

Board of Education Regular Meeting

Monday, April 2, 2012 7:00 PM

Preston Veterans' Memorial School Library, 1 Route 164, Preston, CT 06365

I. Call to Order	Speaker (s) : John Moulson: Chair
II. Pledge of Allegiance	Speaker (s) : John Moulson: Chair
III. Approval of Minutes	Speaker (s) : John Moulson: Chair
IV. Public Comment	Speaker (s) : John Moulson: Chair
V. Board of Education Committee and Other Reports	Speaker (s) : John Moulson: Chair
VI. Superintendent Reports, Recommendations and Goals Update	Speaker (s) : Dr. Welch: Superintendent
VII. BOE Expenditure Report/Projection Report	Speaker (s) : John Moulson: Chair
VIII. Cafeteria Report	Speaker (s) : John Moulson: Chair
IX. New Business	Speaker (s) : John Moulson: Chair
IX.A. Votes Required	Speaker (s) : John Moulson: Chair
IX.B. Discussion	Speaker (s) : John Moulson: Chair
X. Old Business	Speaker (s) : John Moulson: Chair
X.A. Votes Required	Speaker (s) : John Moulson: Chair
X.B. Discussion	Speaker (s) : John Moulson: Chair
XI. Information	Speaker (s) : John Moulson: Chair
XII. Date and Time of Next Meeting	Speaker (s) : John Moulson: Chair
XIII. Adjournment	Speaker (s) : John Moulson: Chair

Board of Education Regular Meeting

March 05, 2012 07:00PM

PVMS Library

1. Call to Order

John Moulson called the meeting to order at 7pm. **Other members present:** Charles Raymond, Jan Clancy, Pauline Andruskiewicz, Sandra Gauthier, Deborah Burke-Grabarek and Dan Harris. **Also present:** Dr. Welch; Superintendent, Ivy Davis; Director of Curriculum, Instruction and Special Education, Robert Sirpenski; Director of Finance and School Business Operations, Ray Bernier; Principal PPMS, Dr. Walsh; Principal PVMS and Gloria Homiski; Recording Secretary. **Audience:** Susan Strader, Melissa Durkee, Kim Moran, Pearle Potter, Becky Boenig, Bill Legler, Michelle Cormier, Beth Bonosconi, Elaine Lettiere, Jen Sevigny, Chris Pickett, Heather Anderson, Erika Rogers, Kerry Curtis, Gail Smith, Gloria Berek, Mr. and Mrs. Frechette, Katrina Kilpatrick, Maureen Felker, Jen Thom, Nicole Deshefy, Toby Flanagan, Natalie Rudyk, Jenny Keenan, Lisa Clark, Nancy Mattern, Megan Lautieri, Cathleen Capunitan, Ruth Friess, Rob Harris, Sharon Robbins, Jen Foltz, Mike Clancy, Karin Davis, Patricia Hibbard; Transportation Coordinator, Mike House; Supervisor of Buildings and Grounds and Emile Levasseur; Technology Coordinator.

2. Pledge of Allegiance

3. Approval of Minutes

Moved, to approve the minutes of February 13, 2012 as presented. Andruskiewicz/Clancy. Moulson, Burke-Grabarek, and Gauthier also in favor. Raymond and Harris abstained. Motion Carries.

4. Public Comment

Marianne Frechette addressed the Board with regard to the late payment made to her 403B retirement account. Dr. Welch explained that he is waiting for a response from her EAP representative. All parties hope to reach an acceptable agreement ASAP.

Susan Strader offered her support of the proposed FY13 Budget.

Bill legler addressed the Board. He was happy to see cuts from last month. He did ask why the salary line item increased. Robert Sirpenski explained that the jobs bill money (178,000) was included in the salary number. He offered to review his back up documents with Mr. Legler. Mr. Legler also expressed his concern with expenses at the Bus Garage. Mr. Sirpenski explained that bus parts and outsourced repairs both come from Nutmeg.

