

SCHOOL FORMS

- ACCESS TO STUDENT INFORMATION BY MILITARY OR COLLEGE RECRUITERS
- ANNUAL NOTICE FOR DISCLOSURE OF SCHOOL DIRECTORY INFORMATION
- NOTICE OF PESTICIDE APPLICATIONS
- ANNUAL NOTICE OF STUDENT EDUCATION RECORD PRIVACY
- PROTECTION OF PUPIL RIGHTS AMENDMENT - SCHEDULED ACTIVITIES AND SURVEYS
ANNUAL NOTICE TO PARENTS
- ANNUAL NOTIFICATION OF ASBESTOS MANAGEMENT PLAN

(PLEASE READ CAREFULLY BEFORE SIGNING)

**THESE FORMS ARE ALSO AVAILABLE
IN THE RHS MAIN OFFICE.**

Access to Student Information By Military or College Recruiters

SIGN AND RETURN THIS FORM IF YOU DO NOT WISH TO HAVE YOUR STUDENT'S INFORMATION RELEASED TO MILITARY RECRUITERS AND COLLEGES, UNIVERSITIES OR OTHER INSTITUTIONS OF HIGHER LEARNING UPON REQUEST.

IMPORTANT: IF THIS FORM IS NOT RETURNED TO THE MAIN OFFICE, YOUR STUDENT'S INFORMATION WILL BE RELEASED TO MILITARY RECRUITERS AND COLLEGES, UNIVERSITIES OR OTHER INSTITUTIONS OF HIGHER LEARNING.

IF YOU WISH TO SIGN THIS FORM, PLEASE RETURN IT TO THE RHS MAIN OFFICE BY SEPTEMBER 30, 2016.

This exclusion will remain in effect only for the current school year, unless revoked in writing, by the student's parent/guardian.

**Vernon Public Schools
Access to Student Information
By Military or College Recruiters**

Name of Student: _____ Date: _____

Name of Parent: _____ School: Rockville High School

Dear Parent/Guardian and Secondary Students:

Our district receives funds from the federal government under the *No Child Left Behind Act of 2001*. These funds are used in a variety of ways to provide additional help to students in greatest academic need. The law also requires that districts receiving these funds must, upon request, provide to military recruiters, colleges and universities, access to the names, addresses and telephone listings of secondary students.

It is important for you to know that a secondary school student or his/her parent or guardian may request that the student's name, address and telephone number not be released by the district *without prior written parental consent*. If you would like to make such a request, please complete the following and return it to your child's school.

***Parent or Guardian: Please complete this section and return the form to your child's school.
Use a separate form for each child.***

I am aware the district must provide access to military recruiters and colleges or universities of student names, addresses and telephone listings. I am aware the district will provide this information upon request, unless I require that such information not be given to the following groups *without prior written parental consent*:

Military Recruiters (please check one):

Do not release my secondary student's information to military recruiters at any time.

Do not release my secondary student's information to military recruiters until you have first obtained my *prior written parental consent*.

Colleges, Universities, or Institutions of Higher Learning (please check one):

Do not release my secondary student's information to colleges, universities or other institutions of higher learning at any time.

Do not release my secondary student's information to colleges, universities or institutions of higher learning until you have first obtained my *prior written parent consent*.

Parent Signature: _____ Date: _____

Adult Student Signature: _____ Date: _____

**IF YOU WISH TO SIGN THIS FORM, IT MUST BE RETURNED TO THE RHS MAIN OFFICE BY 9/30/16.
This exclusion will remain in effect for the current school year, unless revoked in writing, by the student's parent/guardian.**

Vernon Public Schools
Family Educational Rights and Privacy Act (FERPA)
Annual Notice for Disclosure of School Directory Information
High School

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the district to the contrary in accordance with district procedures.

