

## 2021/2022 Pre K Handbook Appendix

### PRE-K REGULAR SCHEDULE

Times	AM Pre-K
8:00-8:45	Teacher Prep
8:45-9:15	AM Student Arrival / Breakfast
9:15-9:30	Circle Time
9:30-10:30	Centers
10:30-10:40	Clean Up
10:40-11:10	Recess
11:10-11:25	Closing Circle
11:30-11:45	Dismissal
Times	PM Pre-K
12:15-1:00	PM Student Arrival / Lunch
1:00-1:15	Circle Time
1:15-2:15	Centers
2:15-2:25	Clean Up
2:25-2:55	Recess
2:55-3:10	Closing Circle
3:15-3:30	Dismissal

### 2 HOUR DELAY SCHEDULE

Morning Class: 10:45 AM -12:45PM (Breakfast 10:45-11:15)

Afternoon Class: 1:15 PM - 3:15 PM (Lunch 1:15-1:45)

### 2 HOUR EARLY DISMISSAL SCHEDULE

Morning Class: 8:45 AM - 10:45 AM (Breakfast 8:45-9:15)

Afternoon Class: 11:15 AM - 1:15 PM (Lunch 11:15-11:45)

## GENERAL SCHOOL PROCEDURES

- All visitors must report to the office and may not be permitted entry if the arrival is unannounced.
- All visitors must sign in the Visitors' Log and obtain a Visitor's Pass to gain entry to another area of the school.
- All visitors must sign out in the Visitors' Log when leaving the building.
- Toys should be left home unless a teacher requests that a certain item be brought into school for an educational purpose.
- The school is not responsible for lost or broken toys/electronics.
- **IMPORTANT:** Students should NEVER bring in any item that would be considered hazardous to their health or well-being or the health or well-being of others. Examples of such items: tobacco products of any kind, knives of any size, toy weapons, any sharp object, or any item that could be perceived as a weapon. Students who disobey this regulation will be subject to district discipline procedures.

## APPEARANCE (Dress Code)

The Frazier Board of School Directors does not subscribe to a mandatory dress code. However, concern for the safety, health, welfare and morals of the students, as well as the prevention of disruption of the educational program, has prompted the board to adopt certain personal appearance regulations for all students in the Frazier School District.

1. Clothing: Students' dress shall conform to the present contemporary community standards of health, safety, decency, and optimum learning conditions and good taste.
  - a. Clothing worn on school premises shall not be immodest, suggestive, unclean, vulgar, obscene, disturbing and/or distracting. Students' clothes and personal appearance shall be clean and neat at all times. The student accepts responsibility for such appearance and the responsibility to help enforce it. Unclean clothes constitute a health hazard and students shall be required to correct the situation immediately.

Examples of clothing that would be considered distracting include:

1. Exposed midriff
2. Halters, fishnet, muscle shirts or cut off t-shirts
3. Excessively tight dresses, skirts, pants, or slacks
4. Clothes which advertise, promote, or display alcohol, prohibited drugs, or promote, suggest or imply the use of alcohol or drugs
5. Clothes which depict or suggest sexual relations or vulgar/obscene language or images
6. Clothes which advertise, promote, display or imply the use of tobacco products
7. Clothes that depict violent acts
8. Clothes that result in scantily clad bodies or reveal inappropriate portions of the anatomy, such as, sweaters or tops that are an inappropriate height at the chest or that expose the stomach

