PARENT/STUDENT HANDBOOK 2026-2027

Norcrest Elementary School

"Home of the Terrific Tigers"

Mrs. Vanessa Schnur, Principal
Mrs. Christina Murphy, Assistant Principal

Norcrest Elementary School
3951 N.E. 16th Avenue
Pompano Beach, Florida 33064
754-322-7250

WELCOME

*Our **VISION:** To educate today's students to succeed in tomorrow's world.*

*Our **MISSION:** At Norcrest Elementary EVERY student counts, EVERY moment matters!*

Our three (3) **GOALS** are High-Quality Instruction, Continuous Improvement, and Effective Communication.

We, the staff of Norcrest Elementary, believe in a program designed to meet the needs of all students. This program provides experiences that will assist the students in assuming the role of a creative, responsible, productive, and democratic citizen.

The total program emphasizes mastery of academics, critical and creative thinking skills, and enrichment opportunities in all areas. These activities focus upon the development of an awareness of self in an atmosphere conducive to the growth of personal values and standards.

The staff further believes the above can best be achieved through the highest level of staff competency in the use of current innovations, techniques, teaching materials and learning activities.

The educational program of Norcrest Elementary places primary emphasis upon continuous interaction between the school, home, business, and community. An atmosphere of mutual understanding, respect and cooperation must exist among our school staff, community members, business affiliates and student body in order to attain an innovative and effective program.

Together we can make Norcrest Elementary a model for our community and, more importantly, a place where the "sky is the limit" regarding the individual potential of all students to become happy, ambitious, and productive citizens.

This handbook provides guidelines for you to become an active participant at Norcrest Elementary. Please read this information carefully. When students and their families are involved in school, students achieve their highest potential.

General Policies

Arrival and Dismissal

Arrival

School begins **promptly** at 8:00 A.M. **Students should not arrive before 7:50 A.M unless they eat breakfast at school. Students eating breakfast may arrive at 7:15 A.M. Remember, there is no supervision for students (unless they eat breakfast) until 7:50 A.M.** Upon arriving late, after 8:00 A.M., students must report to the front office where they will be given a tardy pass to be admitted to class. Except in cases of a late bus, students will be marked tardy after **8:10 A.M**.

Dismissal

ALL children are dismissed at 2:00 P.M. Students must be picked up by an adult over the age of 18 years old. No child is permitted to leave the school at any time prior to the regular dismissal time unless he/she is signed out in the front office. **Students will not be called to the office for early dismissal after 1:30 P.M**. Only persons listed on the registration form or the Emergency Contact Card will be permitted to sign out a child. Parents are required to report to the office before visiting classrooms or any other school area.

At dismissal bus riders are to report to their designated bus area at the 2:00 PM bell. No child is permitted to leave the school at any time prior to the regular dismissal time unless he/she is signed out in the front office. **Students will NOT be called to the office for early dismissal after 1:30 P.M.**

Kindergarten through 5th Grade- who are **car riders** at dismissal will be seated according to grade level at designated areas in the cafeteria on the WEST side of the school. Parents **MUST** wait in the car line. Names of children and their grade levels should be placed in the windshield of the passenger side of the car. Car tags will be issued the first week of school.

Preschool and Autism Cluster students- who are **car riders** at dismissal will be seated according to grade level at designated areas on the SOUTH side of the school. Parents **MUST** wait in the car line. Names of children and their grade levels should be placed in the windshield of the passenger side of the car. Car tags will be issued the first week of school.

There is no supervision for students after 2:00 P.M. It is of extreme importance that children are picked up on time every day.

To ensure the success of your children, it is important they arrive on time and remain in school until the end of the school day.

After Care/School Hours

After School Care is held from 2:00 P.M. to 6:00 P.M. and will be provided by Norcrest ES Aftercare program on our school campus. **The regular school hours are from 8:00 A.M. to 2:00 P.M.** No children will be called for early dismissal after 1:30 P.M. as this is very disruptive to closing activities.

Behavior

Norcrest Elementary abides by and enforces the Broward County Student Code of Conduct. Each parent and student will have access to view the Student Code of Conduct online at www.browardschools.com/codeofconduct. Parents are urged to read and discuss the Code with their child. Following this, parents and students are required to sign the acknowledgement pages of the booklet and return the signed pages to the classroom teacher.

