homework Guidelines.
2. Plan homework that is consistent with the needs and abilities of students.
3. Inform students of homework expectations and make certain that students understand the assignments given.
4. Make certain that students are able to access materials and other resources for completing homework assignments.
5. Assign for reinforcement or for instructional purposes, not for disciplinary reasons.
6. Work with colleagues to ensure that homework expectations are reasonable with regard to the total amount required of students who may be assigned work from several teachers.

(Note: A general guideline for total average time spent per night on homework for all subjects is the student's grade level times 10 minutes. Students enrolled in Honors and/or Advanced Placement courses may spend more time on homework than this average.)

7. Return any collected homework to students within a reasonable time period, and offer written or verbal feedback on the accuracy/quality of the students' work.
8. Homework given at the elementary level will not be graded. Report Card grades must reflect the student's grasp of the content and/or skills presented as demonstrated in the classroom. Teachers in grades 2-5 can note student performance on homework by marking the appropriate performance level under Skills for Successful Learners on the Report Card.
9. Promptly notify parents of a student whose homework is habitually late, missing, incomplete and/or consistently reflects a lack of understanding of the work required.

Note: Failure to do homework is not to be considered 'student misconduct' as defined by discipline codes in the secondary schools.

Students' Roles and Responsibilities

1. Know and understand the East Penn School District's Homework Guidelines and the teacher's specific homework expectations and procedures.
2. Record/remember homework assignments.
3. Ask the teacher for further direction/clarification if the homework assignment is not initially understood.
4. Establish a consistent time and place to complete homework assignments.
5. Obtain the necessary materials and other resources to complete homework assignments.
6. Complete and check homework to the best of one's ability. Completing homework is an individual student's responsibility unless otherwise directed by the teacher. Thus, students are expected to do their own homework.
7. Submit homework on time.
8. Arrange with the teacher to make up required assignments that may be missed due to absence or other reasons.

Parents' Roles and Responsibilities

1. Know and understand the East Penn School District's Homework Guidelines.
2. Support the school's efforts to teach students the value of doing homework and of developing responsible, regular study habits.
3. Assist your child in arranging a regular time and place for completing homework.

4. Take an interest in your child's assignments and the topics being studied, but only give help that enables your child to clarify misunderstandings. Students should usually do homework with as little adult/peer assistance as possible. Some homework assignments may require peer interaction.
5. Monitor the amount of time your child spends on homework. Notify your child's teacher(s) regarding any problems with time, difficulty or progress.

Summary of Homework

In summary, the East Penn School District staff views 'homework' as an important, cooperative endeavor that requires the participation of teachers, students and parents – each with distinct roles and responsibilities. We encourage these parties to communicate with one another and to work together, thus ensuring that homework is a meaningful part of the learning process for all students.

Homework to be completed beyond the normal school day in the elementary school should gradually increase ten minutes per grade level. *For example:*

Grade 1 x 10 = 10 minutes

Grade 2 x 10 = 20 minutes

Grade 3 x 10 = 30 minutes

HOMEWORK FOR ABSENT STUDENTS

Whenever students are absent from school and a request is made for homework, the following guidelines should be followed:

1. Teachers should be notified by **noon** that homework will be picked up for the absent child that day.
2. Teachers should not expect students to complete every missed assignment during an absence. It's the teacher's responsibility to ensure that the student has an understanding of the concepts missed upon his/her return.

East Penn School District Grading System – Achievement Codes

A 90 – 100

Consistently produces exceptional work
Has an advanced understanding of concepts and skills
Consistently applies learned skills
Frequently initiates extensions related to concepts

B 80 – 89

Produces good work
Has a solid understanding of concepts and skills
Usually applies learned skills

C 70 – 79

Produces satisfactory work
Has a general understanding of concepts and skills
Occasionally applies learned skills

D 60 – 79

Sometimes produces satisfactory work
Has minimal understanding of concepts and skills
Seldom applies learned skills

F Below 60

Produces unsatisfactory work
Has an unacceptable level of understanding
Does not apply taught skills

LOST OR DESTROYED MATERIAL

In the event that texts, library books, calculators, etc. are lost or destroyed, payment from the child's parent/caregiver will be required.

