

School District of Haverford Township



**The mission of the School District of Haverford Township is to educate
and to inspire a community of lifelong learners.**

2018 - 2019

Elementary School Parent Handbook

Superintendent of Schools	Maureen Reusche, Ed.D.
Director of Curriculum and Instruction	Jennifer Saksa
Director of Pupil Services and Special Education	Neil Evans, Interim
Director of Food Service	Gerry Gannon
Director of Transportation	George Ramplin
Director of Learning and Assessment	Sara Christianson

Chatham Park Elementary

400 Allston Road
 Havertown, PA 19083
 610-853-5900 x1000
 Principal: Dr. Jabari Whitehead

Chestnutwold Elementary

630 Loraine St.
 Ardmore, PA 19003
 610-853-5900 x8000
 Principal: Mr. Joel DiBartolomeo

Coopertown Elementary

800 Coopertown Rd.
 Bryn Mawr, PA 19010
 610-853-5900 x3000
 Principal: Ms. Elizabeth Mastrocola

Lynnewood Elementary

1400 Lawrence Rd.
 Havertown, PA 19083
 610-853-5900 x4000
 Principal: Mrs. Jillian McGilvery

Manoa Elementary

201 South Manoa Rd.
 Havertown, PA 19083
 610-853-5900 x6500
 Principal: Dr. George Ramoundos

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SCHOOL SCHEDULE

Kindergarten:

- AM: 8:35 am – 11:25 am
- PM: 12:50 pm – 3:30 pm

Grades 1 – 5: 8:35 am – 3:30 pm

- It is very important for all children to be on time to school every day. Please note that parent supervision is required for all children prior to 8:30 am as teachers and staff will be preparing for learning and meeting together or with individual parents
- If a child arrives after 8:45 am, he or she should report to the office with a signed note from the parent or guardian indicating the reason for tardiness.
- Classroom instruction begins promptly at 8:45 am. We value every minute of the school day with our students

ATTENDANCE POLICY

The Board requires that school-aged pupils enrolled in District schools attend school regularly in accordance with state laws. The educational program offered by the District is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation. [Please refer to School Board Policy 204 for more information.](#)

Attendance and Lateness

The Pennsylvania Department of Education has established that the compulsory school age for a non-working student is until the age of seventeen or graduation from high school. It is mandatory for all children of compulsory school age, (8-17) having a legal residence in Pennsylvania, to attend school.

The School Board considers the following conditions to constitute reasonable cause for absence from school: illness, danger to health from serious exposure, quarantine, recovery from an accident, death of a family member, medical or dentist appointment when necessary, authorized school activities, pre-approved educational travel (limit to 5 days per year), pre-approved college visits (limit to 2 days per year), pre-approved religious instruction (limit to 36 hours per year), and observance of the student's religion.

For a complete list of conditions that constitute a cause for absence from school please review the [administrative regulations here](#).

Unexcused Absences

When a child has three unexcused absences they will be considered truant. A First Warning of Truancy letter will be sent to the parents to make them aware that their child has been truant and also to serve as a warning that, if the truancy continues, the School District may refer the case to District Court in Havertown. If a student accumulates additional unexcused absences then an Attendance Improvement Conference must be held. Once a child has accumulated six or more unexcused absences they are considered habitually truant and are subject to state truancy regulations and penalties.

Parents and students can be referred to the District Judge via a Citation for Truancy.

Absence Notes

If you are not using SafeArrival, upon the student's return from absence a note explaining the reason for the absence should be presented to their advisory or homeroom teacher. If a note from a parent is not received within 3 school days of the absence, the absence will remain unexcused.

All illness related absences beyond ten cumulative days require an excuse from a physician.

Daily Attendance expectations for Elementary School:

Kindergarten:

- AM: 8:35 am – 11:25 am
- PM: 12:50 pm – 3:30 pm

Grades 1 – 5: 8:35 am – 3:30 pm

- It is very important for all children to be on time to school every day. Please note that parent supervision is required for all children prior to 8:35 am as teachers and staff will be preparing for learning and meeting together or with individual parents
- If a child arrives after 8:45 am, he or she should report to the office with a signed note from the parent or guardian indicating the reason for tardiness.
- Classroom instruction begins promptly at 8:45 am. We value every minute of the school day with our students.

What Can Parents Do

Parents can encourage good attendance in school by establishing daily routines; going to bed on time and getting up on time, removing stimulating or distracting items from the child's bedroom: cell phone, TV, computers and video games.

Listen to your child. What is preventing your child from attending consistently?