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- a playbill or program, showing your child's role in a drama or music production
- the annual yearbook
- honor roll or other recognition lists published at school or in newspapers
- graduation programs
- sports statistics listed in programs, such as football which may include height and weight of team members.
- school or district website

Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- other schools the student is seeking to attend (transcripts, etc.)
- class ring manufacturers
- state or federal authorities auditing, evaluating programs or enforcing state or federal laws
- a court by order of a subpoena

The school district has designated the following as Directory Information:

Student name	Participation in officially recognized activities/sports	Parent's name	
Address	Photographic, computer, and/or video images		
Telephone number	Weight and height of members of athletic teams		
Grade levels	Degrees/awards received, including honor roll		

Two federal laws require school districts that receive assistance under the No Child Left Behind Act of 2001 to provide military recruiters, upon request, with three Directory Information categories - names, addresses, and telephone listings - unless parents have notified the district that they do not want their child's information disclosed without their prior written consent.

If you do not want the district to disclose Directory Information about your child without your prior written consent, you must notify the district in writing by 9/30/16. Please complete the lower portion of this form and return the entire form to your child's school if you do not want your child's directory information disclosed.

Andrew K. Rockett

Principal

Name

Title

860-870-6050, Ext. 303

Andrew.Rockett@vernonct.org

Telephone Number

Email Address

Parent: ONLY complete and return this entire form IF you DO NOT give your consent for release of School Directory Information. Use a separate form for each child and return it to their school.

I do not want my child's Directory Information disclosed and request one of the following:

- Do not release my secondary student's directory information at any time.
- Do not release my secondary student's directory information without my prior written consent.

Name of Student: _____ School: _____ Date: _____

Name of Parent/Guardian: _____ Signature of Parent/Guardian: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Email Address: _____

Annual Notice for Disclosure of School Directory Information

THIS NOTICE PROVIDES PARENTS/GUARDIANS WITH THE OPPORTUNITY TO DENY THE RELEASE OF THEIR STUDENT'S SCHOOL DIRECTORY INFORMATION WITHOUT PRIOR WRITTEN CONSENT.

IMPORTANT: BY SIGNING THIS FORM, YOUR STUDENT'S NAME, PHOTOGRAPH OR VIDEO IMAGE **WILL NOT BE INCLUDED** IN THE YEARBOOK, HONOR ROLL PUBLICATIONS, GRADUATION PROGRAMS, ATHLETIC PROGRAMS, DRAMA OR MUSIC PRODUCTION PROGRAMS, NEWSPAPER, TELEVISION, OR VIDEO WITHOUT YOUR PRIOR WRITTEN CONSENT.

* PLEASE NOTE THAT IF WE ARE UNABLE TO REACH YOU AND DO NOT RECEIVE YOUR CONSENT IN TIME TO MEET OUR PRINTING DEADLINE, YOUR STUDENT WILL NOT BE INCLUDED IN THESE PUBLICATIONS/MEDIA.

SIGN AND RETURN THIS FORM **ONLY IF YOU DO NOT CONSENT** TO THE RELEASE OF SCHOOL DIRECTORY INFORMATION. This exclusion will only remain in effect for the current school year unless revoked, in writing, by the student's parent/guardian.

IF YOU WISH TO SIGN THIS FORM, PLEASE RETURN IT TO THE RHS MAIN OFFICE BY SEPTEMBER 30, 2016.

NOTICE OF PESTICIDE APPLICATIONS

REGULAR INSPECTIONS (AND TREATMENTS, IF NECESSARY) FOR PESTS WILL BE HELD ON THE FIRST WEDNESDAY OF EACH MONTH. COPIES OF THE LABELS FOR CHEMICALS WHICH MAY BE USED ARE AVAILABLE IN THE MAIN OFFICE.

IF YOU WISH TO BE NOTIFIED OF PESTICIDE APPLICATIONS ON SCHOOL GROUNDS **(OTHER THAN THE REGULAR INSPECTIONS AND TREATMENTS AS NOTED ABOVE)**, PLEASE COMPLETE THIS FORM AND RETURN IT TO THE RHS MAIN OFFICE.

NOTICE OF PESTICIDE APPLICATION

This Notice, required by Public Act 99-165, serves to issue a statement of policy regarding the application of pesticides at schools and on school grounds. This statement is required to be made annually to all staff and parents and guardians of students enrolled in schools under the control of the Vernon Board of Education.