LOST AND FOUND ITEMS

Students who find lost articles are asked to take them to the school office. Periodically all lost and found articles will be displayed in the vicinity of the school lobby where they can be claimed. **At the end of the school year, remaining items will be donated to a local charity.**

PARENT-TEACHER ORGANIZATION - PTO

It is the purpose of the PTO to offer academic, cultural and recreational enhancements to the children of Macungie Elementary School. The PTO also supports and appreciates a cooperative relationship between the staff and parents of Macungie Elementary. Meetings will be held monthly in the Macungie Elementary Library at 6:30 PM. All parents and teachers are members of the PTO and are encouraged and welcome to attend! Babysitting services are available for your children at our PTO meetings.

RECESS

Students go outside for recess. Please dress your children according to the weather. Students are reminded to take all necessary items when they report to the playground. We try to get the kids outside as much as possible, so during colder months, please send your child with appropriate hats, gloves, scarves, boots, etc.

Students are not permitted to exclude other students from organized games, such as soccer, kickball, etc.

REPORT CARDS/PARENT CONFERENCES

Student report cards are made available online four times throughout the school year. Report cards are accessible through the Home Access System. **Report cards are not printed. Please make sure you view your student's final report card before July 1st when the Home Access System is shutdown in order to promote students and prepare for the next school year. After July 1st, you will not be able to access your child's report card from the previous school year.** Formal parent/teacher conferences are scheduled at the end of the first and third marking periods, and schedules to sign up for these conferences will be available on our Macungie website. Additional

parent conferences can be scheduled throughout the school year at either parent or teacher request. Please feel free to contact the school if you have any questions about your child's academic progress.

2018-2019 ELEMENTARY SCHOOL FOOD SERVICE GENERAL INFORMATION

Meal Prices:

Breakfast is \$1.15 for paid students and \$.30 for reduced students. Breakfast is served from 8:30AM to 8:55AM daily; if a delay occurs, breakfast will not be served.

Lunch is \$2.30 for paid students and \$.40 for reduced students.

Domino Pizza Lunch is \$2.65 for paid students and \$.40 for reduced students.

À la carte items are available ranging in price from \$.50 to \$1.00.

Making a Meal:

Breakfast – A student must take 3 of the 4 offered meal items, and one component must be a fruit in order to “make a meal” to qualify for the \$1.15 paid, \$.30 reduced, and free meal. The five meal items include: grain, protein, fruit, and milk. Students may take 2 fruits. A student will be charged à la carte prices if he or she does not “make a meal.”

Lunch – A student must take 3 of the 5 offered meal components, and one component must be a fruit or vegetable in order to “make a meal” to qualify for the \$2.40 paid, \$.30 free & reduced meal, and \$0.40 reduced lunch meal. The five meal components include: grain, protein, fruit, vegetable, and milk. An elementary school student may take 1 fruit and 2 vegetables with his or her lunch. A student will be charged à la carte prices if he or she chooses not to “make a meal.”

Water bottles are available for purchase but may not be substituted for milk for the breakfast or lunch meals. Cups at each cashier station are available for students to fill at a water fountain.

Funding Your Child's Meal Account:

Parents can pay with a credit/debit card by going to ParentOnline: www.parentonline.net or they may send in a check or cash with their child. Homeroom teachers will send checks or cash to the café cashiers who will enter all prepayments into the child's meal account. No receipts are given; the cancelled check will serve as the receipt. Checks should be made payable to EPSD Cafeteria Fund. Please include your child's name and ID # on the check or with your payment. For multiple children (even if they attend different schools), you can include all children's names and ID numbers on one check, noting the amount you would like deposited into each child's account. Money in a student's meal account can only be used for food purchases in the cafeteria and will follow your child every school year. For a student who graduates or withdraws, unless parents request the remaining balance be transferred to another student, parents will receive a refund check by mail if the balance is at least \$1.00.

Using ParentOnline: www.parentonline.net

Benefits of utilizing ParentOnline are: fund your child's account securely with your Visa or MasterCard, set-up automatic payments or make one-time payments, view account balance and student purchase history, sign up to receive email notices when account balances are low, place student limits on à la carte purchases, access POL 24 hours a day/7 days a week. You will need your student's ID number to set up an account. Please note that there is a \$1.95 POL fee per each transaction.

Free & Reduced Lunch

Free and Reduced: If your child qualifies for free or reduced priced meals, you will receive a letter in the mail; this determination will last for the remainder of the current school year and for the first 30 days of the next school year (the grace period) unless you call the Food Service Office to refuse this benefit.