Norcrest Elementary follows the School Board of Broward County Discipline Matrix, which will be consistent for all students. We base our expectations for the discipline of our Norcrest students on the principles of caring, respect for others, cooperation, mutual trust, and commitment to learning. The emphasis will be based on the principles of character education and on the fact that teachers have the right to be able to teach and students have the right to receive an education in a safe and secure environment.

Broward Truancy Intervention Program

According to School Board Policy 5.5, "All students are expected to attend school every day of the180-day school year. Parents of children of compulsory school age are responsible for their child's school attendance. Since poor academic performance is associated with nonattendance, schools will respond in a timely manner to prevent the development of patterns of nonattendance. Schools will collaborate with appropriate local and state agencies that are involved in truancy prevention, intervention and judicial action."

Norcrest Elementary will adhere to the above School Board Policy and will take action for unexcused absences as outlined below. Absences may be excused for the following reasons:

Illness
Illness of immediate family member
Death in the family
Religious holidays
Required court appearances
Special Events – Permission must be granted by the principal at least 5 days ahead of time.
Scheduled doctor appointment
Suspensions
Students have or are suspected of having a communicable disease. Students are allowed a maximum of 5 excused days absence for an infestation of head lice.

In order for an absence to be excused, parents must phone the front office within 48 hours or written documentation must be brought to school upon the child's return.

The following steps will be taken in the case of excessive unexcused absences:

5 Unexcused Absences – The child's student number will be released to the State Attorney's office who will then send a subpoena to the school for release of student records. A certified letter will be sent to parents. Upon written notification excusing absences, the process will be stopped, and records will not be released.

10 Unexcused Absences – A mandatory meeting will be scheduled with the Cadre Director and the State Attorney's office.

Bus Transportation

Broward County Schools provides transportation for students who live two or more miles from school. However, when riding the bus, certain rules must be observed to ensure the health and safety of everyone. The bus driver will give each student a written copy of school bus regulations. Please read them carefully.

Students are to arrive at their bus stops at the time indicated on any information mailed home or FOCUS by the transportation department. The bus driver will not allow any student on the bus that does not have a bus route for that particular bus on file with the driver.

In the event that the bus is late, students shall remain at the stop until the bus arrives. Leaving the bus stop could result in an unexcused absence from school. Students should stand at the bus stop and not intrude on private property adjacent to the bus stop.

Riding the bus is a privilege that can be withdrawn at any time for disruptive or unsatisfactory conduct. All students being transported are under the authority of the bus driver and must obey his/her requests. In the interest of safety, a student will be reported to an administrator for continued and/or willful disobedience of safety regulations. Continual reports of bus misconduct will result in suspension from riding the bus.

Bus students who endanger the safety of the occupants by causing a disturbance or distracting the driver will be referred to an administrator for disciplinary action. Bus students will be held responsible for complying with the printed rules and regulations issued by the driver. Infractions of these rules may lead to disciplinary action and suspension from riding the bus. Food and drinks may not be consumed on the bus. Students are not allowed to enter or leave the bus at any stop other than their assigned stop. Students are to ride only the bus to which they have been assigned; students may not ride a different bus to go home with a friend.

***Please note, if a student's mode of transportation is to be changed from bus to car on a particular day, notification MUST be sent to the front office. If notification is not received, the student WILL be put on the bus as usual.**

Cafeteria

Hot breakfast is provided before school from **7:15 A.M. – 7:50 A.M**. Norcrest Elementary is a CEP school and ALL students will receive breakfast and lunch for free this school year. It is recommended that parents complete a Free and Reduced Meal Application (available online www.applyforlunch.com). To be served breakfast, children must be in line before 7:50 AM.

Fast food, sodas, and glass bottles may not be brought into the cafeteria. If parents would like to bring lunch for their own children and eat with them, they may do so with 48-hour notification to the child's teacher and front office. Parents will be allowed to eat with their child at a designated area closest to the cafeteria.