9. Clothes not intended as street wear, such as, loungewear, slippers, etc.
10. No bra straps or sports bras should be visible at any time
- b. Clothes shall be opaque and are not to be revealing, suggestive or distracting.
- c. Outer garments such as coats and jackets shall be placed in the student's assigned locker and must not be worn in school during the school day.
- d. Hats and other head garments are not to be worn inside the school building during the school day.
- e. For safety reasons, and to avoid immodesty and distractions, clothes that are ripped, torn or have holes shall not be permitted on school premises.
- f. Clothes that are held together by safety pins are not to be worn. No display of safety pins.
- g. Clothes that are frayed or touch the floor are a safety hazard and shall not be permitted on school premises.
- h. Student's clothing shall not cause the material disruption of any lawful mission, process or function of the school or classroom.
2. Footwear: For safety and health reasons, footwear that covers and protects the foot must be worn and shoes must be appropriately laced or otherwise appropriately fastened at all times while on school premises.
  - a. Shower shoes, flip-flops, and athletic sandals/slides that do not have a back are not permitted.
  - b. No one shall be permitted on school premises without appropriate footwear.
  - c. The wearing of metal heel/toe plates on the outside of students' shoes is prohibited on school premises
3. Shorts and skirts: Students may wear shorts and/or skirts that meet the following provisions:
  - a. Will extend to mid-thigh, when seated
  - b. May not be immodest, suggestive, unclean, vulgar, obscene, disturbing or distracting
  - c. May not be excessively tight
  - d. May not be made of spandex or other stretchable material that contours closely.
  - e. May not be ripped, torn, have holes, be frayed, cutoffs, rolled-up jeans, etc.
4. Shirts: Students' shirts must meet the following guidelines:
  - a. Tank tops must have a wide shoulder strap; no "spaghetti" straps are allowed on any shirt, dresses, etc. Shoulder straps should be at least 1" and the shirt should fit tight under the arm.
  - b. See through jackets or blouses can only be worn over other opaque, appropriate apparel
  - c. Shirts must not be excessively tight, low-cut, high rising or otherwise revealing
  - d. No midriff tops
5. Hair: Hair must be clean and styled so as to not disrupt the educational program.
  - a. Students whose dirty hair constitutes a health hazard shall be required to correct the situation immediately
6. Jewelry: Jewelry that is a potential health/safety hazard, suggestive or that depicts obscene, vulgar, disturbing, distracting or otherwise inappropriate terminology or images shall not be worn while on school premises.

Examples of such jewelry include, but are not limited to:

- a. Jewelry which advertises, promotes, or displays alcohol, prohibited drugs, or promotes, suggests or implies the use of alcohol or drugs
- b. Jewelry which depicts or suggests sexual relations or vulgar/obscene language or images
- c. Jewelry which advertises, promotes, displays or implies the use of tobacco products
- d. Long earrings create a safety hazard
- e. Rings with sharp points or edges, chain belts, safety pins, chains hanging from jackets or any other jewelry or ornament that could be used as a weapon

In the case of an appearance violation, the administration will, where possible, have the student correct the violation immediately; where necessary, contact the student's parent(s) and/or guardian(s) and have the student removed from the school premises; where necessary, isolate the student for the remainder of the school day; follow the disciplinary structure as required by the Student Code of Conduct.

## **ARRIVAL**

In order to make sure all students stay safe, please adhere to our student drop off guidelines:

- ❖ Students may begin to arrive at school at 8:45am. Students can enter the school building at 8:45am. Pre K Morning Session students will receive breakfast, supervised by Pre K Staff in the classroom.
- ❖ Afternoon session students will be served lunch.
- ❖ Students will not be permitted in the school before 8:45AM. Afternoon session students will not be permitted in the school before 12:15
  - Cars should remain in a single file line and respect any cones barring their entry in front of the building.
  - All students should exit the vehicle from the passenger side and walk to the sidewalk.
  - Please have your child prepared to exit the vehicle as quickly as possible.
  - Do not let your child exit the vehicle on the driver's side.
- ❖ The drop off zone prohibits the parking of vehicles. It is for drop off only. If you need to assist your child, please park your car and walk the child to the entrance of the school. Additional parking is available at the ball courts and a few visitors' spaces closer to the building.
- ❖ Please do not drop off students where they will need to navigate through traffic, this increases the likelihood of being injured.
- ❖ Students who report to school after 9:00 A.M. but before 9:30 A.M. will be marked tardy.
- ❖ Students who report to school after 9:00 A.M. must have their parent/guardian sign the late arrival book.
- ❖ Vehicles should not interfere with the bus drop off.
- ❖ Please take your time during the busy drop off and adhere to the guidelines to ensure the safety of our students.

## **ARRIVAL PROCEDURES:**

1. Parents / Guardians are to enter the campus via Constitution Street by Frazier Maintenance Building.
2. Follow Green Arrows on the attached map for Drive Thru Arrival Drop Off.
3. Remain in a single-file line in the vehicle.
4. When the vehicle arrives at the Middle School doors, the student(s) will exit the vehicle from the passenger side and walk to the sidewalk to enter the building using the Elementary School front entrance.
5. Parents/ Guardians are to remain in their vehicles, in line, and exit the campus following Red Arrows on the attached map.
6. Parents/ Guardians are to exit the campus via Constitution Street.

