



VENTNOR ELEMENTARY SCHOOL STUDENT HANDBOOK

**VENTNOR ELEMENTARY SCHOOL
400 NORTH LAFAYETTE AVENUE
VENTNOR CITY, NEW JERSEY 08406**

Dr. Carmela Somershoe, Superintendent of Schools; Elementary School Principal
Robert Baker, Middle School Principal
Alison Ricciotti, Supervisor of Special Education

VENTNOR BOARD OF EDUCATION MEMBERS

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Dear Students:

Welcome to the Ventnor School for the 2022-2023 school year. There is a highly competent staff of teachers to educate you. They are experienced and know what is important for you to learn. If you do the following you will learn the subject matter taught in each class, achieve high grades, adjust to the new grade level, and be promoted each year:

1. Behave and follow the rules of the teachers and the school.
2. Listen attentively in class, ask questions, and participate in the discussion.
3. Write your assignments in your agenda book.
4. Complete your homework assignments neatly and legibly and submit them on the day they are due.
5. Study the subject matter each night and study for tests.

Attendance at school daily is an important part of making the school year successful. Please do your best to make sure that you attend school every day. The homerooms with the best attendance records monthly will be recognized.

Read this handbook thoroughly as it contains basic information about Ventnor Schools. The information will help you understand how the schools operate and will provide the guidelines for you to have a successful year. Remember to come to school every day and do your best!

Sincerely,
Dr. Carmela Somershoe, Superintendent; VES Principal

AFFIRMATIVE ACTION INFORMATION

In compliance with state Affirmative Action procedures, the following information can be found in both the Superintendent's Office and in the Principal's Office, 487-7900:

(a) Affirmative Action Plan, (b) Grievance Procedure, and (c) Policies of Non-Discrimination.

The Affirmative Action Officer for the district is Dr. Carmela Somershoe and the Section 504 Officer is Meghan Pazaar.

ARRIVAL AND DISMISSAL

Students who walk to school will enter the building using the main entrance when they are directed to do so. Parents of students in grades kindergarten to eight can use the side parking lot for arrival. Kindergarten through eighth grade students should be dropped off on the side of the building along the curb at 8:15 AM. Cars should pull all the way forward using the entire lane and line up in single file for the drop-off. Students should exit the car quickly. Bus students will enter the building in a safe and orderly manner using the front entrance adjacent to the bus-loading zone. Dismissal will take place at the same locations. Students are asked not to report to school earlier than the scheduled starting time and are expected to leave for home immediately following dismissal. **Students must be picked up by 3:15.** All students must follow these rules:

1. Enter the building in a safe and orderly manner and report directly to homeroom.

For safety reasons, students are not permitted to walk near the buses or in the bus-loading zone when the buses are moving.

ATTENDANCE

REGULAR SESSION

Preschool -8 8:15-3:15

Dismissal begins at 3:05.

Half Day dismissal begins at 12:05.

Two hour delayed openings- start time 10:15.

HALF-DAY SESSION

Preschool -8 8:15-12:15

All children between the ages of 6 and 17 must attend school every day that school is in session unless a child is ill. Responsibility for having children attend school solely rests with the parent/guardian. It is important for a student to attend school each day to achieve good grades and learn the subject matter taught in each class. When your child is absent, parents/guardians must call between 7:45-9:00 am:

Elementary Office 487-7900 Ext. 5210

Middle School Office 487-5850 Ext. 5250

When a child is absent:

- A. Call to report absence. When a call is not received, verification of the student's absence will be made through an automated call to the home number listed.
- B. Send to school a written note including dates of absence and reason for student records when student returns. When a student is absent for 5 or more consecutive days, he/she must have a doctor's note to be readmitted to school. Absences confirmed by a doctor's note will be listed as excused absences.
- C. Communicate with your student's teacher re: homework information.
- D. Frequent or excessive absences (not suspensions) will be reported to the Ventnor authorities by filing a notice for legal inquires of the student absences.