The costs for meals are as follows:

Breakfast FREE (for ALL students)
Lunch FREE (for ALL students)

Clinic/Medication

Students who become ill or injured during the school day may be excused to visit the clinic. Except in cases of *extreme emergency,* a student must obtain a pass from his/her teacher before reporting to the clinic. The care for illness or accident is first aid *only* as law prohibits personnel from dispensing medications. If a medical prescription is on file, medication may be administered. School Board policy expressly states that school personnel cannot administer or dispense medication unless all proper forms from the health department and doctor are completed and on file at the school. These forms must be updated annually. All medication must be in an original prescription bottle and will be kept in a locked medicine cabinet. It is important that all students on medication have the prescribed dosage available daily. Parents are reminded to plan ahead so medication can be consistent for the welfare and academic growth of their child. Under no circumstances will a child be permitted to carry medicine in school. This includes aspirin, cough drops and other over the counter or prescription drugs.

Communicable Diseases

Students having a communicable disease or infestation such as, but not limited to, pediculosis, impetigo, chicken pox, scabies, ringworm, lice etc. shall not be allowed to attend school as per School Board Policy. A child must have a doctor's note showing the child is free of any infestation or communicable disease before returning to school.

Dismissal Areas

Car Riders - CELL PHONES SHOULD NOT BE USED WHILE DRIVING ON CAMPUS
It is essential that all parents heed the school traffic rules when bringing or picking up children at school. Your cooperation and assistance is expected in implementing a safe flow of traffic. The safety of our children is our primary concern. **Drive as far forward as possible**. Please make sure your child is ready for a quick exit from the vehicle when stopped at the drop-off line. *This is not the time to sign homework, put shoes on or fill up the backpack.*
Children are not permitted to load/unload from the left-hand lane. For safety reasons, children must exit the car from the passenger side. **All cars must display a parent pick up card from the rear-view mirror at dismissal**. If there are several people who pick your child up, please request additional cards.

The left-hand lane allows for a continuous flow of traffic. There is no parking, no stopping, and no standing in this lane or the right-hand lane.

Aftercare students report directly to their designated location at the 2:00 pm dismissal time.

Bicycles, etc: Fenced area is provided for students to park their bicycles during school hours. All bicycles are to be parked in the racks provided. We suggest that students record their bicycle serial numbers and safeguard them with a lock. The school assumes no responsibility for bicycles.

Students are expected to walk their bicycles on the school grounds. It is both unlawful and dangerous for two or more children to ride on one bicycle. When traveling to and from school, students must obey all traffic regulations. Students who do not practice safe riding habits will be asked not to ride their bicycles to school. Bicycle helmets must be worn, by law, as of January 1, 1997 (Bike Helmet Florida Law Section 316.2065, F.S.). Helmets should be labeled with the name of the student. Rollerblades and Hoverboards are prohibited on School District property. The school assumes no responsibility for these items.

Buses: Students may ride the bus to which they are assigned. They must follow all school district bus rules. Students may **not** ride another bus to go home and visit a friend. Upon arrival to school, students are to report directly to the cafeteria or their classroom. There is no drop-off of students by private car allowed in the bus loop area.

Walkers: Walkers are expected to use the sidewalk and designated pedestrian crossing areas. The main car entrance is not a pedestrian crossing.

Dress Code
Norcrest Elementary follows the School Board of Broward Counties Student Dress Code indicated in the Student Code of Conduct. No ripped jeans, miniskirts, leggings/yoga pants, Spaghetti strap tank tops, flip flops/shoes with no backs are allowed. A belt is optional, but shorts and pants worn below the hips are prohibited. Please refer to the Student Code of Conduct for appropriate dress code.

The PTA sells Norcrest Elementary School Spirit shirts. They are available all year long.

Early Release Days
The School Board of Broward County offers its personnel opportunities to learn, grow and share by releasing students at **12:00 P.M.** on the same day periodically throughout the school year. Please refer to the school calendar for exact dates.

Emergency Dismissal

Emergency dismissal forms must be completed and kept current. It is imperative that the school is able to contact parents in the event of sudden illness or accident. Early closing of schools due to extreme emergencies is left up to the Superintendent. In the event of an emergency dismissal, each child needs to know the proper procedure(s) they are to follow. Parents should inform their child about what to do in the event of an emergency dismissal, i.e., where he/she is to go or where you or the designated person will meet him/her.

Exceptional Student Education (ESE) and English Language Learners (ELL)

Exceptional Student Education programs are offered for students who qualify. These programs are monitored closely, assuring the best education for all our students.