## **DISMISSAL**

Dismissal Time is a very busy time of the day. To ensure our students are safely dismissed, please review our dismissal procedures:

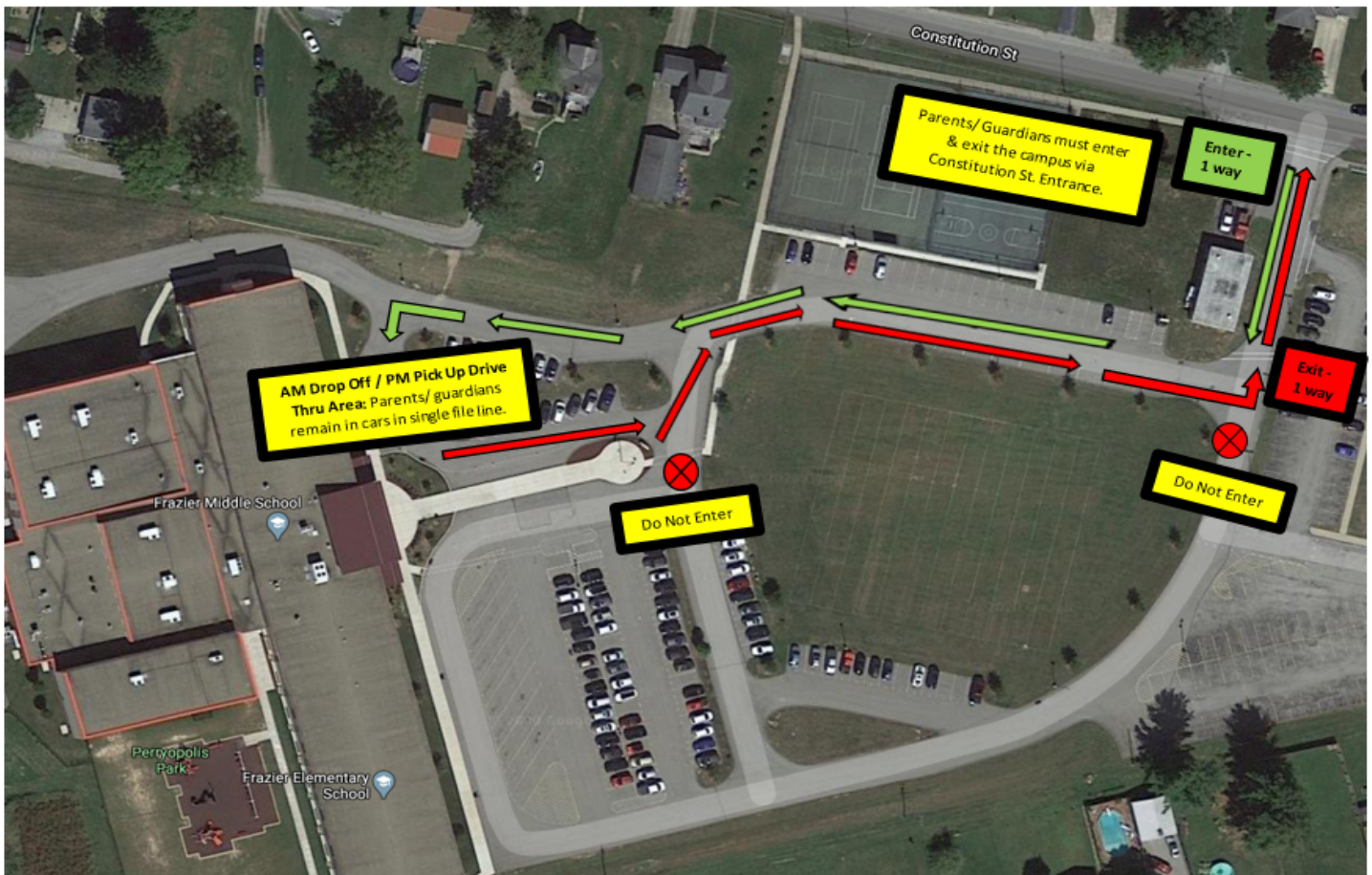
- ❖ Morning session Pre-K will begin dismissal at 11:30 and conclude by 11:45. All students need to be picked up by 11:45.
- ❖ Afternoon session Pre-K will begin dismissal at 3:15 and conclude by 3:30. All students need to be picked up by 3:30.