Students who are absent from school or on suspension are not permitted to do the following:

1. Be on school property.
2. Participate in or attend school activities.

Students who are absent for **19 or more days** are in jeopardy of not satisfactorily completing the requirements for promotion to the next grade level. Students who accumulate more than 19 absences or 19 tardies to school may not be permitted to attend the class trip, after school activities, assemblies, and other celebrations at the discretion of administration.

Please try to limit the need for early dismissal. If it is necessary, parents or guardians who request early dismissal for their son/daughter must report in person with identification at the Security Window to sign the student out of school. The security staff will call the teacher to send the student.

Elementary Perfect attendance will be celebrated with the principal at the end of the year.

Additionally, School Attendance Matters recognition will be provided through drawings for most improved and perfect quarterly attendance. To be awarded a Perfect Attendance Certificate, the student must be present the entire day for the entire school year.

CAFETERIA

All students attending the Ventnor Public School will remain in school for lunch. Students may either bring or purchase a lunch at school. ID badges are to be worn in the lunch line. If your child brings lunch to school, please label the child's name and classroom on his/her lunch bag or box. Glass bottles are not permitted. Please do not send them to school with your child.

The cafeteria is a Pay-As-You-Go facility and "charging" is a privilege offered to students who forget their meal money or lunch. Parents, please note you may put money on your student's meal account weekly, monthly or for the year. You may send cash, check (payable to VECC) or submit payment through PaySchools.com.

- A student can purchase a hot or cold meal each day for \$3.25. There will be no charge for those approved for the free/reduced meal program.
- A grab and go breakfast can be purchased for \$2.00. There will be no charge for those approved for the free/reduced meal program.
- Students will be able to purchase only milk if they so desire at \$.65 per day.
- Preschoolers can purchase milk for \$.35. There will be no charge for those approved for the free/reduced meal program.

CAFETERIA CONDUCT

Students eating lunch in school must follow the established cafeteria rules of behavior and conduct as listed below. Students not following these rules will be disciplined according to the Discipline Policy. The specific rules of conduct pertaining to all students regarding the lunch period are listed below:

1. Students are to walk in a straight, quiet line as their teachers escort them from their classroom to the cafeteria for lunch.
2. Students must have ID badges when purchasing lunch.
3. Students who wish to buy lunch will form two single lines and stay in line until they are served.
4. Students are to wait at their assigned tables until given permission to deposit their trash in the receptacles provided. No food, beverage, or utensils are to be removed from the cafeteria.

5. Each student is responsible for cleaning the area where he or she was eating. All tables must be completely cleared, and any objects removed from the floor before leaving the cafeteria.
6. Students must remain in the cafeteria, unless given a pass by a staff member. This pass must be returned.
7. Students should purchase all food the first time through the serving line.
8. Food and/or objects are not to be thrown at any time.
9. Students must observe proper eating habits (not talking with food in their mouths, eating too quickly, etc.).
10. Students are not to sit on cafeteria tables.
11. Students are to use the assigned bathrooms with permission only.
12. Poor behavior reported will warrant disciplinary action and/or lunch detention.
13. Electronic devices are not permitted in the lunchroom.
14. Students will remain seated until their teacher dismisses them. When leaving the cafeteria, students are to stay to the right and walk quietly in one line.

**Failure to adhere to the rules established to ensure a safe and orderly lunch environment will result in the student being disciplined under the School Discipline Policy.*

DISCIPLINE

Please refer to the VES Code of Conduct.

STUDENT OF THE MONTH

Students grades 1-4 will be recognized monthly to reward model behavior. Celebrations at the end of each marking period may be held with the principal for students who have earned student of the month.

CARE OF SCHOOL PROPERTY

We are proud of our school and hope you will do your best to share in this pride.

Each student is responsible for keeping their school, and the grounds surrounding it, neat and clean. Students are to leave pencils, crayons, markers, pens, or other writing implements in the classroom when they go to the lavatory. Parents and guardians of any student who damages or destroys any school property shall be liable to the Board of Education for the amount of the damage.

Students should be aware teachers and school administration may search their desk area or locker at any time deemed necessary.