The majority of free students are granted free eligibility by direct certification. The PA Department of Education monthly imports their direct certification list into EPSD's cafeteria software determining which students should be free based on the household's income and government services they are receiving. If your child is eligible for free meals this school year based on direct certification, you will receive a direct certification notification letter in the mail. The first letters are mailed in mid-July and mid-August. If you do not receive a direct certification notification letter prior to the start of the school year, you may apply for free and reduced priced meals based on your household income by completing the online free and reduced priced meal application ([link below](#)) where there are both English and Spanish options. Once your application is received and processed, you will receive a notification letter in the mail alerting you to your child's eligibility determination. If your application determination is reduced or denied and your household income decreases anytime during the year, you may submit another free and reduced priced meal application.

If your child was free or reduced last year based on direct certification or application and you do not receive a direct certification notification in the mail for the current school, your child will retain last year's eligibility for the first 30 days of the current school year (the grace period), allowing you time to submit a free or reduced priced meal application to see if the free or reduced eligibility will be granted for the current school year; otherwise, your child will revert back to paid status on the 31st day of school.

[Click Here for online Free & Reduced Lunch Application](#)

This School Café link is the easiest & quickest place to go for completing Free and Reduced Meal Applications. No computer? No problem! You can apply using your smartphone with the mobile-friendly website or download the app. Paper applications are available upon request by calling the Food Service Office at **610-966-8309**.

LUNCH DEBT COLLECTION

At the beginning of the school year, letters listing money owed will be mailed or emailed by the food service provider or Business Office to any parents/guardians whose children have accrued debt during previous years.

Balance reminders will be sent home every two (2) weeks by the food service provider for students who have accrued debt.

If the debt remains unpaid for two (2) months, the food service provider, building principal or designee will contact the parent/guardian to discuss payment options.

If the debt remains unpaid for six (6) months, the Superintendent or designee will send a letter to the parent/guardian advising that the debt be referred to a collection agency or legal action be taken.

[Click here to view and download the document on collection of unpaid meal charges](#)

SCHOOL PICTURES

Individual student pictures will be taken early in the year, and a retake session will also be scheduled for a later time/date. Prior to the scheduled date of picture taking, a pamphlet providing picture details will be sent home with your child.

If you would like your child to be excluded from photos that may be included in local newspapers or on our school website, please indicate this on the form that is distributed by the office staff at the beginning of the school year.

SNOW MAKE-UP DAYS PER 2018-2019 CALENDAR

The order of snow make up days is as follows: April 18th (if closing occurs on or before April 5th), June 12th, June 13th, June 14th, June 17th, and June 18th. If fewer than three inclement weather days are used, the last school day will be June 10th, 2019.

PENNSYLVANIA STATE TESTING

Each year the East Penn School District administers achievement tests, aptitude and vocational interest inventories and state mandated health examinations. For a comprehensive list of tests administered to the students of East Penn School District, please see the section “District Testing Program” in the school calendar or website.

The testing window for the 2018 – 2019 PSSA and PASA is as follows:

Grades 3, 4, 5

PSSA: April 15th-26th (ELA – with Spring Break in between on the 18th, 19th, and 22nd)

PSSA: April 29th-May 3rd(Math)

PSSA: April 29th-May 3rd (Science – 4th Grade Only)

No vacation request will be granted during testing periods.

GUESTS

To gain access to the building, ring the “buzzer” located at the front entrance to the school. All guests must report to the school office. A “guest badge” will be supplied after signing in. **Under NO CIRCUMSTANCES may a parent visit a classroom without signing in at and receiving permission from the office.**

WITHDRAWALS/TRANSFERS

If you are planning to move, contact the school office so that the appropriate documents may be filled out so that your child’s records may be forwarded to the new school district.

If you plan to move within the school district, notify the office personnel as soon as possible. You will need to fill out a Relocation Form and present two proofs of residency before the child will be admitted to the new school within the East Penn School District.

POLICIES

NON-DISCRIMINATION POLICY:

The East Penn School District is an equal opportunity education institution and will not discriminate in its educational programs activities or employment practices on the basis of race, color, national origin, sex, age, religion, ancestry, disability, union membership or other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX Section 504 and Americans with Disabilities Act.

For information regarding 1) civil rights, 2) grievance procedure, 3) services, activities and facilities that are accessible to and useable by disabled persons, or 4) employee or participant complaints of harassment or discrimination, contact, **Janine Allen** Board Secretary, at 610-966-8300.

The Federal Drug-Free Workplace Act requires that the workplace be totally free of the illegal use of drugs and requires that we issue the following statement to you: No one is allowed to use, make, sell, distribute or have in their possession any illegal drugs. Any violation of the Act will lead to severe disciplinary action, which will normally include dismissal.

