

Cleveland Public Schools

Cleveland Primary School

Be Respectful

Be Responsible

Be Ready to Learn



Cleveland Public Schools

Board of Education

Terry Spears
Trudy Swalley
Danny Ward
Richard Forbes
Cindy Lock

Administration and Directors

Aaron Espolt.....	Superintendent
Joanna Lein.....	Executive Dir. Curriculum/Instruction
Cindy Proctor.....	Dir. of Child Nutrition
David Monforte.....	Dir. of Transportation
Jason Cavin.....	Dir. of Maintenance and Grounds
Troy Rhoads	Executive Dir. of Technology
Dale Anderson	Dir. of Athletics
Angela Ragland.....	Principal - Cleveland Primary School
Valerie Vaughan.....	Secretary
Sarah Hanna.....	Secretary/Duty

Table of Contents

Attendance and Enrollment

Attendance
Enrollment
Immunizations
Tardies

Student Academics

Grading
Retention
Retention Appeals Process

Campus Life and General Information

Visitors
Rules for General Behavior
Student Before School Supervision
Student Checkout
Cell Phone
Telephone
Dress Code
Insurance
Lost and Found
Parties
Physical Education
Playground
Illness or Injury
Head Lice
Screenings
Child Find
Safety Drills
Volunteers

Nutrition, Transportation, and Health

Lunch Program
Bus/Transportation
Traffic Procedures
Medication
Doctor and Dentist Appointments

Nutrition, Transportation, and Health cont.

Weapons

Bullying

Drug Policy

PUBLIC POLICY

FERPA

Non-Discrimination Statement

AHERA

APPENDIX

CPS Bullying Policy

Forms-

- Medical
- Medical Permission
- Parental Authorization to Administer Medicine
- Self-Administration of Medication
- Vision, Hearing, Dental Screenings
- Parental Consent to Access Public Benefits
- Bus/Field Trip Consent Form
- Corporal Punishment
- Permission Slip

Attendance and Enrollment

Attendance

Students are subject to compulsory school attendance and truancy laws as required by Oklahoma statutes and the regulations of the State Board of Education. It shall be unlawful for a parent/guardian having custody of a child who is over the age of five (5) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school, to neglect or refuse or to cause or compel such child to attend and comply with the rules of some public, private, or other school, or receive an education by other means for the full term the schools of the district are in session. **Excessive absences and tardies will be reported to the District Attorney and District Truancy Board.**

PRE-K

If a child is absent for any reason, it is the responsibility of the parent/guardian, or other person having charge of that child to notify the school at the beginning of each school day in which the

absence occurs. Written documentation of the absence must be received when the student returns for absences in excess of three (3) days. Though enrollment in the Pre-K program is voluntary, CPS maintains a full class load and waiting list for students in the Pre-K program. This policy ensures that students desiring the opportunity to attend the CPS four year old program have the opportunity. The Principal or designee may recommend the withdrawal of the student from the program for the following:

1. Above procedure is not followed
2. Following the student's 10th absence

The principal or designee shall notify a student's parent/guardian in writing upon the student's 5th and 10th absence with an understanding that the 10th absence may carry removal from the PK program. The parent/guardian may ask to convene a conference to discuss the absences.

K-2

At the beginning of the school day, it is the responsibility of the parent/guardian to notify the school if a child is absent for any reason. If a student comes to school more than one hour after the day begins or leaves one hour or more before then end of day, it will count as ½ day absence (PK-2). If the school has not been notified, school personnel will attempt through a phone dialer to notify the parent of the absence.

In the event of a **CHRONIC ILLNESS**, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence. Documentation of chronic or recurring illness will not extend beyond the end of the current school year. Documentation must be submitted annually.

The Superintendent has the specific discretion to grant a waiver to qualified students under the Compact on Educational Opportunity for Military Children.

ENROLLMENT

Children of age five (5) years on or before September 1 through twenty-one (21) years who reside with parents/guardian within the district may attend Cleveland Public Schools. Proof of residency is required.