DRESS CODE

In an attempt to maintain and support a thorough and efficient system of education and to avoid the disruption of the educational process; and, in an attempt to protect pupil health, safety, and welfare, students and parents are required to select appropriate attire for the school atmosphere. Inappropriate dress is that which may be disruptive to the educational process, distracts students from their work, or may be considered potentially dangerous or harmful. In most instances if students dress appropriately, they perform better in school; therefore, a distinction between school clothes and play clothes must be made. The following dress standards are designed to serve these purposes and are expected to be followed. Consequences for dress code violations can be found in the Ventnor Elementary Student Code of Conduct.

Clothing that is unacceptable and should not be worn to school include the following:

- Shirts advertising alcoholic beverages, tobacco, or those with obscene or questionable printing on them depicting violence or weapons.
- Outerwear such as coats, vests, jackets, gloves, hats, scarves, bandana headwear and sunglasses indoors.
- Hoods covering the head.
- Tank tops for girls and boys.
- Low cut tops, spaghetti straps; visible bras and/or sports bras or “see through” clothing.
- Low cut pants that expose students’ underwear.
- Pajamas.
- Ripped or torn pants with tears above the knee or no under layer worn under the torn pant.
- Any type of bathing suit.
- Shorts, skirts, or skorts must come within 4 inches above the knee.
- Beach sandals, flip flops, slides, high-heeled shoes and slippers or slipper-like shoes.
- Large or dangling earrings and/or other visible body piercings.
- Any standard of dress that is deemed inappropriate by the principal / administrator responsible.

EMERGENCY CARD AND CHANGES OF ADDRESS AND TELEPHONE NUMBER

It is imperative that student information be kept up to date in case an emergency occurs. Please be sure all contact information in your Realtime Parent Portal are current. Contact information should include all parents/guardians as well as at least 2 people authorized to pick up your student/s in the event a parent cannot be reached.

Any changes in address, phone numbers, or guardianship must be reported to the office as soon as they are known. The following documents will be required when a student has a change of address:

Homeowner: Copy of Deed or Tax Bill/Mortgage statement and utility bill

Lease/Rent: Certificate of Occupancy, utility bill and copy of new lease

FIRE/ SECURITY DRILLS

In accordance with New Jersey State Law, fire drills, lock down, security and school evacuation will be held monthly. The purpose of a fire drill is to prepare for an emergency evacuation of the building. Signs are placed in each classroom instructing students on the proper method of exit for each room.

At the sound of the alarm, students should stop working and walk in a quiet and orderly single file line to their emergency exit. If an exit is blocked, students are to retrace their steps and leave the building by the closest exit, waiting for other students to precede them out of the building. Student’s will listen for their teacher’s direction. When the return signal is given, students are to return to their classes in the same manner as above.

All other security drills will prepare students to practice for other types of school emergencies that may occur. Parents will be notified of security drills via email.

GUIDANCE SERVICES

It is the responsibility of the guidance counselor to meet the educational, personal, social, and/or vocational needs of the student. To confer with the counselor, administrator, a teacher or a peer mediator, an appointment can be made.

Elementary Counselor	Jenna DiMauro	609.487.7900 X5300	jdimauro@veccnj.org
Middle School Counselor	Chelsea Hoffman	609.487.7900 X5040	choffman@veccnj.org
Guidance Counselor	Brianne Westlake	609.487.7900 X1601	bwestlake@veccnj.org

HEALTH SERVICES

The Health Office is located in the center of the building. Our school nurse is prepared to take care of minor accidents and illnesses. The nurse is not permitted to diagnose any illness or prescribe medicine. Students who need the nurse must have a referral slip from a teacher or an aide. If the nurse is out, the student should go to the main office.

Students should immediately report any accidents to school officials. Parents will be notified of any illness or accident that requires further medical care. Parents or emergency contacts must pick up students and sign them out at the security window. No student can leave school without the permission of the nurse or principal.

The Ventnor Board of Education policy allows the administration of prescription medication to pupils during school hours only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to the pupil during school hours. The State of New Jersey has very specific guidelines for the administration of medication in school. Medications may be administered if the parent brings a doctor's prescription stating the reason or purpose of administering the medication, and possible side effect of the medication. These doctor's orders are good for one school year and must be resubmitted each year. If your child's physician orders a prescription for your child that requires administration during the school day as well as in the evening, ask the pharmacist to give you a separate container for school. This medication needs a pharmacy label with the student's name, the physician's name, and directions for administration. No over-the-counter medications are given without a doctor's prescription. The Ventnor Board of Education assumes no liability for the administration of medications. All medications must be brought to the school nurse by the parent. Medications cannot be dropped off or sent in with a student. All medications must be picked up at the end of the school year.