5. Board of Education Committee and Other Reports

Budget Sub Committee: Did not meet

Community Relations Sub Committee: Jan Clancy would like to meet but the other members of the sub committee question the need. Mr. Harris stated that the PAB has taken over for the sub committee. It was decided that the Community Relations Sub Committee could help promote budget awareness. A meeting date will be set in the near future.

Transportation Sub Committee: Did not meet

Audit Sub Committee: Did not meet

Preston Advisory Board: Karin Davis reviewed the survey that was sent out to 86 people (66 staff members and 20 bus drivers). 26 out of 86 surveys were returned. 2 surveys had addendums, 15 had comments. It was determined that bus garage employees would not complete the survey after the surveys were already handed out. Therefore some of the 26 returned may actually come from drivers. The results of the survey site staff morale and communication as the primary concerns among those polled. The results will be reviewed at the next PAB Meeting and then the survey will go out to parents.

6. Superintendent Reports, Recommendations and Goals Update

The students started CMT testing today. The testing will run through March 15, 2012. Students are receiving healthy snacks and doing morning warm up exercises with their teachers.

7. BOE Expenditure Report/Projection Report

Robert Sirpenski reviewed the monthly expenditure report. A projection report will be provided at the April meeting.

8. Cafeteria Report

None

9. New Business

9.1. Votes Required

FY13 Budget Proposal: The original proposal included a 2.6% increase. The proposal presented to the Board on 3-5-12 had a .72% increase. The decrease came as a result of health savings and a small savings in special education. Dr. Welch and Mr. Sirpenski have included a higher than usual anticipated excess cost funding. The lunch/recess monitors were removed from the budget and OT will no longer be outsourced. Overtime was removed from the transportation budget.

Moved, to approve an annual operating budget of \$10,503,701.00 for Fiscal Year 2013 and submit it to the Board of Finance on or before the end of business on March 6th. Harris/Burke-Grabarek.

Discussion followed.

Dan Harris expressed concern about cutting the lunch/recess monitor program. He likes the safety the added coverage brings to the students. Dr. Welch explained that teachers and IA's will provide the coverage in FY13. Dan believes in the necessity of the program and asked that it be restored to the budget.

Moved, to amend the FY13 budget to include \$20,240.00 for lunch/recess monitors. Harris/Gauthier. Burke-Grabarek and Raymond also in favor. Clancy, Moulson and Andruskiewicz opposed. Motion Carries.

Moved, to approve an annual operating budget of \$10,523,941.00 for Fiscal Year 2013 and submit it to the Board of Finance on or before the end of business on March 6th. Moulson/Harris. Andruskiewicz, Raymond, Gauthier, Burke-Grabarek also in favor. Clancy opposed. Motion Carries.

Jan Clancy recommended a flat line budget. She does not want to raise the minimum budget requirement in this difficult economic time with a decline in enrollment.

The Board of Education has not had to lay off a teacher since 2008. The hope is that they will not have to lay anyone off for FY13 as well. In order to protect the interest of the Board, non-tenured personnel (8) will be notified of the possibility of a lay off by May 1st.

Moved, to direct the Superintendent to notify all non-tenured teachers of the Board's intention not to renew their contract of employment as a teacher following the conclusion of the 2011-2012 school year at their regularly scheduled meeting on April 2, 2012. Harris/Clancy. Unanimous. Motion Carries.

Revised 2011-2012 School Calendar: The intention was to make May 4th a full day Professional Development Day. The Youth Service Bureau has an event planned for May 4th and therefore we will be tabling the revision of the 2011-2012 school calendar.

Moved, to direct the Superintendent to dispose of used surplus furniture at PVMS pursuant to board policy 3260. Harris/Burke-Grabarek. Unanimous. Motion Carries.

The Board asked that letters go out to the appropriate Town agencies regarding the disposal of the surplus furniture.

Code requires that there be a drain in the boiler room at PVMS. This drain would empty into an underground holding tank. Previously, at the time of the oil spill, the drain emptied into the septic system.