ACCEPTABLE USE FOR COMPUTER, NETWORK, AND INTERNET RESOURCES:

Teachers have the responsibility to provide clear guidelines, direction and supervision of student use. All data are then property of the district and there is no expectation of privacy. Any user who receives threatening or unwelcome communications is expected to immediately inform the teacher or administrator. Access to the computing facilities and resources is a privilege and unauthorized or illegal use will cancel the privilege and will result in appropriate disciplinary action. Users will be responsible for any cost to restore a vandalized system. Users are prohibited from using the computer to access or transmit obscene or pornographic material. Users must assure that all software and hardware foreign to the district system is virus-free. The Superintendent shall develop procedures, which will require parental approval for student use of the Internet.

BULLYING

The East Penn School District Board of Directors 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:

1. Directed at another student or students;
2. Which occurs in a school setting that is severe, persistent or pervasive; and
3. That has the effect of doing any of the following as determined by the administration of the East Penn School District:
 - a. Substantially interfering with a student's education.
 - b. Creating a threatening school environment.
 - c. Substantially disrupting the orderly operation of the school.

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.

Bullying is also prohibited even where the act or acts occur outside of a school setting where it is directed at another student or students and is severe, persistent or pervasive, and is then brought into a school setting or accessed at a school setting provided that it has the effect of doing any of the following as determined by the administration of the school district:

1. Substantially interfering with a student's education.
2. Creating a threatening school environment.
3. Substantially disrupting the orderly operation of the school.

Complaint Procedures :

1. Any student who believes that he/she may be the victim of any bullying shall promptly report the incident to his/her teacher, principal, counselor or district administrator. The complaint may be issued by the student or on behalf of the student by his/her parent/legal guardian.
2. Any staff member who receives such complaint shall immediately refer the matter to the building principal for a prompt investigation and appropriate action.
3. Any student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- a. Counseling within the school.
- b. Parental conference.
- c. Loss of school privileges.
- d. Transfer to another school building, classroom or school bus.
- e. Exclusion from school-sponsored activities.
- f. Detention.
- g. Suspension.
- h. Expulsion.
- i. Counseling/Therapy outside of school.
- j. Referral to law enforcement officials.

Dissemination

1. This policy shall be made available on the East Penn School District web site and in every classroom.
2. This policy shall be posted at a prominent location within each school building.
3. This policy shall be reviewed with students within ninety (90) days of its adoption and thereafter at least once each school year.
4. This policy shall be included in the Code of Student Conduct and provided annually to students.

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

The Superintendent or designee 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.

The Superintendent or designee shall review this policy every three (3) years and recommend necessary revisions to the Board, to comply with the reporting requirements of the Office of Safe Schools.

ACCEPTABLE USE FOR COMPUTER, NETWORK, AND INTERNET RESOURCES

Teachers have the responsibility to provide clear guidelines, direction and supervision of student use. Access to the school district's computing facilities, network, electronic communications, informational systems and other technology resources is a privilege, not a right. Technology resources, user accounts and information are the property of the school district, which reserves the right to access any user accounts at any time to ensure compliance with this policy and to deny access to prevent unauthorized, inappropriate or illegal activity or use, and may revoke those privileges and/or administer appropriate disciplinary action. Users will be responsible for any cost to restore a vandalized system. Users are prohibited from using the computer to access or transmit obscene or pornographic material. Users personal technology devices brought onto the school district's property or that are present at school district events or connected to the school district's network or containing school district or student data, or school district procured software programs may also be inspected and/or accessed to ensure compliance with this policy. All users are required to sign and agree to the District's Acceptable Use Policy and Internet Access Acknowledgement for more information click here: [Acceptable Use Policy](#)

CORPORAL PUNISHMENT:

The Board forbids the use of corporal punishment as a means of disciplining students. No disciplinary action should exceed in degree the seriousness of the offense and under no circumstances shall a student be punished in such a manner as to cause bodily injury. However, reasonable force may be used to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, or for the protection of persons or property. Each school may develop and implement appropriate discipline procedures and guidelines, which are consistent with Pennsylvania Student Rights and Responsibilities. The complete policy on corporal punishment is available in the administration offices.

CHILD ABUSE:

The Board directs the Superintendent to develop procedures, which will ensure compliance with the statutory requirements for the identification, and reporting of instances of suspected child abuse. These guidelines were issued in February 1998 and are to be reviewed on an on-going basis.

DISTRICT SMOKING POLICY:

According to PA Act 168 of 1998, tobacco use by students, employees and visitors is prohibited in school buildings, school buses and on school property owned by, or under the control of a school. Tobacco possession by students is also prohibited.