## **Dismissal Procedures:**

1. Parents / Guardians are to enter the campus via Constitution Street by Frazier Maintenance Building.
2. Follow Green Arrows on the attached map for Drive Thru Dismissal Pick Up.
3. Remain in a single-file line in the vehicle.
4. When a vehicle arrives at the Middle School doors, staff will identify parents / guardians by assigned number in the vehicle window.
5. The student(s) will exit the Middle School Doors and enter the parent/ guardian vehicle.
6. Parents/ Guardians are to remain in their vehicles, in line, and exit the campus following Red Arrows on the attached map.
7. Parents/ Guardians are to exit the campus via Constitution Street.

## **Late Pick-Ups:**

The Morning Pre-K Session will conclude at 11:45. Students who are not picked up by 11:45 on the first and second occasion will receive a letter reminding parents/ guardians of the dismissal times for the session. After the third occurrence of a late pickup, students will be dismissed from the Pre K Session.



## REGULATIONS - ABSENCES

Absences shall be considered as unexcused and/or illegal when a student fails to provide school officials with a proper written excuse within three (3) days of his/her return to school.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

## MEALTIMES

Effective teachers make mealtime a learning time broadly, and teach about healthy eating habits, so there is no loss of “instructional time.”

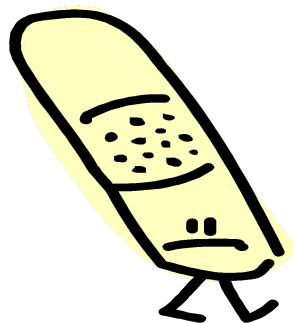
- All Pre-K students will be escorted and supervised by Pre-K faculty/staff iMorning session students will eat Breakfast and the afternoon students will eat Lunch
- Quiet conversation will be permitted. Loud, boisterous behavior will not be tolerated.
- Each student is responsible for cleaning his/her place at the table, depositing trash in the proper container and returning his/her tray; however, faculty and staff will assist as necessary.
- Students are not permitted to share food items due to possible allergic reactions. Students are also not permitted to touch another student's food item.

## **SESSION ASSIGNMENTS**

Session assignments are determined each based on registration and enrollment information. This professional educational team makes thoughtful consideration to this assignment to create a heterogeneous classroom to balance the academic and social structures within a classroom. We consider a multitude of factors including parent input however, it is not the sole factor from which we use to assign a student to a session. We do value your input and feel that this assignment is best left to the professional educational staff to create the best educational situation for our students. Therefore we respectfully request that parents/guardians do not make specific session requests.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences will be held twice a year. However, conferences can be scheduled as needed throughout the year. Parents should contact the classroom teacher when academic or classroom concerns arise.



## HEALTH SERVICES

The school nurse coordinates the school health services. Students who need to see the nurse must obtain a pass from his/her classroom teacher. The nurse is on a schedule that does not permit her to be in the elementary buildings full time. Should the nurse not be available, students in need of health room services should report to the office. Under no circumstances should a student use the telephone and/or leave the building.

**Students are not permitted to carry any kind of medication, (prescription or over-the-counter) in school.** Students who must take medication are to submit a **Permission to Administer Form signed by the child's doctor.** The nurse will keep the medication during the school day, and at the appropriate time, the student will report to the health room to take the medication.

## IMMUNIZATION

All providers of Pennsylvania Pre-K Counts funded programs must meet the immunization requirements for their provider type:

- School districts and licensed nursery schools--28 PA. Code §23.81-87 which implements Sec. 13031 of the Public School Code (24 P.S. §1303a);
- Child care centers and group child care homes – 28 Pa. Code §27.77.
- Head Start agencies -- 45 CFR§1304.20, the federal Head Start Performance Standards.