Children who are at least four (4) on September 1, but not yet five (5) may enroll in the early childhood program of the District, within the constraints of available classroom space. All enrollment procedures for grades K-12 will apply to enrollment in the early childhood program. Children who are at least five (5) on September 1, and have not attended a public school kindergarten may enroll in a full day kindergarten program.

Children, who are at least six (6) on September 1, may enroll in first grade.

Underage pupils in kindergarten and first grade, who have been in legal school attendance in a public or private school in another state or in a Department of Defense School for military dependents, may enroll.

Students entering Pre-K, kindergarten or first grade for the first time in a public school must present their birth certificates or other legal proof of birth date, must enroll under their legal name and bring proof of immunizations.

IMMUNIZATIONS

Guide to Immunization Requirements in Oklahoma - 2016-17 School Year

All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend childcare or school in Oklahoma.

Please read the bullets below for essential information. For more information refer to the School Administrator's Guide to Oklahoma's Immunization Law at:

http://www.ok.gov/health/Disease,_Prevention,_Preparedness/Immunizations/Vaccines_for_School/index.html.

	CHILDCARE Up-to-date for age	PRE-SCHOOL PRE-KG	KG-6th	7th - 12th
VACCINES	Total doses		Total doses	
DTaP (diphtheria, tetanus, pertussis)	4 DTaP	4 DTaP	5 DTaP	5 DTaP & 1 Tdap booster
PCV (pneumococcal conjugate vaccine)	1-4 PCV	Not required for school		
IPV/OPV (inactivated polio/oral polio)	3 IPV?OPV		4 IPV/OPV ◀	
MMR (measles, mumps, rubella)	1 MMR	1 MMR	2 MMR	2 MMR
Hib (Haemophilus influenzae type b)	1-4 Hib	Not required for school		
HepB (hepatitis B)	3 HepB		3 HepB	
HepA (hepatitis A)	2 HepA	2 HepA	2 HepA	2 HepA
Varicella (chickenpox)	1 Varicella (2nd dose recommended at KG entry)	1 Varicella (2nd dose recommended at KG entry)		

If the 4th dose of DTaP is administered on or after the child's 4th birthday, then the 5th dose DTaP is not required.

The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child when the first dose was given.

If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday, then the 4th dose of IPV/OPV is not required.

Children may be complete with 3 or 4 doses of Hib vaccine depending on the brand of vaccine used. Students 11 through 15 years of age who have not received any HepB vaccine previously may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.

- The table above lists the vaccines that are required for children to attend childcare, preschool, and kindergarten through twelfth grade in Oklahoma

If the certificate indicates the immunization procedure has currently been started but not completed, the child may be admitted to school, only if a completion date is agreed upon. If the agreed date is not met, the student will be dropped from school records. I

Tardies

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. **Any student who arrives to school after 8:15 A.M. is considered tardy and must be signed in by an adult through the office for admission to class.** PK-2 students who arrive after 8:15 and depart before 3:00 will be counted as tardy. Three tardies will count toward 1 day absent. Repeated tardiness may lead to a telephone call or a home visit by a school official and /or notification to the district attorney.

Student Academics

Student Grades

Progress Reports are presented to students during the fifth week of each quarter. Report cards will be distributed on a nine week academic period in October, January, March, and May.

Please consult district calendar for specific dates.

Promotion/Retention

At the K-2 level, multiple indicators are used to determine student retention. Data is collected throughout the school year. Conferences with parents/guardians are conducted to discuss students' progress. At the end of the fourth nine weeks if the criteria for retention are met, an intervention team (consisting of principal and select teachers) will make a final recommendation for retention. The following information is considered when determining retention: (a) performance in all classes, (b) assessment results, (c) age, (d) social/emotional maturity, (e) previous placements, (of) enrollment in Special Education Programs and (g) other criteria. If recommendation for retention is made, parents will be informed in writing of the team's decision and the parent's options.