Moved, to authorize the installation of a floor drain holding tank (option B) in the boiler room at PVMS by Service Station Equipment. Raymond/Gauthier.

Discussion followed: The Board decided to request sealed bids for this project per Board Policy.

9.2. Discussion

Preston Youth Survey Report:

83% of students at PPMS participated anonymously in this survey provided by SERAC. The survey asked questions about drug and alcohol use, bullying and school/family relationships. The results showed that drug/alcohol use is down but bullying is up. A DARE Program will be instituted in the Spring. The Safe School Climate Procedure will be followed. The advisor/advisee program will continue.

10. Old Business

10.1. Votes Required

Policy 5145.15: Directory Information

The law was changed in December allowing Boards of Education to decide who is able to receive such student information. John Moulson stated that he would like to see date of birth changed to student's age on page 6 of the policy. Dr. Welch will review with the Attorney and bring the policy back to the Board.

10.2. Discussion

Regionalization: Jan Clancy asked about Preston's plans based on the Governor's proposal. Dr. Welch explained that there are various ways to regionalize; K-5, 6-8, high school only, or even K-12. Different discussions about regionalization have taken place during Dr. Welch's tenure. Capacity and proximity are both key points for regionalization. Pauline Andruskiewicz asked how we can consider regionalization without first considering consolidation. Dr. Welch said that consolidation could easily be accomplished in 2013-2014.

Payment of Bills: Jan Clancy stated that Robert Sirpenski spent a lot of time reviewing and explaining invoices to her. She thanked him for his time. She expressed concern over desktop computer support and bus repair bills. Dr. Welch explained that the majority of the bus repairs are done in house. As buses get older, they need more repairs. Dr. Welch and Patricia Hibbard met with the Voluntown Superintendent to see if the two towns might work together towards savings in transportation.

11. Executive Session

None

12. Information

13. Date and Time of Next Meeting

April 2, 2012

7pm

PVMS Library

14. Adjournment

Moved, to adjourn the meeting at 9:30pm. Burke-Grabarek/Harris. Unanimous.
Motion Carries.



The Norwich Free Academy
2012 - 2013 Academic Calendar
(181 Student Days + 4 Professional Development Days)

ER - Early Release	GD - Graduation	NS - No School	PD - Professional Development
EX - Exams	H - Holiday	PN - Parents' Night	V - Vacation

(21 + 2)		August/September					[23]	
M	T	W	Th	F				
27	28/PD	29/PD	30/ER	31				
3/H	4	5	6	7				
10	11	12	13	14				
17	18	19	20/PN	21/ER				
24	25	26	27/ER	28				

(22)	October					[45]	(18 + 1)	November					[64]	(15)	December					[79]
M	T	W	Th	F			M	T	W	Th	F		M	T	W	Th	F			
1	2	3	4	5						1	2		3	4/ER	5	6	7			
8/H	9	10	11	12			5	6/PD	7	8	9		10	11	12	13	14			
15	16	17/ER	18	19			12/H	13/ER*	14	15/PN*	16/ER		17	18	19	20	21/ER			
22	23	24	25	26			19	20	21/ER	22/H	23/V		24/V	25/H	26/V	27/V	28/V			
29	30	31					26	27	28	29	30		31/V							
(21)	January					[100]	(18)	February					[118]	(19 + 1)	March					[138]
M	T	W	Th	F			M	T	W	Th	F		M	T	W	Th	F			
	1/H	2	3	4							1									
7	8	9	10	11			4	5/ER	6	7	8		4	5	6	7	8			
14	15	16	17/EX	18/EX			11	12	13	14	15/ER		11	12	13	14	15			
21/H	22/EX	23/EX	24/ER	25			18/H	19/NS**	20	21	22		18	19	20	21	22			
28	29	30	31				25	26	27	28		25	26	27	28/PD	29/H				
(17)	April					[155]	(22)	May					[177]	(8)	June					[185]
M	T	W	Th	F			M	T	W	Th	F		M	T	W	Th	F			
1	2	3	4	5					1	2/ER	3		3	4	5	6	7/EX			
8	9	10	11	12			6	7	8	9	10		10/EX	11/EX	12/EX	13**	14/GD**			
15/V	16/V	17/V	18/V	19/V			13	14	15	16	17		17**	18	19	20	21			
22	23	24	25	26			20	21	22	23	24		24	25	26	27	28			
29	30						27/H	28	29	30	31									