If your child is reporting an ongoing physical concern, a physical examination with your child's physician may be helpful in understanding what may be interfering with your child's attendance.

Parents can seek help and advice through professional counselors in the community.

Parents can contact the child's teachers in school and monitor their child's progress at school on Power School via the internet.

Parents are encouraged to ask for consultations with School Counselors and Home and School Visitors. These supportive professionals can meet with you and your child and help you and your child and help you create an action plan to eliminate truancy.

Court Hearings

The District Judge will assign a time and date for the truancy hearing. The student and their parents or legal guardian must attend. A representative of the school district will also attend.

At that time, the judge will review the case and decide how to proceed. Penalties for truancy vary, but can include community service, fines, referrals to other services and time served in jail. Students attending truancy court must come to school before and after their court hearing.

SAFE ARRIVAL

With SafeArrival, parents have two powerful ways to communicate about a child's attendance: notify the school in advance about an upcoming absence, or rapidly respond to excuse an absence after the fact. Step by step instructions on utilizing SafeArrival can be found on all school websites and [District's Attendance website](#).

- Parents received login information via School Messenger.
- Can be used as an application on a smartphone or through the SafeArrival website.
- We will still accept paper notes.
- This app will be used for attendance only. Late arrivals and early dismissals will follow the established building procedures.

DISMISSAL CHANGES

A student who needs to leave school early for a legitimate reason must bring a written note from a parent or guardian to the classroom teacher before the time of dismissal. The reason and time for the early dismissal should be stated clearly. ***Please have photo identification ready to present when picking up your child/ren***

- ❖ Students are never permitted to wait outside the school building to be picked up by a parent or guardian. Upon arrival back to school, parents must sign children in at the office.

A "non-parent/guardian" cannot take a student from school without a written note from the parent or guardian.

The School District of Haverford Township
 Curriculum Office
2018-2019 ELEMENTARY DATES

Back to School Nights

Chatham Park: 9/13 & 17 6:30-8:30	Lynnewood: 9/13 6:30-8:30
Chestnutwold: 9/13 6:30-8:30	Manoa: 9/13 & 17 6:30-8:30
Coopertown: 9/12 6:30-8:30	HMS: 9/24 6:00-8:00 9/25 & 26 6:30-8:30
HHS: 9/27 & 1/28 6:30-8:30	

	<u>First</u>	<u>Second</u>	<u>Third</u>
End of Trimesters	November 21	February 22	June 7
Report Card Grades Due	December 4	March 5	June 14
Report Cards Issued	December 7	March 8	June 14
Parent Conferences	November 19-21	March 13-15	

2018 PSSA Testing Window

ELA: April 24-26
 Math: April 29 & 30
 Science: May 2 & 3
 Make Ups: May 1- May 3

ONLINE Kindergarten Registration:

Preregistration: February 4 7:00 PM
 Registration (Kindergarten): February 19-22
 Registration (Grades 1-5): Year Round

Elementary Instructional Day – Buildings open at 8:35 AM

Grades 1-5 8:45 AM-3:30 PM
 AM Kindergarten 8:45 AM-11:25 AM
 PM Kindergarten 12:50 PM-3:30 PM

Act 80 & Parent Conference Days – 11:50 AM dismissal for grades 1-5. Refer to the chart for K Act 80 Days

<u>Date</u>	<u>Day</u>	<u>Dismissal</u>	<u>Kindergarten in Session</u>
October 31	Wednesday	11:30	AM in Session
November 19**	Monday	11:50	PM in Session
November 20**	Tuesday	11:30	AM in Session
November 21**	Wednesday	11:50	PM in Session
January 18	Friday	11:30	AM in Session
February 15	Friday	11:50	PM in Session
March 13**	Wednesday	11:30	AM in Session
March 14**	Thursday	11:50	PM in Session
March 15**	Friday	11:30	AM in Session
May 31	Friday	11:50	PM in Session
June 13*	Thursday	*Last day for kindergarten classes	