Retention Appeals Process

- A parent may appeal a decision to retain a student by taking the following steps:
Request review to principal in writing within five (5) days of receipt of notification or decision is final. (Level I)
- Request review to Superintendent of principal's decision within five (5) days of receipt of notification or decision is final. (Level II)

Campus Life and General Information

Visitors

All visitors should check in at the school office, present a valid ID and receive a visitor badge. This policy is in place for the safety of your children and our staff. Visitation by “non-enrolled” children is not permitted. The Principal or designee of the building shall have the authority and power to direct any person to leave the campus if they are interfering with the peaceful conduct of activities, commit an act that interferes with the peaceful conduct of activities and/or enters the institution for the purpose of committing an act that interferes with the safety, routine or security of staff or students.

Student Before School Supervision

- **No supervision of students is provided before 7:45 A.M.**
- All students will report to the cafeteria/gymnasium when they arrive.

Rules for General Behavior

One of the most important phases of a child's educational development is that of learning proper behavior, cooperation, respect and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude for intellectual development. The following is a partial list of infractions which are not tolerated at school:

- Fighting (mutual participation by students in an altercation)
- Defiance (refusal to follow the directions of any school staff member)
- Use of profanity (use of words, written or verbal, that are not acceptable for a school environment)

- Possession or use of weapons (real or toy gun, loaded or unloaded, or real or toy knife or other dangerous objects to include any item that can be readily converted to harm another person).
- Vandalism (destruction or defacing of school/teacher's or another person's property on school grounds)
- Theft (taking without permission school/teacher's property or another student's property)
- Threatening/bullying (any gesture, written or verbal expression, or physical act that a person should know will harm another person, damage another's property, place another person in reasonable fear of harm to the person or property, insult or demean a person or group of people in such a way as to interfere with the school's educational mission. This includes intentionally intimidating, teasing, or threatening another person.
- Assault (inflicting bodily injury on another person, this includes all students and school personnel and other persons on the school grounds).

Student Check Out

No student may leave school except at regular dismissal time without checking out through the office. Elementary students will be called to the office to meet the parent. Only names provided by parents and currently in the data system will be permitted to check out students the day of request. Photo identification will be required when checking out a student in person.

Cell Phone

Students may possess wireless telecommunications devices while on school premises, while riding school transportation or attending any function sponsored or authorized by the school. Use of wireless devices is prohibited in restrooms, locker rooms, during class time (including time outside of the classroom such as media center, recess) cells must be in the off position. During assemblies the device must be turned off and out of sight.

Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a cell phone or camera phone if it is believed that this device has been used to break school policies of any types.

CPS assumes no responsibility for lost or stolen cell phones.

Telephone

Students must have permission from their teacher and office personnel to use the office phone. Outgoing calls are to be made only in case of emergency. Permission to go to a friend's house or a forgotten assignment are not considered to be emergencies.

Please make arrangements each morning as to where your child is to go after school, especially if it is out of the ordinary routine.

Dress Code

Educational consideration is given to grooming and dress which must not constitute a distraction or interfere with educational opportunities of other students. With ever-changing styles, additional guidelines are established to help maintain high standards. These standards are provided so clothing does not distract from the educational process. Students may choose their own grooming and clothing styles, provided that such apparel does not interfere with schoolwork or create disorder in the learning environment. Community standards of health and safety must be maintained at all times. Footwear and shirts must be worn at all times.

Wearing the following apparel/items is prohibited:

- Sunglasses in the buildings or classrooms
- House shoes or slippers
- Shoes with wheels in the heel
- Clothing with derogatory or suggestive pictures or phrases
- Any item of clothing with profanity or suggestive slogans related to tobacco products, alcohol, drugs, sex or violence
- Pants/ jeans with holes or frays in inappropriate places
- Pants/jeans worn below the waistline; Sagging is never permitted, belts are to be buckled
- Undergarments worn as outer garments
- Apparel exposing undergarments is not permitted
- Short shorts (shorts must be mid-thigh or longer in length)
- biker shorts, spandex shorts, bodysuits, boxer shorts
- Pajamas or bedtime wear
- String or spaghetti strap tops
- Halter tops, tube tops, sheer tops with bra showing, racer backs, backless tops
- Obscene or vulgar jewelry, furry tails, chains, ropes, straps, spiked jewelry
- Clothing that exposes a bare midriff or abdomen
- Headgear of any type is prohibited
- Short skirts and dress (must be mid-thigh or longer in length)
- Painted faces
- Any item of dress that is a distraction to the educational process

Clothing worn when participating in a school-sponsored theme day may be worn to school when approved by the classroom teacher or principal. Examples: pajama day, hat day, etc.