DAYS OF NOTE

First Day for Faculty – Aug. 28
 First Day for 9th Grade (*early release*) – Aug. 29
 First Day for 10th, 11th, & 12th Grades – Aug. 30
 Ninth Grade Testing – Sept. 11, 12, & 13
 Open House/Parent Night – Sept. 20
 Homecoming 2012 – Oct. 20
 Parent Conferences – Nov. 13 & 15*
 Spelling Bee – Nov. 20
 Semester I Exams – Jan. 17, 18, & 22, 23
 Semester II Exams – June 7, 10, 11, & 12
 Graduation Rehearsal – June 11
 Athletic Awards – June 12
 Class Night Awards – June 13
 Graduation – June 14**
 Weather Cancellation/Make-up Days– Jun.13 through 17**

HOLIDAYS/VACATIONS & PROF. DEV.

Prof. Dev. Days – Aug. 28 & 29; Sept. 27; Oct. 17; Nov. 6;
 Dec. 4; Feb. 5; March 28; May 2
 Labor Day – Sept. 3
 Columbus Day – Oct. 8
 Veterans' Day (observed) – Nov. 12
 Thanksgiving Break – Nov. 22 – 25
 Holiday Break – Dec. 24 through Jan. 1
 Dr. Martin Luther King Day – Jan. 21
 Presidents' Day/Winter Break – Feb. 18 & 19**
 Good Friday – Mar. 29
 Spring Break – Apr. 15 to 19
 Memorial Day – May 27

MARKING PERIOD CLOSINGS:

1st Marking Period – Nov. 2, 2012 (45)
 2nd Marking Period – Jan. 16, 2012 (42)
 3rd Marking Period – March 27, 2013 (43)
 4th Marking Period – June 6, 2013 (43)

Notes:

* – Parent conferences November 13 from 2:00 – 5:00 P.M and November 15 from 5:00 – 8:00 P.M.

** – In the event of a harsh winter, faculty and students should plan to attend school on these days. Graduation Day may be moved to June 17 if we have excessive snow days.

*** – Faculty will make appropriate accommodations for students affected by these special observance days.

Students and parents are reminded that vacations should not be planned when school is in session—including the midterm exam period. Additionally, summer vacations should not be planned until after June 17th in the event that additional dates in June are needed to make up snow days.

GUIDANCE DEPARTMENT ACTIVITIES:

12th Grade SEOPs – September to October
 Financial Aid Workshop – Dec. 6
 Curriculum Fair – Feb. 7 (Snow Date: Feb. 13)
 9th Grade SEOPs – March
 11th Grade SEOPs – February
 College Fair – Mar. 21
 10th Grade SEOPs – April

TESTING DAYS (For on-campus testing only):

ASVAB – Oct. 4, Apr. 4
 SATs I & II – Oct. 6, Nov.3, Dec. 1, May 4, June 1
 PSAT & NMSQT – Oct. 17
 ACT – Oct. 27, Apr. 13, June 8
 CAPT Window – March 4 – March 13
 AP Testing – May 6 through May 17

EARLY RELEASE DAYS:

Aug. 29; Sept. 21, 27; Oct. 17; Nov.13, 16, 21;
 Dec. 4, 21; Jan. 17, 18, 22, 23, 24; Feb. 5, 15;
 May 2; June 7, 10, 11, 12