Students who have permission to self-medicate in school may also self-medicate on a field trip. We encourage parents of students who suffer from asthma or other potentially life threatening illnesses to accompany their child on field trips.

Tuberculosis testing is required for new students who transfer to Ventnor from outside of the U.S.A. according to the NJ Department of health guidelines.

Periodic head checks are done for head lice. Children found to have head lice are not permitted to return to school until the school nurse checks them and finds that no head lice or nits (eggs) remain. It is recommended that parents check their children for head lice on a regular basis. The school nurse must be notified if head lice or nits are found, so the rest of the class can be checked. Head lice spreads quickly.

Please notify the school nurse of any health changes your child may experience such as allergies, asthma, required daily medications, serious injuries, etc.

Children, who are ill, should not be sent to school. Please do not send children to school when they have any of the following symptoms: fever, diarrhea, sore or infected throat, nausea and vomiting, head lice (nits), untreated cold or cough, swollen or infected eyes, skin rash, tonsillitis, or contagious diseases. Keep your children home at least one full day (24 hours) after a fever or vomiting. Infections being treated with antibiotics require a child be taking the antibiotic for one full day (24 hours) before returning to school.

It is imperative that the school be notified if you change your phone number, address, workplace or workplace phone number. Supply the names, addresses, and phone numbers of two (2) people to be contacted who will assume responsibility for your child(ren) in the event that you cannot be reached and need to pick up your child from school in time of illness/injury.

Breakfast is a very important meal. Hungry children cannot concentrate on schoolwork. Please provide your child/children breakfast every day. All students are invited to participate in our school breakfast program. Please contact the school for further details on this program.

Children's clothing should be appropriate for the season and weather. Please see that your children are dressed appropriately.

HOMEWORK POLICY

When your child is absent, you should communicate with your student's teacher to obtain your child's homework assignments. The Ventnor School District believes homework is a valuable aid in helping students master new learning experiences in school. Homework is important because:

- It prepares students for upcoming class topics.
- It teaches students to work independently.
- It aids in evaluating student progress.

The following policy presents the district's guidelines concerning homework

Teacher Responsibilities:

1. Teach students how to do homework responsibly.
2. Assign homework that is pertinent to class work and provides practice.
3. Communicate among team members to determine amount of homework assigned each night.
4. Check and evaluate homework, counting it at least 10% of a student's grade during a marking period.
5. Provide motivation for students to do the homework.
6. Consistently follow the homework policy and follow the consequences listed in discipline policy to charge repeat offenders.
7. Communicate with parents when a student consistently does not return homework.
8. May provide classroom consequence for students that do not complete homework assignments.

Student Responsibilities:

1. Follow the homework policy; comply with discipline/homework contract.
2. Write assignments in homework notebook or agenda book.
3. Return homework on time and neatly completed.
4. Make-up missed homework within the time set by the teacher.
5. Inform your parents of your homework and the need of a quiet environment where you can complete it.

Parent Responsibilities:

1. Communicate with your child about homework.
2. Establish a daily time for your child to do homework and be available to assist.
3. Provide needed supplies and a quiet environment for your child to do homework.
4. Plan a homework drop spot where the child will leave all materials that need to be returned to school.
5. Encourage your child to use reference books and the library.
6. Set high standard for neatness, form, and accuracy.
7. Let your child see you selecting, reading, and enjoying books.

IDENTIFICATION CARDS

All students of the VECC must wear their identification cards on school grounds and on district buses.

INSURANCE

The Ventnor City Board of Education has purchased school insurance for all students who attend the Ventnor Elementary School during the 2022-2023 school year. This insurance will provide coverage for our students from the time they leave for school in the morning until they return home at the end of the school day. In addition, students are covered when participating in after school activities or our athletic program.