These requirements include, but are not limited to the following:

1. Within 5 days of a child's first day of attendance in the program, the provider shall obtain a record establishing that the child has received the vaccinations recommended by the American Committee on Immunization Practices; or
2. Receipt from a parent or guardian of child of a written objection to the child being vaccinated on religious grounds or a physician verified medical reason **of a temporary or permanent nature** explaining why the child is not to be vaccinated.
3. Providers must exclude children from group activities for an additional 30 days who are not vaccinated due to a temporary medical condition, unless they have received written confirmation from a physician, or state or local health department of vaccination, or continuation of the medical condition. A new verification is required every 30 days or the child may not be readmitted to the setting until the requirements are met.

**All Pre-K to Grade 12 students admitted to the Frazier School District must meet the immunization requirements of the Commonwealth of Pennsylvania.**

PLEASE NOTE: As of August 1, 2017, the PA Department of Health has changed school immunization requirements. Under the new regulations, ALL students must be fully immunized by the first day of school or they will be recommended for EXCLUSION from school. If you have any questions, please contact the school nurse with any questions regarding your child's status.

Please visit: [www.health.pa.gov](http://www.health.pa.gov) for more information.

If your child's immunizations are not up to date and additional doses are required, but are not



medically appropriate to be given due to spacing, you must provide a medical certificate detailing the schedule of the remaining doses. This certificate must be submitted no later than the 5th day of school. It must be signed by a physician, certified registered nurse practitioner (CRNP), or physician assistant (PA). The medical certificate will be reviewed at least every 30 days and those that do not follow the schedule will be recommended for exclusion from school.

Pre K Students must have evidence of having received at least one (1) dose of each of the required antigens. The parent(s) and/or guardian(s) presents a plan, in writing, to the School Nurse for completion of the required immunization and the plan is made part of the student's school health record. The School Nurse shall review the plan for completion every (30) thirty days. If the requirements are not met, the school principal will not permit the student to enroll for the next school year until said requirements are fulfilled.

Students entering Kindergarten need:

4 doses of tetanus\* (1 dose, age 4)

4 doses of diphtheria\* (1 dose, age 4)

3 doses of polio

2 doses of measles\*\*

2 doses of mumps\*\*

1 dose of rubella (German measles)\*\*

3 doses of hepatitis B

2 doses of varicella (chicken pox) vaccine or history of having the disease

\*Usually given s DTP or DTaP or DT or Td

\*\*Usually given as MMR

Students who do not meet these requirements will not be admitted unless they meet the following criteria:

Medical Exemption:

Children need not be immunized if a physician provides a written statement that immunization may be detrimental to the health of the child. This written statement must be renewed prior to the start of each school year.

Religious: Moral or Ethical Conviction Exemption:

Children need not be immunized if the parent(s) and/or guardian(s) object, in writing, on the grounds of a bona fide religious belief, moral or ethical conviction. The parent(s) and/or guardian(s) must identify, in writing, the religious or ethical criteria upon which they base their objection. This written statement must be renewed prior to the start of each school year.

## **MEDICATIONS**

If your son/daughter requires medications (prescription or over-the-counter) to be taken during the school day, you will need to submit a ***Permission to Administer Medication*** form that could be obtained in the School Office.

## **PESTICIDE NOTIFICATION**

Frazier School District's principals will provide notice to parent(s) and/or guardian(s) of students enrolled in their school(s) at least three (3) days prior to each treatment. This notice will be provided to parent(s) and/or guardian(s) who, at the beginning of each school year, request such notice by sending a letter to the building principal.

Currently, pesticides are applied, as needed, on Friday afternoon, after school has been dismissed. Pesticides may be applied on other days, after school dismissal, if a sudden infestation develops.

The above statement shall serve as notice, for parent(s) and/or guardian(s), of application of pesticides on Fridays. Currently, the Frazier School District contracts with Vermin Control Company, 78 South Mount Vernon Avenue, Uniontown, PA 15401, 724-437-6351 for pesticide service.

## **FOOD SERVICE**

In accordance to the Pre-K Counts Regulations, the elementary school cafeteria will provide a meal for each Pre-K student. Morning Pre-K students will receive Breakfast and afternoon Pre-K Students will receive Lunch. Pre-K students will be fed almost immediately after arriving to school. Menus are sent home each month and are posted on the school district's web page, in the cafeteria and in the newspaper. Items listed will rotate month to month and will be subject to change due to vendor availability. If you choose not to participate on any given day, please send a healthy breakfast (morning students) or lunch (afternoon students) with your child. Please do not send any food items containing nuts. Also, as per Pre-K Counts regulations, Pre-K faculty and staff must track all food items provided to students whether they are provided by the Cafeteria or by parents.