2018-19 CALENDAR

2018-2019 SCHOOL DISTRICT OF HAVERFORD TOWNSHIP

JULY 2018							AUGUST 2018							SEPTEMBER 2018							
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	
1	2	3	4	5	6	7				1	2	3	4							1	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29	
														30							
							Teacher 3/3							Teacher 17/20							
							Student 0							Student 17/17							
OCTOBER 2018							NOVEMBER 2018							DECEMBER 2018							
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	
	1	2	3	4	5	6					1	2	3							1	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	
														30	31						
Teacher 23/43							Teacher 20/63							Teacher 15/78							
Student 23/40							Student 19/59							Student 15/74							
JANUARY 2019							FEBRUARY 2019							MARCH 2019							
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	
		1	2	3	4	5						1	2							1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	
														31							
Teacher 21/99							Teacher 19/118							Teacher 21/139							
Student 21/95							Student 19/114							Student 21/135							
APRIL 2019							MAY 2019							JUNE 2019							
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	
	1	2	3	4	5	6				1	2	3	4							1	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	
														30							
Teacher 19/158							Teacher 22/180							Teacher 12/192							
Student 18/153							Student 21/174							Student 10/184							
FIRST STUDENT DAY: September 4, 2018							Facilities closed at end of school day or all day														
Total Student Days: 184							Early Dismissal - Teacher In-Service														
Total Teacher Days: 192							Early Dismissal - Parent Conferences Elementary & Middle School														
No School for Teachers and Students							New Teacher Orientation														
Schools and Offices Closed							Graduation - June 6, 2019														
Teacher In-Service							Early Dismissal - High School only														
							Last day for kindergarten: June 13th							Last student day Gr. 1-12: June 14th							

Board Approved (Rev): 8/2/18

July 4	4 th of July Holiday (schools & offices closed)
Aug. 27 Aug. 28,29,30	New Teacher Orientation Teacher In-Service Days
Sept. 3 Sept. 4 Sept. 9 Sept. 18 Sept. 10 & 19	Labor Day Holiday (schools & offices closed) First day for students All facilities closed All facilities closed at end of school day Schools & offices closed
Oct. 31	In-service (early dismissal for all students)
Nov. 6 Nov. 19, 20, 21	Teacher In-service Day (no school for students) Middle School parent conferences (early dismissal for middle school students)
Nov. 19, 20, 21	Elementary School parent conferences (early dismissal for elementary school students)
Nov. 22, 23	Thanksgiving Holiday (schools & offices closed)
Dec. 21-Jan. 1	Winter break begins at close of school on December 21, 2018 (teachers & students)
Dec. 24,25,31 & Jan. 1	Winter Holidays (Offices closed)
Jan. 2 Jan. 18 Jan. 21 Jan. 23, 24, 25	Schools reopen In-service (early dismissal for all students) Dr. Martin Luther King Holiday (schools & offices closed) Curriculum development & training/finals and make-up exams (early dismissal for all high school students)
Jan. 28	Second Semester Begins
Feb. 15 Feb. 18	Teacher In-Service Day (early dismissal for all students) Presidents' Day Holiday (schools & offices closed)
March 13,14,15 March 13,14,15	Middle School parent conferences (early dismissal for middle school students) Elementary Schools parent conferences (early dismissal for elementary students)
April 17-19 April 19 April 22 April 23	Spring vacation begins at close of school on April 16, 2019 (teachers & students) Schools & offices closed Teacher In-Service Day (no school for students) Schools reopen

May 21**	Teacher In-service Day (no school for students) (Flex)
May 27	Memorial Day Holiday (schools & offices closed)
May 31	In-Service Day (early dismissal for all students)
June 3, 4	12 th grade student finals (tentative)
June 6	High School Graduation (tentative)
June 12,13	HS finals-early dismissal for high school students)
June 13	Last day for kindergarten students
June 14	Last day for students – early dismissal
June 17,18	Teacher In-service Days

** Primary election

Official local school district holidays:

November 22, 2018	February 18, 2019
December 25, 2018	April 19, 2019
January 21, 2019	

ACCEPTABLE USE POLICY

The Board of School Directors supports use of computers, Internet, and other network resources in the District’s instructional and operational programs in order to facilitate learning, teaching, and daily operations. [Please refer to School Board Policy 815 for more information and forms.](#)

BULLYING AND HAZING

If there is a concern regarding bullying and hazing please notify the Principal and Guidance counselor ASAP.

The Board of School Directors strives to provide a safe, positive learning climate for students in the schools; therefore, it shall be the policy of the district to maintain an educational environment in which harassment and/or bullying in any form is not tolerated. More information can be found on our [Pupil Services website here.](#)

The PA Human Relations Commission (PHRC) promotes equal opportunity for all and enforces Pennsylvania's civil rights laws that protect people from unlawful discrimination. As Pennsylvania's civil rights leader, it is our vision that all people in Pennsylvania will live, work, and learn free from unlawful discrimination. www.phrc.pa.gov

CODE OF CONDUCT

One of the major goals of the school district is the development of a learning environment which will help provide our students with the opportunity to receive the maximum benefit of the educational program. A major part of any successful school is the degree to which the students accept their responsibility to demonstrate the type of behavior that permits a healthy learning climate. Inappropriate behavior not only prevents a student from contributing to the educational process, it also affects other students' ability to learn. The School Board of Directors adopted a policy to ensure the safety and well being of all students and staff. You can view the policy [Student Discipline here](#).