DAYS OF RELIGIOUS SIGNIFICANCE:***

Rosh Hashanah – Sept. 17 & 18
 Yom Kippur – Sept. 26
 Sukkot – Oct. 1 – 7
 Native Americans' Day – Oct. 8
 Baha'i Faith Holy Days – Oct. 20, Nov. 12, Mar. 21,
 Apr. 21 & 29, May 2, 23, & 29
 Hanukkah – Dec. 8 – 16
 Three Kings' Day – Jan. 6
 Passover – Mar. 25 to Apr. 2
 Good Friday/Easter – Mar. 29 – 31
 Shavuot – May 15 & 16

NFA 2012 – 2013 Academic Calendar
(181 Student Days + 4 Professional Development)

AUGUST – (2 + 1) [3]
28 & 29 – Prof. Dev. for Faculty & Staff
29 – First day for 9th grade, *Early Release*
30 – First day for grades 10, 11 & 12, *Early Release*

SEPTEMBER – (20) [23]
3 – **Labor Day** – no school
 11 through 13 – Ninth Grade Testing
17 & 18 – *Rosh Hashanah**
 20 – Open House/Parent Night
21 – *Early Release*
26 – *Yom Kippur**
27 – *Early Release* for Professional Development

OCTOBER – (22) [45]
1 through 7 – *Sukkot**
 4 – ASVAB Testing
 6 – SATs I & II
8 – **Columbus Day, Native Americans' Day** – no school
 17 – PSAT /NMSQT – *Early Release* for Prof. Dev.
 20 – Homecoming 2012
20 – *Baha'i Faith Holy Day**
 27 – ACT

NOVEMBER – (18 + 1) [64]
 2 – End of 1st MP (45)
 3 – SATs
6 – **Professional Development Day for Faculty & Staff** (no students)
12 – **Veterans' Day** - no school
12 – *Baha'i Faith Holy Day**
13 – *Early Release* for Parent Conferences 2-5 PM
 15 – Parent Conferences 5-8 PM
16 – *Early Release*
 20 – Lillian B. Young Spelling Bee
21 – *Early Release*
22 through 25 – **Thanksgiving Break**

DECEMBER – (15) [79]
 1 – SATs
4 – *Early Release* for Professional Development
6 – Financial Aid Workshop (6:30 PM-Parents invited)
8 through 16 – *Hanukkah**
21 – *Early Release*
24 through 1/1/13 – **Holiday Break**

JANUARY – (21) [100]
1 – **New Year's Day** – no school
6 – *Three Kings' Day**
 16 – End of 2nd MP (42)
17, 18, 22 & 23 – **MID-TERM EXAMS**
21 – **Dr. Martin Luther King's Birthday** – no school
24 – Start of 2nd semester, *Early Release*

FEBRUARY – (18) [118]
5 – *Early Release* for Professional Development
 7 – Curriculum Fair (*Snow date: 2/13*)
15 – *Early Release*
18 + 19** – **Presidents' Day/Winter Break**

MARCH – (19 + 1) [138]
 4 through 13 – CAPT Testing Window
21 – *Baha'i Faith Holy Day**
 21 – College Fair
25 through April 2 – *Passover**
 27 – End of 3rd MP (43)
28 – **Professional Development Day for Faculty & Staff** (no students)
29 – *Good Friday** – No School

APRIL – (17) [155]
 4 – ASVAB Testing
 13 – ACT
15 through 19 – **Spring Break**
21 – *Baha'i Faith Holy Day**
29 – *Baha'i Faith Holy Day**

MAY – (22) [177]
2 – *Baha'i Faith Holy Day**
2 – *Early Release* for Professional Development
 4 – SATs I & II
 6 through 17 – AP Testing
15 & 16 – *Shavuot**
23 – *Baha'i Faith Holy Day**
27 – **Memorial Day** – no school
29 – *Baha'i Faith Holy Day**

JUNE – (8) [185]
 1 – SATs
 5 – End of 4th MP (42)
7, 10, 11, 12 – **FINAL EXAMS**
 8 – ACT
13, 14**, 17**** – *Possible snow days*
 11 – Graduation Rehearsal
 12 – Athletic Awards
 13 – Class Night Awards
14 – **Graduation Day****

Notes:

* – Faculty will make appropriate accommodations for students affected by these special observance days.