The Vernon Public Schools has adopted an Integrated Pest Management policy for pest control within the buildings and grounds of the Vernon Public Schools. Pesticide products may be applied by schedule for preventative or residual control of insect, weed, and/or plant disease pests. Our IPM approach focuses on eliminating conditions that are favorable to pest infestation, thereby making their survival more difficult and reducing the need for pesticide applications.

Pesticide applications will not be performed within any building or on the grounds of any school during regular school hours or during planned activities unless an emergency application is necessary to eliminate an immediate threat to human health. These areas will be secured against access as necessary for the period specified by the manufacturer and taking into account all precautions found on the pesticide product label. All applications will be made by individuals holding valid State of CT certifications.

Parents, guardians and staff who would like to receive prior notice of pesticide applications may register to receive such notice by completing the form below and returning it directly to their child's school. Registrants will be notified by mail so that notice may be received no later than twenty four hours prior to a pesticide application. Notification will include:

- The name of the active ingredient of the pesticide being applied
- The target pest
- The location of the application on the school property
- The date of the application
- The name of the school administrator or their designee who may be contacted for further information

Registrants will be notified of any emergency pesticide applications that are made to eliminate an immediate threat to human health on or before the date of the application either verbally or in writing depending on the circumstances of the emergency application.

Prior year's applications were for bees and wasps by A&A Pest Management, and poison ivy by Town of Vernon, Department of Parks and Recreation.

August, 2013

Parent/Guardian: Please complete a separate form for each student and return this form to your child's school.

NOTICE OF PESTICIDE APPLICATION

I would like to receive prior notice of pesticide application.

Name of Student _____ Name of Parent/Guardian _____

Parent/Guardian Signature _____ Date _____

Address _____ City _____ Zip _____

Home Phone Number _____ Email Address _____

IF YOU WISH TO SIGN THIS FORM, IT MUST BE RETURNED TO THE RHS MAIN OFFICE BY 9/30/16.
This exclusion will remain in effect for the current school year, unless revoked in writing, by the student's parent/guardian.

Annual Notice of Student Education Record Privacy

THIS IS AN INFORMATIVE NOTICE REGARDING RIGHTS TO EDUCATION RECORDS RELATED TO INSPECTING, REVIEWING, REMOVING, CORRECTING, AND DISCLOSING OF PERSONALLY IDENTIFIABLE STUDENT INFORMATION.

KEEP THIS NOTICE FOR YOUR INFORMATION.

Vernon Public Schools
Family Educational Rights and Privacy Act (FERPA)
Annual Notice of Student Education Record Privacy

Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

- 1) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:

Name of Staff: Kimberly Marinan Telephone: 860-870-6050, Ext. 401
Email Address: Kimberly.Marinan@vernonct.org

You will be notified of the place and time the record(s) may be available for review.

- 2) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record:

Name of Staff: Kimberly Marinan Telephone: 860-870-6050, Ext. 401
Email Address: Kimberly.Marinan@vernonct.org

- 3) To control the disclosure of their child's personally identifiable information from their education record. The school or district must, with certain exceptions, obtain parent written consent prior to the disclosure of personally identifiable information from education records. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also disclose personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be disclosed without prior consent if the categories to be disclosed are designated and parents are given the opportunity to opt out prior to disclosure.

You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirements of FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Protection of Pupil Rights Amendment – Scheduled Activities and Surveys

THIS IS AN INFORMATIVE NOTICE OF ANY CURRENTLY SCHEDULED SURVEYS AND ACTIVITIES REGARDING THE COLLECTION OF PERSONAL INFORMATION AND PROVIDES PARENTS/GUARDIANS WITH THE OPPORTUNITY TO EITHER CONSENT TO OR DENY PERMISSION FOR THEIR STUDENT TO PARTICIPATE.

(THERE ARE NO SURVEYS OR ACTIVITIES SCHEDULED AT THIS TIME.)