## **STUDENT SERVICES**

### **CHILD FIND**

The school district must maintain an ongoing system to identify, locate and evaluate all children who are disabled (as defined by IDEA) and in need of special education. This duty is owed to all students regardless of whether or not they attend school or the kind of school they attend. There is a copy of the Annual Public Notice for Child Find on Edline under Special Education. If you have any questions regarding Child Find, contact 724-736-9507 Supervisor of Special Education.

**\* All parents/guardians can pick up a copy of the annual Public Notice for Child Find at the beginning of each school year in the elementary school office.**

# **EARLY INTERVENTION PRESCHOOL PROGRAM**

## **What is Early Intervention?**

Early Intervention (EI) consists of services and supports designed to help families with children who have developmental delays. While all children grow and change at their own rate, some children can experience delays in their development. Sometimes this can be a cause for concern. Early Intervention provides supports and services to young children and their families/caregivers to help the children grow and develop.

## **Who is eligible?**

Infants, toddlers, and preschool children who have special needs due to a developmental delay or diagnosis are eligible to receive Early Intervention services.

## **What are Early Intervention supports and services?**

Early Intervention (EI) supports and services are provided at no cost to families. EI services may include: information on how children develop skills and abilities; education and support for the parent/caregiver, and specific developmental therapies designed for their child. Early Intervention provides ideas for how a family can help their child at home as well as in the community, and is individualized to enhance both growth and learning. If a child is attending an early care/education setting, EI teachers/therapists/specialists can assist the early childhood staff with strategies to promote the child's development. Early Intervention can also assist families in finding and linking in to a variety of community services and supports.

## **Where do children/families receive supports and services?**

Services may be provided during the child's daily activities at home or in the community, at child care centers, nursery schools, play groups, and Head Start programs.

## **Who should families contact to see if their child is eligible for Early Intervention?**

A first step for any family with a concern about their child's development is to call CONNECT Services (toll free: 1-800-692-7288) or their local EI Program. The Early Intervention program will determine if the child is eligible for Early Intervention.

## **Your local EI programs:**

Intermediate Unit 1  
Early intervention Preschool Program  
Ages 3-5

Please Call 724-938-3241 ext. 220 or 239

**Early Intervention Website Links:**

<http://www.pattan.net>  
<http://www.education.state.pa.us>  
<http://www.dpw.state.pa.us>

## **POLICIES**

The policies listed reflect the current approved versions of the policies existing at the time of printing this handbook for the school year. After which time, any changes to or additional policies that occur will supercede the policies that exist in this handbook. Please visit the Frazier School District website for online access to all district policies or by using this link below:

<https://www.boarddocs.com/pa/fraz/Board.nsf/Public#>



## **KINDERGARTEN ADMISSION POLICY #5000A (REVISED 5/22/02)**

### **PURPOSE**

The Board shall establish age requirements for the admission of kindergarten students and beginners which is consistent with statute and sound educational practice and which ensure the equitable treatment of all eligible children. All children must be residents of the Frazier School District and show proof of residency.

### **REGULAR ENTRANCE**

A child is eligible for admission to kindergarten if he/she has attained the age of five [5] years before September 1.

The principal shall require that each child who registers for entrance to school exhibit documentation as proof of age and birth date.

One of the following instruments shall serve to verify age of a child:

- 1) A legal birth certificate.
- 2) A baptism certificate indicating date of birth, together with a notarized statement from parent or guardian attesting to the accuracy of the certificate.
- 3) A certified copy of entrance into the United States, showing the date of birth of the child, along with a notarized statement from the parent or guardian.
- 4) Such other evidence as an insurance policy, or previous school record, showing date of birth of the child, along with a sworn, notarized statement from parent or guardian.
- 5) If none of the above are available, an affidavit of age, sworn by the parent or guardian, and accompanied by a certificate of age from a public health officer or a licensed practicing physician in the county.