LOST AND FOUND

A lost and found department is maintained in the cafeteria. Items found, but not claimed, are discarded after a reasonable amount of time. Parents are urged to label clothing, book bags and other personal items.

LOST OR DAMAGED BOOKS

Students are held responsible for all books issued to them. All textbooks must be covered to preserve the binding of the books. Any student who loses a book, must report the loss to the teacher who issued the book. A replacement book will be issued and the student will be responsible for payment of the lost book. Students who damage or deface any school textbook(s) will also be held financially responsible for the replacement of the damaged textbook(s). Report cards will need to be picked up for students owing a financial obligation.

PARENT ORGANIZATIONS

The **Ventnor Home and School Association** is continually active in working towards achieving the objective “to bring closer relations between the home and school, so that parents and teachers may cooperate intelligently in the education of children and youth.” Proceeds from fundraisers sponsored by the H.S.A. are used to provide entertaining and educational assembly programs and trips for the students as well as other activities during the year. Trips and assemblies are subject to change. Meetings are held monthly, and parents are invited to attend.

PHYSICAL EDUCATION

No marking sneakers are to be worn on physical education days. Sneakers with extra thick soles will not be permitted. Please consult your child’s schedule for gym day. Appropriate dress must be worn on gym days (i.e., sneakers, no dresses, no jewelry, no baggy clothes). A doctor’s note must be provided when your child cannot participate in physical education class.

REPORT CARD GRADING CRITERIA

At the present time, letter grades are assigned to report cards in grades 3 and 4. Additionally, teacher comments may be included by numbers that indicate strengths and weaknesses in academics and general class behavior. The numerical-letter correlates are listed as follows:

100-93	A	Excellent	E
92-85	B	Very Good	G
84-75	C	Satisfactory	S
74-67	D	Poor	NI
66-0	F	Failing	U

In lieu of letter grades (A–F) in Kindergarten – 2nd grade, students will be evaluated using a standards-based report.

As a further communication among the school, the home, and the student with regard to the student's behavior-academic achievement, individual and/or team conferences between or among the aforementioned, are to be assigned by the school or may be solicited by the parents. In this way, we will provide a system beneficial to each student.

General conduct grades are assigned each marking period. Grades are as follow: Excellent, Satisfactory, Needs Improvement and Unsatisfactory. A grade of Unsatisfactory will keep a student off the Honor Roll. Honor Rolls for grades 3 and 4 will be posted following each report card period and will be based on the following:

“A” Honor Roll - A's in all Subject areas and “B”, “E”, or “G” in Specials or cycle classes.

“B” Honor Roll -A's & B's in all Subject areas, and “E”, “G” or “S” in Specials or cycle classes.

REPORT CARDS

Parents are requested to carefully examine their child's report card. Parents then keep the report card, sign the bottom and return the acknowledgement to school with their child.

STUDENT PROGRESS REPORT AND/OR INTERIM REPORT

Elementary progress reports will be sent on an as needed basis.

SCHOOL CLOSINGS

The school will not be responsible for pupils after emergency dismissal. Parents who are not home during school hours should make arrangements for their children in advance of such emergencies. In the event of stormy weather or other unforeseen reasons causing the closing of school, announcements will be made over radio stations **WFPG, WMID, and WOND** and **WPVI-6 on TV**.

TRANSPORTATION

Provided for students who live 2 or more walking miles from school. The Ventnor Board of Education provides bus transportation for designated areas within the district and outside the district for pupils to and from public and non-public schools eligible for busing. Students must ride in their assigned seat on their assigned bus to and from school.

Parent Responsibility:

1. Help the driver stay on schedule by making sure pupils get to their bus stops on time.
2. Do not ask the drivers to stop at places other than the regular bus stop. Drivers are not permitted to do this except by authorization from a school official.
3. Teach your children to be courteous and respectful to the bus driver.
4. Take time to review with your child the school bus rules and regulations listed below.

Rules and Regulations:

1. Leave home early enough to arrive at the bus stop on time.
2. While walking to and from the bus stop, do not use the property of others as a short cut.
3. Wait for your bus in a safe place - well off the roadway.
4. Do not damage surrounding property while waiting for the bus.
5. Do not fight or quarrel on the way to or at the bus stop.
6. Do not crowd or push when getting on or off the bus.