** – In the event of a harsh winter, faculty and students should plan to attend school on these days. Graduation Day may be moved to June 17 if we have excessive snow days.

Students and parents are reminded that vacations should not be planned when school is in session—including the midterm exam period. Additionally, summer vacations should not be planned until after June 17th in the event that additional dates in June are needed to make up snow days.

Regional Calendar 2012-13

AUGUST (3)				
M	T	W	T	F
20	21	22	23	24
27	28	1st Day of School	30	31

SEPTEMBER (19)				
M	T	W	T	F
LD	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER (22)				
M	T	W	T	F
1	2	3	4	5
CD	11	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

180 Days

Regional Spring Vacation – April 15-19, 2013

NOVEMBER (18)				
M	T	W	T	F
			1	2
5	SD	7	8	9
VD	13	14	15	16
19	20		Thanksgiving	
26	27	28	29	30

DECEMBER (15)				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
Winter Vacation				
WV				

JANUARY (21)				
M	T	W	T	F
	wv	2	3	4
7	8	9	10	11
14	15	16	17	18
MLK	22	23	24	25
28	29	30	31	

FEBRUARY (18)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
PD		20	21	22
25	26	27	28	

MARCH (19)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	SD	GF

APRIL (17)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
Spring Vacation				
22	23	24	25	26
29	30			

MAY (22)				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
MD	28	29	30	31

JUNE (6)				
M	T	W	T	F
3	4	5	6	7
10*	11	12	13	14
17	18	19	20	21
*June 10 th – 180 th Day				

Key

August 29 First Day of School for Students

TOD Teacher Orientation Day
SD Staff Development Day (No School for Students)
LD Labor Day
CD Columbus Day
VD Veterans Day
MLK Martin Luther King Day
PD Presidents' Day
GF Good Friday
MD Memorial Day
MO Morning Only
ASD Afternoon Staff Development

Regional Staff Development:

11/06/2012 (Election Day)
03/28/2013

Districts may add days to the beginning or end of the year to achieve the number of days in the district.

Special Observance Days

Sept 17, 2012 Rosh Hashanah
 Sept 26, 2012 Yom Kippur
 Sukkot
 Nov 6, 2012 Election Day
 Three Kings Day
 Mar 26, 2013 Passover
 Mar 29, 2013 Good Friday
 Mar 31, 2013 Easter

Faculty will make appropriate accommodations for students affected by these special observance days.

Regional Calendar 2012-13

Report Card Dates

Kindergarten

January

June

Elementary School

November

March

June

Middle School

December

March

Mailed Home in June

High School

November

February

April

Mailed Home in June

Conferences
(students attend
morning only)

Elementary School

November

Middle School

October

March 22, 2012

High School

November

Testing

CMT/CAPT

March

School will close for the year upon
completion of:
182 Students Days
186 Staff Days

Special Observance Days

Rosh Hashanah

Yom Kippur

Sukkot

Three Kings Day

Bright Monday

Faculty will make appropriate
accommodations for students affected by
these special observance days.

Preston Board of Education

Policies, Regulations, and Bylaws

5145.15

Students

Directory Information

Directory information, as defined below, may be disclosed by Preston Public Schools without prior written consent unless the district is notified in writing to the contrary.

“Directory information” means one or more of the following items: student’s name, address, telephone number, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, photographic, computer and/or video images, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, including honor roll publication, and the most recent previous public or private school attended by the student, parent’s name and/or email address.

A student’s Social Security Number or student ID number is prohibited from designation as directory information.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.

Public Notice

Preston Public Schools will give annual public notice to parents/guardians of students in attendance. The notice shall identify the types of information considered to be directory information and the District’s option to release such information. Such notice will be given prior to the release of directory information.

Exclusions

Exclusions from any or all directory categories named as directory information must be submitted in writing to the Principal by the parent/guardian, within ten days of the annual public notice. (cf. 5125 - Student Records; Confidentiality)

Legal Reference:

Connecticut General Statutes

1-210 (11) Access to public records. Exempt records.