### **EARLY ENTRANCE**

Parents of children whose birthdays fall between September 1<sup>st</sup> and October 31<sup>st</sup> of the school year may seek early entrance to kindergarten by writing a request to the Elementary School principal by June 30<sup>th</sup>. Readiness for kindergarten depends on a child's development of cognitive, social, emotional, perceptual, fine/gross motor skills, language skills, academic readiness skills and age appropriate behavior required by the Frazier School District outlined in their discipline code. Readiness also depends on the curriculum's degree of structure, the behavior of the child required by the instructional program and the expectations of what the child is expected to achieve by the end of the kindergarten program.

1. The school district will ascertain the child's readiness skills by means of a comprehensive psychological evaluation in intellectual functioning, school readiness skills and social and emotional adjustment given by a certified or licensed school psychologist. All pre-school records and previous evaluations should be made available to the psychologist before the evaluation process takes place. This information will be used in the psychological report. The parents are responsible for a fee for administering the testing instrument. The fee will be waived if the parent (s) is/are eligible for the Federal Free Lunch Program.
2. The school district strongly recommends that all children seeking early entrance to kindergarten attend our kindergarten summer readiness program. During the week program our staff will complete a kindergarten readiness checklist which will be used in conjunction with the psychological evaluation report.
3. The parents will receive a written report from the psychologist and they must give this report to the Superintendent of the Frazier School District. The Superintendent, Elementary School Principal, and the K-12 Curriculum Supervisor will ascertain the child's readiness after reviewing the psychological report which the child must score an above average composite IQ on a test of intellectual functioning and an advanced conceptual development/school readiness composite on a test of basic concepts. We will also review the Kindergarten Readiness checklist provided by our staff. The availability of space in our kindergarten classrooms will also factor in the final decision.

## **BEGINNERS**

Beginners are children entering the lowest grade of the primary school above Kindergarten level. They shall be admitted to school only during the first two (2) weeks of the annual school term except that a child who is eight (8) years of age may begin school at any time during the school year.

A beginner is eligible for admission to the lowest grade of the primary school above the Kindergarten level if he/she has attained the age of six (6) years before the first (1<sup>st</sup>) day of September. The Superintendent may, on the written request of the parent(s) and/or guardian(s), admit as a beginner a child whose chronological age is not less than five (5) years but whose mental age is seven (7) years, when so recommended by the school psychologist and approved by the Superintendent.

## **LATE ENTRANCE**

The School Code does not permit a beginning student to be enrolled in Kindergarten or grade one (1) after school has been in session for ten (10) days.

A transfer or move-in student may be accepted, providing he/she had currently been enrolled in Kindergarten or grade one (1) in another school system.

## **STUDENT RECORDS POLICY**

The following information is provided to notify you of your rights and privileges under the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the confidentiality of student educational records by limiting their disclosure. FERPA guarantees parent(s) and/or

guardian(s) or eligible students (students eighteen (18) years of age or older) certain rights which are described below.

Listed here is a summary of the comprehensive student records policy with specific areas highlighted for your information:

### **ACCESS TO POLICY**

Parent(s) and/or guardian(s) or eligible students have the right to inspect their child's or their own educational records, to receive copies of the records in most cases, and to have a school official explain the records, if requested. To inspect your child's or your records, contact the school principal.

### **CHALLENGE TO RECORDS**

Parent(s) and/or guardian(s) or eligible students have the right to request that their educational records be changed if they are inadequate, misleading or violate students' rights. They may schedule a hearing, if that request is denied.

### **DISCLOSURE**

FERPA provides that educational records cannot be released without the written consent of the parent(s) and/or guardian(s) or eligible student, except in certain specified instances.

### **DISCLOSURE OF SOCIAL SECURITY NUMBER**

Section 7; Pub. L. 93579 provides that:

1. It shall be unlawful for any federal, state or local government agency to deny to any individual any right, benefit or privilege provided by law because of such individual's refusal to disclose his social security account number.
2. The provisions of paragraph one (1) if this subsection shall not apply with respect to:
  - a. Any disclosure which is required by Federal Statute, or (b) the disclosure of a social security number to any federal, state or local agency maintaining a system of records in existence and operating before January 1, 1975, if such disclosure was required under statute or regulation adopted prior to such date to verify the identity of an individual.
  - b. Any federal, state or local government agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary by what statutory or other authority such number is solicited, and what uses will be made of it.