SMOKING AND/OR TOBACCO USE (STUDENTS)

Any student possessing or using tobacco on school property commits a criminal offense and shall, upon conviction, be sentenced to pay a fine or no more than \$50 plus court costs.

DRUG AWARENESS (STUDENTS)

Students under the influence or involved in the possession and/or use, distribution, and/or intent of distribution of any controlled substance, alcohol, drug, drug paraphernalia or counterfeit drug shall be temporally suspended immediately. Other significant consequences will also result, ZERO tolerance.

PROHIBITION OF IMPROPER CONDUCT/STUDENT COMPLAINT PROCESS

All students shall enjoy an educational environment free from all forms of intimidation, hostility, offensive behavior, sexual harassment and discrimination, referred to either individually or collectively as "improper conduct." Improper conduct will not be tolerated.

HIV INFECTION:

All employees shall follow infection control precautions at all times. Employees shall notify the building principal of all incidents of exposure to bodily fluids. Anonymity of infected employees or students shall be of highest priority per Federal and State statutes.

WEAPONS POLICY:

The Board recognizes that all students have the right to be educated in a safe environment; all employees have a right to work in a safe environment; and the community has the right to expect a safe school environment. This policy applies to students only. Furthermore, the Board recognizes that the possession of weapons, facsimiles or look alikes on school premises threatens the safety of the entire school community.

For the purpose of this policy the definition of a weapon shall include but not be limited to any knife, cutting instrument, cutting tool, num-chuck stick, gun, firearm, shotgun, rifle, explosive device, or any other tool, instrument or implement capable of inflicting serious bodily injury, and any and all facsimiles or

look alike of same. Notwithstanding this definition, the administration shall retain the right to determine whether an object is a weapon.

It is the Board's policy to prevent and prohibit the possession, transmission, handling or use of any weapon, facsimile or look alike on school property, at school sponsored events, and in school vehicles or private vehicles on school grounds by any student, employee or other person whatever. Weapons, facsimiles or look alikes may be carried into schools for demonstration, education or other lawful purposes, after students, faculty, or staff have obtained the necessary permits from the building principal.

STUDENTS' RECORDS REGULATIONS:

In compliance with the Federal Family Education Rights and Privacy Act (FERPA) of 1974, as amended, the Board of Education has adopted a policy of Administrative Regulations for the Collection, Maintenance and Dissemination of Student Records. Copies of Policy 216 and administrative regulations are available to parents and eligible students in the offices of principals and secondary school counselors. A portion of the federal legislation stipulates that parents and students shall be informed annually of their rights under FERPA.

The parent/guardian of student or an eligible student has the right to inspect, review and receive copies, free of charge, of the education records of the student by personally requesting the record from the elementary principals or the secondary school counselors as appropriate.

The District maintains education records, which include personally identifiable information (name, parents, address, birth date); achievement, intelligence and aptitude test scores; scholastic records (grades); honors and activities; and health information. Education records of elementary school students are maintained in the school office of elementary schools. Secondary school counselors are responsible for the education records of secondary school students and maintain them in their offices. A complete list of persons who are authorized to have access to student records is available in each principal's office and the guidance offices.

Information from the education records of a student may not be disclosed without prior written consent of the parent/guardian of the student or the eligible (18 years of age or attending a post-secondary educational institution) student unless the disclosure is:

1. To other school officials, including teachers, within the district who have legitimate education interest.
2. To officials of another school or school system in which the student seeks or intends to enroll.
3. Directory information such as student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous school attendance by the student.

4. Other authorities stipulated in FERPA.

NOTE: The parent/guardian of the student or the eligible student has the right to refuse disclosure of any or all of the categories of directory information. The student's principal shall be informed in writing before November 1 of each school year that certain information is not to be designated as directory information. A written record of the disclosure of personally identifiable information from the education records of a student will be maintained by each principal or school counselor. The parent/guardian of the student or the eligible student has the right to seek that record.

The parent/guardian of the student or an eligible student has the right to seek the correction of education records of the student through a request to amend the records or a hearing. A written statement of disagreement with the information entered on the record may be placed in the education records of a student by parent/guardian of the student or an eligible student.

The parent/guardian of the student or an eligible student has the right to forward, in writing, complaints concerning alleged failure by school district personnel to comply with the requirements of the Rights and Privacy Act to the Office of Health, Education, and Welfare. FERPA Officer, Room 4511, Witzer Building, Washington, DC 20202.