10-221b Boards of education to establish written uniform policy re treatment of recruiters.

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g and Final Rule 34 CFR Part 99, December 9, 2008).

P.L. 106-398, 2000 H.R. 4205: The National Defense Authorization Act for Fiscal Year 2001.

P.L. 107-110 “No Child Left Behind Act” Title IX, Sec. 9528.

Policy adopted:

**NOTIFICATION TO PARENTS
Release of Certain Information
Under the "No Child Left Behind Act"**

_____200_

Dear Parent/Guardian:

Pursuant to the federal "No Child Left Behind Act," P.L. 107-110 (Title IX, Sec. 9528), the _____ School District must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of high school students.

The district must also notify parents/guardians of their right and the right of their child to request that the District not release such information without prior written consent.

Parents/guardians wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and institutions of higher learning must sign this form below and return it to the Building Principal by _____.

Date

**Reservation of Consent for the Release of Certain Student
Information under the "No Child Left Behind Act"**

Please do not release the name, address and telephone number of _____
Name of Student
to military recruiters and institutions of higher learning.

Print Name of Student

School

Grade

Parent's/Guardian's Signature

Date

RECORD OF PARENT ANNUAL NOTICE

Dear Parent:

It is important that you and your child read and review the contents of this handbook. It contains notices of rights that you and your child have under law. Please sign and return this page to indicate that you have read and reviewed the handbook with your child.

I understand and consent to the responsibilities in the District's student behavior policies as outlined in this handbook. I also understand and agree that my child, _____ shall be held accountable for the
(full name)

behavior and consequences outlined in the discipline policy at school and at school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that any student who violates the rules established by the Connecticut Inter-scholastic Athletic Conference is subject to suspension from participation as described in those rules. I further understand that any student who violates the school's rules of behavior shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, awards received in school and most recent previous school attended. Directory information may be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information within ten school days of the time this handbook was issued to my child. I have marked through those types of directory information listed above that I wish the District to withhold.

Parent/Guardian Signature: _____ Date: _____

Please return this signed form to school.

**PERMISSION TO RELEASE CERTAIN
DIRECTORY INFORMATION WITHOUT PRIOR WRITTEN CONSENT**

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

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

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

If you do not want [School District] to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by [insert date].

[School District] has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

Student's name
Participation in officially recognized activities and sports
Address
Telephone listing
Weight and height of members of athletic teams
Electronic mail address

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

**PERMISSION TO RELEASE CERTAIN
DIRECTORY INFORMATION WITHOUT PRIOR WRITTEN CONSENT**

Degrees, honors, and awards received

Date and place of birth

Major field of study

Dates of attendance

Grade level

The most recent educational agency or institution attended

**DENIAL OF PERMISSION TO RELEASE CERTAIN
DIRECTORY INFORMATION WITHOUT PRIOR WRITTEN CONSENT**

Dear Parent/ Guardian:

Certain directory information may be released to media, colleges, civic or school-related organizations and state or governmental agencies including military recruiters, as well as published programs for the athletic, music and theater presentations of this school district.

Directory information includes the following kinds of information:

1. Name of student
2. Address of student
3. Telephone number
4. E-mail address of student
5. Major field(s) of study
6. Participation in officially recognized activities and sports
7. Height and weight of members of athletic teams
8. Dates of attendance
9. Degrees and awards received, including publication of honor roll
10. Most recent school attended
11. **Age of Student**, place of birth
12. Photographic, computer and/or video images
13. Videotape not used in a disciplinary manner
14. Parent's name/e-mail address

Please circle the specific categories of information, if any, listed above that you do **not** wish to be released without your specific prior written permission.

_____ The release of all Directory Information is denied.

This form must be completed and returned to the school principal within ten (10) days after publication of the notice on "Directory Information."

Name of Student

School

Grade

Parent's Signature

Date