### **DIRECTORY INFORMATION**

Information that is labeled "Directory Information" by the school district is excluded from protection from release and can be released without parental or student consent. In the Frazier School District, directory information that is released to the public consists of student's name, address, telephone number and grade or class. If you do not want some or all of this information about your child released at any time, you may prevent its

disclosure by contacting either the high school principal, middle school principal or the elementary principal.

## **POLICY**

A more detailed explanation of your rights, the procedures to follow if you want to take advantage of these rights and the limitations of the release of records is contained in the school district's student records policy. You may obtain this information by contacting the school principal.

## **NONDISCRIMINATION POLICY**

The Frazier School District is an equal education institution and, as such, will not discriminate on the basis of race, color, national origin, sex, marital status, parental status and handicap in its employment and promotional practices or in admission, access and treatment of its various programs or activities as required by Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians and students over eighteen (18) years of age ("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 forty-five (45) days of the day the School receives a request for access.  
Parent(s) and/or guardian(s) or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The School Principal will make arrangements for access and notify the parent(s) and/or guardian(s) or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent(s) and/or guardian(s) or eligible student believes are inaccurate.  
Parent(s) and/or guardian(s) or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Principal, clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent(s) and/or guardian(s) or eligible student, the School will notify the parent(s) and/or guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s) and/or guardian(s) or eligible student when notified of the right to a hearing.



3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official 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); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s) and/or guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or 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.

(NOTE: Frazier School District will forward records, upon request, to the school district in which the student seeks to enroll.)

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the Frazier School District 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 20202-4605

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parent(s) and/or guardian(s) and students who are eighteen (18) or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one (1) or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student's parent(s) and/or guardian(s);
  2. Mental or psychological problems of the student or student's family;
  3. Sexual behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations or beliefs of the student or parent(s) and/or guardian(s); or
8. Income, other than as required by law to determine program eligibility.

Additionally, in any covered program, all instructional material, including teacher's manuals, films, tapes or other supplementary, instructional material, which will be used in connection with any survey, analysis, evaluation or part of any applicable program, shall be available for inspection by the parent(s) and/or guardian(s) of the children.

- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

Frazier School District will develop policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales, or other distribution purposes. Frazier School District will directly notify parent(s) and/or guardian(s) and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Frazier School District will also directly notify parent(s) and/or guardian(s) and eligible students, such as through U. S. Mail or email, at least annually at the start of each school year, of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parent(s) and/or guardian(s)/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U. S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-46

# **PRE-KINDERGARTEN ADMISSION**

## **PURPOSE**

The Board shall establish age requirements for the admission of pre-kindergarten students which is consistent with statute and sound educational practice and which ensure the equitable treatment of all eligible children. All children must be residents of the Frazier School District and show proof of residency. Verification of income is also required.

## **REGULAR ENTRANCE**

A child is eligible for admission to pre-kindergarten if he/she has attained the age of four (4) years old before September 1<sup>st</sup>.

The principal shall require that each child who registers for entrance to school exhibit documentation as proof of age and birth date.

One of the following instruments shall serve to verify age of a child:

- 1) A legal birth certificate.
- 2) A baptism certificate indicating date of birth, together with a notarized statement from parent or guardian attesting to the accuracy of the certificate.
- 3) A certified copy of entrance into the United States, showing the date of birth of the child, along with a notarized statement from the parent or guardian.
- 4) Such other evidence as an insurance policy, or previous school record, showing date of birth of the child, along with a sworn, notarized statement from a parent or guardian.
- 5) If none of the above are available, an affidavit of age, sworn by the parent or guardian, and accompanied by a certificate of age from a public health officer or a licensed practicing physician in the county.

To: Parents/Guardians of the Frazier Elementary School Students

From: Amanda Law – Frazier Elementary Principal

Date: Oct 1, 2021

Re: **2021/2022 Frazier Pre-K Parent Handbook Return Slip**

The Frazier Pre-K Parent Handbook contains district policies and procedures. After reviewing the material, please sign the form below and have your child return it to his/her classroom teacher by October 8, 2021. Your signature does not indicate that you agree with all aspects of the handbook or discipline code but is required to verify that you have reviewed the material and are aware of the district's policies and procedures.

Thank you for your cooperation!

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**2021/2022 Frazier Pre-K Parent Handbook Return Slip**

**Student's**

**Name:** \_\_\_\_\_

**Parent's/Guardian's**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Pre-K Teacher:** Miss Madigan