COORDINATED SCHOOL HEALTH

The School District of Haverford Township provides a program of Coordinated School Health Services that are organized and developed in accordance with the school laws and regulations of the Commonwealth of Pennsylvania.

The primary purpose of School Health Services is to provide health care and services so that each student can achieve his/her maximum level of wellness. Optimal health is essential so that each student can utilize the education opportunities fully.

The school nurse is an integral part of the professional team dedicated to aiding students in developing their full potential in health and education. The professional school nurse provides expertise in matters of health, providing education, counseling, and nursing care to the school community.

[Please visit the website for all health information and forms.](#)

DRESS CODE

Students are expected to arrive at school dressed in a comfortable manner appropriate for elementary school. Clothing should not distract or disrupt the normal activities for the day. [Please refer to School Board Policy 221 for more information.](#)

The following clothing is prohibited:

- ❖ Clothing that is offensive (ex. items with controversial print and/or derogatory language and/or lewd or violent graphics)
- ❖ Clothing that is disruptive to the school environment and/or to the learning of other students
- ❖ Clothing that allows any undergarment to be seen
- ❖ Shoes with wheels

Please be mindful of appropriate dress:

- ❖ Flip-flops are not safe for our students who run during recess
- ❖ Our students go outside for recess daily
 - Temperature below (about) 32 degrees – inside

- Driving rain – inside
- Snow – inside
- Temperature above (about) 95 degrees and very humid - inside

ELECTRONIC DEVICES

Items such as cell phones, iPods, iPads, Apple/Smart watches/Gizmo Gadget, DVD players, MP3 players, radios, tape recorders, and other electronic devices, etc. should remain at home.

Students shall be solely responsible for the safekeeping of any electronic device brought to school and each student who brings an electronic device to school or to a school function or activity shall assume the risk of loss, theft, damage or other injury to the electronic device.

EMERGENCY INFORMATION CARDS

The emergency card should be completed at the beginning of each school year and returned to school as soon as possible. Please complete all sections. Families must indicate the names and phone numbers of trusted adults who can be contacted in your absence. If the contact names or numbers change during the school year, please be sure to notify the office.

EMERGENCY SCHOOL CLOSINGS

If weather conditions cause a delayed opening, interruption or cancellation of school, the closing will be announced using many sources. An automated phone call will be delivered to the primary phone number you provide the school district, as well as an email and text message. Additionally, the district website (www.haverford.k12.pa.us) and Twitter are resources for the most up to date news. It is strongly recommended that you plan in advance for the possibility of an early dismissal. Please ensure that your child is aware of your family's contingency plan and provide the plan in writing to your child's teacher.

FOOD SERVICES

The School District of Haverford Township recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. [Please refer to School Board Policy 246 for more information.](#)

The Elementary **meal price is \$2.70**

A complete meal consists of five components.

1. Protein (Meat/Meat Alternate)
2. Bread/Grain

3. Vegetable (fresh, cooked)
4. Fruit (fresh, canned, juice)
5. Milk (nonfat flavored or unflavored)

Using Offer Versus Serve (OVS), your student has the option of selecting **a minimum of 3 of these 5 components to meet the minimum requirements for a complete lunch**. We encourage all students to take all 5 components for a well-balanced meal.

A Fruit or Veggie must be one of your student's selection in making a complete meal!

Please visit the [Food Services Department webpage for information](#) regarding:

Elementary Menus and Nutritional Information

[Free and Reduced Meals Application](#)

[Safe Foods List with the new SMART Snack requirements](#)

[Price lists and menus for breakfast, snacks and a la carte menu items](#)

What is School Cafe (previously ParentOnline)? It is a secure, online system that allows parents to view cafeteria menus and nutrition and manage your child's cafeteria account. [School Cafe at www.schoolcafe.com](http://www.schoolcafe.com)

HOMEWORK

Homework is considered to be an integral part of the educational program. Homework activities contribute to learning when they are well-planned and assigned with a valid educational objective in mind. Among the objectives of home study are: (a) stimulation of initiative, independence, responsibility, and self-direction; (b) development of permanent leisure interests in learning; (c) enrichment of school experience; and (d) reinforcement of school learning by further practice and application. [Please refer to School Board Policy 130 for more information.](#)

TRANSPORTATION

Students who live in Haverford Township will now have an easy and efficient way to find important information regarding bus transportation. Parents and guardians can simply log onto the district's website and use Bus Routes - [WebQuery](#).