There may be changes, interpretations or exceptions to the dress code as deemed necessary by administrators. These changes or interpretations will be dependent upon safety conditions or other types of situations that develop. Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation. Failure to meet dress code regulations will be grounds for disciplinary action and could result in an unexcused absence.

The judgment of the principal concerning appropriateness is final.

INSURANCE

Insurance will be made available to all students PK–12 through school. It is not compulsory, and the school is not responsible for payment claims to students or parents.

Lost and Found

The Lost and Found is maintained in the schools' offices. If a student finds an article in the classroom, it should be given to the teacher. Items found elsewhere in the buildings should be taken to the office. The school assumes no responsibility for items left unattended in classrooms, lockers, cafeteria or other areas. Under no circumstance should students leave personal items unattended or unsecured on campus, nor should anything of value be brought to school. Articles not claimed by June 1st will be donated to charity.

Parties

- Parents/visitors must check in with the front office when attending class parties.
- Store bought treats may only be brought to classroom parties.
- **No Homemade treats are permitted due to state health codes.**
- Grades PK-2nd will have three scheduled classroom parties: Halloween, Christmas, and Valentine's Day
- Students may only dress up for the Halloween party

Any other parties will have to be arranged with the classroom teacher and approved by the building principal. All parties will be held during the last 30 minutes of the day, as determined by the teacher.

Invitations to private parties will not be distributed at school.

Physical Education

Federal law mandates that students in kindergarten through fifth grade must receive 120 minutes a week of physical activity. The law provides for the implementation of a sequential, developmentally appropriate physical education curriculum and requires that at least fifty percent (50%) of physical education activities be performed at a moderate or vigorous level. Cleveland Public Schools follows all state and federal guidelines. Students unable to participate in physical education will need to bring a doctor's note stating they need to be excused from physical education and the date that they may begin participating in class.

PLAYGROUND

All elementary students will be sent outside for play periods (recess). Parents are requested to dress children for cold weather. (Children will not be sent outside when it is raining or extremely cold).

- Students are expected to remain in the designated playground area at all times
- Students should not throw objects that might injure others or participate in any activity that is dangerous
- Students will not be allowed to take food or drink to the playground
- No items allowed in students' mouths while on the playground
- Children may not leave the playground without a duty teacher's permission
- No one is allowed in the outdoor play areas without adult staff supervision

In the event of inclement weather, recess will be held in a designated area inside the building.

Illness or Injury

In case of illness or injury, the school secretary, school nurse or a member of the school staff will care for a student.

- School personnel will render first aid treatment if needed.
- If **emergency** medical treatment is necessary, the parents will be contacted. If needed emergency medical personnel will be contacted (911). If parents are not available, the student will be taken to the emergency room.
- An emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at school.

YOUR CHILD NEEDS TO BE FREE OF FEVER, DIARRHEA, OR VOMITING FOR AT LEAST 24 HOURS BEFORE RETURNING TO SCHOOL

Volunteers

Cleveland Public Schools encourages parents, grandparents, guardians and citizens to be involved in our educational system. Our goal for our volunteers is to assist our

school in providing the best possible education for each student. Volunteers will need to apply to the principal and be approved by the administration.

Head Lice

Any student with head lice will be prohibited from attending school and cannot re-enter without certification from a health professional or a representative of the State Department of Health that the child is no longer afflicted with head lice and is safe to return to school. [O.S. § 15- 1210.194]

Any child prohibited from attending school due to head lice shall not be allowed to re enter school until the parent/guardian brings the child to school and the school nurse or principal's designee has cleared the child.

Procedure for Head Lice

1. Send home. Nurse will explain treatment for the child, family and home as well as the procedure for having the child cleared to return to class. Child must be seen by the nurse or office staff and cleared for each incident before being allowed to return to class or ride the bus after being sent home for head lice.
2. Send home. Nurse will review procedures to parent or guardian. The nurse will let family know of additional resources.
3. Send home. Nurse will notify DHS.
4. Send home. Nurse will notify DHS.
5. Send home. Parents/Guardian will be required to attend Cleveland Public Schools/Pawnee County Truancy board with district attorney.