On the Bus:

1. Follow the instruction of your school bus driver or bus aide.
2. Go immediately to your assigned seat, fasten seat belt and remain seated until the bus stops at your destination.
3. Keep arms and other parts of your body inside the bus at all times.
4. Keep your feet, arms, and book bags out of the aisle.
5. Talk softly and always remain orderly. Do not distract the bus driver in any way.
6. Be courteous and obey the bus driver.
7. Respect the rights of others.
8. Do not throw or project any objects on the bus or out of the bus window.
9. Do not use inappropriate language.
10. Do not call out to pedestrians or motorists.
11. Be alert to traffic when leaving the bus.

Students will be permitted to only ride the bus for which they have been given a bus pass. Students are not permitted to ride any other buses. It is a privilege for student to ride school buses. Breaking the rules will result in temporary or permanent loss of this privilege. Violations of bus rules may result in bus suspensions of increasing number of days for each incident, bus privileges denied permanently or school suspension. During any suspension of bus privileges, the student is required to attend school. Transportation to and from school is to be arranged by the parent/guardian. Parents/guardians of any student who damages the bus shall be liable for the amount of damage to the payable to the Board of Education.

The Ventnor Board of Education requires all students to use seatbelts when riding the bus.

WALKING ZONES

Children who reside 2 miles or less from the VECC will be within the Walk Zone and **will not** have courtesy busing provided. Transportation will be provided to Ventnor Middle School and Ventnor Elementary School students who reside beyond two walking miles from the VECC.

Safe Walking Guides

- Choose the route with the fewest streets to cross.
- Go directly to and from school.
- Cross only at corners and cooperate with the crossing guards.
- Look both ways before crossing.
- Walk, don't run across streets--allow yourself plenty of time.
- Obey traffic signals.
- Never step into the street from between two parked cars.
- Watch for turning cars.
- Face traffic when walking on roads without sidewalks.
- Be extra alert on rainy days.

All students must cross Lafayette Avenue at Balfour and Lafayette or Lafayette and Essex Ct.

BICYCLES

All children under the age of 17 riding a bicycle, even as a passenger must wear a properly fitted and fastened bicycle helmet. This requirement applies at all times while the bicycle is being operated on any property open to the public or used by the public for pedestrian and vehicular purposes. Any student in violation of this law may have the privilege of riding the bike to school revoked.

Regulations:

- Elementary students may not ride bicycles or skateboards to or from school.
- 5th, 6th, 7th and 8th grade students may ride their bicycles to school.
- Bicycles must be locked in the appropriate bicycle racks on the West side of the school.
- Please be attentive to the designated arrival and dismissal times as adequate supervision cannot be provided for students who arrive too early, arrive late and/or stay too late.

**The school is not responsible for the repair or replacement of damaged or stolen bicycles.*

VISITORS

Once on school grounds, all school visitors will be monitored via security cameras. All visitors will be greeted at the security window located in the front of the main entrance. You will be asked for your driver's license, the name of your child, and the nature of your visit. If current regulations allow visitors, you will be given a visitor ID badge with a picture of both you and the person you are visiting. Please wear the badge when in the building and return to security upon exit.

STUDENT PICK UP

Parents/Guardians will sign out students at the Security Window. ID must be shown by any person authorized to pick up a student. Parents should update emergency contacts/pick up permissions in the in the Realtime Parent Portal.

PARENT TEACHER MEETINGS

Parents with appointments can report to security. They will contact the teacher for the meeting. These procedures will make school administration and staff aware of all visitors and continue to provide a secure environment for everyone. We sincerely appreciate your cooperation.

NOTIFICATION OF RIGHTS UNDER PPRA

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one 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.
 2. Mental or psychological problems of the student or student's family.
 3. Sex 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 student's parent; or
 8. Income, other than as required by law to determine program eligibility.
- *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 collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

•*Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party.
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.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Ventnor City School District will/has develop[ed] and adopt[ed] policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Ventnor City School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Ventnor City School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Ventnor City School District will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students 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.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202