Bus Policies for every bus rider:

- ❖ The bus driver is in full charge of the bus and riders at all times. Students are as responsible to the driver while riding the bus as they are responsible to their teachers while in school.
- ❖ It is dangerous for students to move about while the bus is in motion. Students must remain seated at all times.
- ❖ Any distraction of the driver's attention jeopardizes the safety of every student on the bus. Therefore, while en route, students shall only converse with the driver when necessary.

- ❖ Students should always be ready at their bus stops at least five minutes before the bus is scheduled to arrive. Changing weather and road conditions make it impossible for school buses to arrive at exactly the same time every morning.
- ❖ Students are responsible for keeping the bus clean. They should do their part in keeping the floor and seats free of trash, and the upholstery and interior finish of the bus in the same excellent condition.
- ❖ While awaiting bus arrival, students must remain on the sidewalk, never waiting in the street.
- ❖ The rear door of the bus is for emergency use only.
- ❖ At all times, students must keep their extremities inside the bus, never extending them outside of the bus windows.
- ❖ When students must cross a roadway to be picked-up by a bus, the bus driver-after carefully looking for approaching vehicles- will signal to students when it is safe to cross, when all traffic has stopped. **STUDENTS MUST WAIT UNTIL THE DRIVER SIGNALS BEFORE CROSSING THE ROADWAY.**
- ❖ At all discharge (drop-off) points where it is necessary for students to cross a roadway, the bus driver will allow them to cross in the front of the bus while the red flashing lights are in operation and traffic is stopped. When all students have safely crossed the roadway, the lights will be turned off.
- ❖ Students must adhere to the all school discipline policies while riding the bus. Infractions may result in suspension from the bus.
- ❖ Students must not engage in any activity which may cause damage to the bus. Students damaging, vandalizing or defacing a school bus will be held responsible for restoration and face consequences according to the school discipline code.
- ❖ All students must obey any directions given by the bus driver pertaining to the operations and safety of the bus or the conduct of the students.

More Transportation information can be found on our website:

<https://www.haverford.k12.pa.us/Page/220>

TWITTER

At the School District of Haverford Township we are always tweeting! We can be found on Twitter at <https://twitter.com/haverfordsd> or by viewing our Tweets on the website. Each of our school can also be found on Twitter.

VISITORS / RAPTOR SYSTEM

The School District of Haverford Township has implemented the the Raptor Visitor Management System to protect students, faculty, and staff. The Raptor Visitor Management System allows us to track visitors, contractors, and volunteers in our buildings at all times.

Upon entering a district building, visitors will be asked to present a valid state-issued ID, which will be scanned into the system. Each and every visitor is instantly screened against

the registered sex offender databases in all fifty states. It is important to note that the Raptor Visitor Management System only scans the visitor's name, date of birth and photo for comparison with a national database of registered sex offenders. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit.

Additional visitor data from the driver's license is not gathered nor is the system connected to any other system such as the Department of Motor Vehicles.

A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. In the event that a person does not have identification, he/she can still be given access to the building, but will be escorted by a school staff member.

If you are interested in learning more about the Raptor visitor management system, please visit the Raptor Technologies website (www.raptortech.com). If you have any questions for the district personnel, please contact Neil Evans, Interim Director of Pupil Services at 610-853-5900 x 7236.

The safety of our students is our highest priority and the Raptor Visitor Management System ensures that accurate and reliable records are kept for every visitor that enters our schools. Therefore, all visitors to the school must be scanned into the system and obtain a visitor badge. Thank you, in advance, for your understanding and support of enhancing school safety protocols in our district.

Our system has been updated for the 2018-2019 school year. In the near future, current volunteers will receive notification to complete a volunteer form, they will NOT need to provide new clearances.

VOLUNTEER POLICY

We welcome school volunteers in our school. If you wish to volunteer for any district-sanctioned activity, you must have up to date clearances approved by the district in advance, per state law. Volunteer information can be found on our district home pages under the Parent heading. [Here is a link to the district page.](#)

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 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 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and 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 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 as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent 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.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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 20202-8520

FERPA also requires that the School District of Haverford Township (“the District”) with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

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

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

If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing on or before September 11, 2018 at:

School District of Haverford Township
c/o Neil Evans, Director of Pupil Services and Special Education
50 East Eagle Road
Havertown, PA 19083

The following information is designated as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received

Date of birth

Major field of study

Dates of attendance

Grade level

The most recent educational agency or institution attended