Subsequent absences after initial date of contact with nurse will be documented in CPS attendance policy.

Screenings

We would like to inform parents/guardians that your child may participate in one or all of the following screenings: Developmental, Speech-Language, Hearing, Dental, and Vision.

See Appendix for permission form.

Child Find

If you know of a child in need of special education services please contact Becky Littrel (Special Services Director) 918-358-2210.

Safety Drills

In accordance with state and district laws and policies all schools will have 2 fire drills, 2 tornado drills, 4 security drills, 2 additional drills, and 2 bus evacuation drills during the school year. Each teacher will have a copy of all procedures including warning signs and will instruct each class in safety procedures.

NUTRITION, TRANSPORTATION, SAFETY

Lunch Program

It is the desire of the Cleveland School District to provide meals to all students. The district will not discriminate against any child because of inability to pay the price of a meal.

The following guidelines are used to assist the Food Service Department:

- Students receiving food or beverage substitutions must have a written prescription from a licensed physician.
- Students will never be denied access to any meal as a result of a disciplinary action. Students who have exceeded the charge allotment and have no alternative to eat will be given a sandwich and container of milk. All students are limited to three (3) charges.
- No charging will be allowed during the last two (2) weeks of school.
- Students may pay in cash or check payable to CHILD NUTRITION LUNCH PROGRAM. Checks payable this way will be used for food account only.

Meal Prices

Elementary breakfast \$1.25 Elementary lunch \$2.25

Adult breakfast \$1.75 Adult lunch \$3.00

LUNCHROOM RULES PK-2

- Parents may bring food for their child only
- Students will not be permitted to share drink/food for safety/healthy reasons
- Please do not send glass containers
- Candy may be eaten with lunch but no gum is permitted at any time

The cafeteria will begin serving breakfast at 7:45 A.M. and stop serving at 8:10 A.M. Students who wish to eat breakfast should go directly to cafeteria during this time. Students are allowed to eat breakfast and finish in the event of late bus arrival.

Bus/Transportation

Bus routes are established to give the best possible service to all individuals in accordance with state laws and regulations. Be sure you contact the transportation director to make sure he knows the exact location of your home. A parent should be waiting at the bus stop to meet the child. For reasons of safety, if a student is to ride a different bus, the parent/guardian MUST contact the school and a Bus Transfer/Permission form must be completed. Students will be allowed to ride a different bus ONLY for emergency situations. Students are not to get off their bus at other stops for any reason while in transit to or from school.

Bus drivers have a great responsibility in driving the bus, so we expect complete cooperation from students and parents. The driver is recognized as the authority on the bus and has complete control over daily operations. Misconduct will be reported to the principal. The principal may contact the parent/guardian by phone or letter if their is inappropriate behavior. If the consequences dictate a suspension, dates will be set for the suspension and the parents will be contacted. In the event that parent contact has been attempted and not achieved, the suspension dates will be enforced. Students are expected to behave at bus stops and on the buses as they do in the classrooms. Due to misbehavior, a child may be denied the privilege of riding the bus.

Traffic Procedures

We respectfully request that all parents/guardians follow our traffic procedures for the safety of our students.

Parking: Leave your vehicle in a designated parking space only. Do not leave unattended vehicles parked in the traffic line or in front of the building entrance.

When bringing your child to school

Please use Swan Drive and turn on the road between the Primary and Middle School. Your child will enter the school at the Primary School main entrance. Exit to the left on Wichita Street (one way only). Please do not leave your car parked in the traffic lane to walk your child into the building. If you are coming in the building with your child, please park in a designated parking space.

When picking up your child

Please use Wichita Drive (southbound only) and turn on the road on the west side of the Primary school. Teachers will have students waiting on the sidewalk and will put them in your cars. Then you will exit to the left on Swan Drive. There is NO hallway /tile pickup after school. All students must be picked up in car line. The entrance to the

Primary School on Gilbert Street will be closed to traffic from 3:10-3:30 for bus traffic/pickup.

Please refer to map on Cleveland Public Schools website.

Medication

1. The term medicine as used in this policy means “non-prescription medicine” and “filled prescription medicine.” Filled prescription medicine is prescription medication contained in a prescription vial with a label that correctly states the name and address of the pharmacy, date of filing, name of patient, and name of prescription, prescription number and directions for the administration of the medicine.
2. Only the school principal or designee shall be authorized to administer medicine at school.
3. No medicine shall be administered unless the parent or guardian of the student requiring medication has given the school written authorization to administer the medicine. The parent or guardian of any student requiring medication during school shall bring the medication to the office of the school the student attends and complete and sign the “parental authorization form.”
4. Filled prescription medicine shall be administered pursuant to the directions for the administration of the medicine listed on the label or as otherwise authorized in writing by the child’s physician. All medicine shall be properly stored and not readily accessible to person other than the person who will administer the medication. All medication brought to school shall be registered with the principal or designee.
5. The school will keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, the type or name of the medicine which was administered, the dosage of the medicine was administered and the time the medicine was administered. The *Log of the Administration* will be used to keep the record for all medicine.

Doctor and Dentist Appointments

Parents are encouraged to make every effort to schedule medical appointments outside school hours. Prior notification to the teacher is encouraged. Parents must check

students out from the office. If a student misses school due to an appointment please bring a medical excuse form to the office when the student returns to school.

Weapons

It is the policy of the Board of Education [Policy EI] that possession of dangerous instruments or weapons on school property or other property adjacent to school property, at school functions or while in any bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fireworks, explosives, knives, including automatic opening or switch blades, razors, clubs, chains, ammunition, sharps/shafts/points capable of skin penetration, or other instruments used for assault or injury.

Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days after the day the Cleveland Public School District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records 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. Pii
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. 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 of their right to a hearing regarding the request for 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 provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. vii 4.

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

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

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The Uninterrupted Scholars Act Public Law 112-278, Allows schools to disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student. This includes PII from records of students in foster care placement, an agency caseworker or

other representative of local child welfare agency or tribal organization when such agency is legally responsible for care and protection of the student.

- To other school officials, including teachers, within the educational agency or institution that the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1)(a)(i)(B)(2) are met. [(§99.31(a)(1)]
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. [§99.31(a)(2)]
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. [(§99.31(a)(4)]
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. [(§99.31(a)(5)]
- To organizations conducting studies for, or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. [(§99.31(a)(6)] Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA

AHERA NOTIFICATION

The Asbestos Hazard Emergency Response Act of 1986(AHERA) requires the inspection of all school building for asbestos. YPS has complied with this act. A management plan documenting these inspections is on file for public review. Upon

request, you may view the plan which is located at the YPS Administration Building. We will annually notify all parents, teachers, and other employees by posting this notice. Additionally, information regarding any asbestos related activities; planned or in progress, will be disseminated by posting a notice or using hand out bulletins, flyers and/or using newspaper public notice statement.

HANDBOOK PERMISSION SLIP

DATE (MM/DD/YYYY) _____
PRINT FULL NAME OF STUDENT _____
STUDENT'S GRADE LEVEL _____
PRINT PARENT/GUARDIAN NAME _____
HOME PHONE () CELL PHONE ()
EMAIL ADDRESS _____

Please read the following information and sign below:

Parent/guardian sign below which acknowledges understanding of the contents of the Cleveland Primary School Handbook and agrees to share information with your child. Parent also knows a digital copy of the handbook is posted online at www.clevelandtigers.com. Printed copies are available through the school office on request. Parent/Guardian understands they are responsible for handbook content including bullying policy and bus referral procedure.

Please initial the below statements indicating permission to release student information.

_____ Photo Release for School Publications and Newspaper
_____ Image Release of Student Work for Websites

_____Cleveland Primary School may use School Messenger to contact you about school announcements and attendance

Parent/guardian need to sign below which acknowledges understanding of School Handbook contents.

Parent/Guardian Signature_____