Programs are provided for students who are English Language Learners (ELL). Students receive intensive instruction in all academic areas including English Language Arts, Math and the Sciences while maintaining cultural awareness.

Other special programs and groups are provided through our School Counselor, Instructional Coaches, ESOL Coordinator, School Psychologist and School Social Worker. Norcrest Elementary offers specialized assistance to students through Speech and Language, Gifted and other Varying Exceptionalities classes.

Contact our School Counselor or Exceptional Student Education (ESE) Specialist for further information.

Family Trips and Appointments

Absence for family trips or special events will not be excused except in cases of extreme emergencies. Requests must be made in writing from parents to the principal at least two weeks before the requested date.

Field Trips

Students attending field trips must have the approval of their teachers and administration. Field trips are taken to enrich the academic program. Parents must submit written permission on the approved county form by the deadline dates in order for their children to participate in field trips. Permission given by phone is not acceptable. Forms will be provided for each trip and must be completed in full. Children not attending Norcrest Elementary may not participate in or attend field trips even if accompanied by parents.

Grading Scale

Grades K-2

"1" Has mastered the skill(s) independently
"2" Is learning the skill(s) with assistance
"3" Area of Concern

Grades 3-5

"A"	Outstanding Progress	90-100
"B"	Above Average Progress	80-89
"C"	Average Progress	70-79
"D"	Lowest Acceptable Progress	60-69
"F"	Failing	Below 60

Homework

Policy 6306 of the Broward County School Board states that homework shall be meaningful, quality work and is required at all grade levels. Student and parent responsibilities are as follows:

Students shall:

- Understand that homework is part of the course requirements
- Make certain the homework assignments are understood before leaving class
- Complete and submit homework assignments by the due date
- Complete all assignments honestly in accordance with the teacher's directions

Parents shall:

- Support the school and teachers by providing a suitable environment for homework
- Remind students that homework is their responsibility
- Guide or assist in homework when unusual difficulties arise but never do the homework for their child
- Monitor television/technology/activities so that sufficient time is provided for homework
- Communicate with teachers as needed

Awards

- **Principal's Honor Roll**: The student must earn an A in all academic areas plus a 1 in all the areas mentioned above. The other social growth/study skill areas must have at least a 2, **but no 3s**. These students who have an excess of 4 combined tardies or absences, must be *EXCUSED*.
- **A/B Honor Roll**: The student must earn an A or B in all academic areas plus a 1 in all the areas mentioned above. The other social growth/study skill areas must have at least a 2, **but no 3s**. These students who have an excess of 4 combined tardies or absences, must be *EXCUSED*.
- **Perfect Attendance**: Students must not be absent or have 2 or more tardies.
- **Bringing up Grades (B.U.G):** This award is to acknowledge a student for bringing grades up. In order for a student to receive this award, they must go up in grade but MUST NOT go down in any grades.

IDs Badges

All students will be provided with a student ID. If the student loses their ID, it will be replaced 3 times for no charge. There will be a $5 fee if the student needs a fourth replacement.

All parents/guardians need proper identification when signing out students. Parents will also need identification when they attend school events i.e., Conferences, Award Ceremonies.

Innovation Zone

The schools that make up the Deerfield Beach High zone are Norcrest Elementary, Cresthaven Elementary, Deerfield Beach Elementary, Deerfield Park Elementary, Park Ridge Elementary, Deerfield Beach Middle School, and Deerfield Beach High School. We encourage parents to participate in our any zone events.

Interim Reports/Report Cards

Interim reports are accessible through the FOCUS portal quarterly approximately halfway into the respective quarter for children who need improvement in any area. Interim reports indicate progress to date. Grades on Interim Reports are not necessarily the final grades; they are a communication tool to keep parents informed of the child's progress thus far. Report cards are issued every nine weeks and are available through the FOCUS portal. Please review these documents carefully.

Lice

Head lice continues to be of epidemic proportions nation-wide. Parents should remain aware of this problem and check each child in the household regularly. The school conducts head lice checks periodically and is required by Board Policy to send home students detected with nits or active head lice.

Children must be checked through the office and cleared before returning to class. Teachers are instructed to readmit these children once a clearance slip is issued from the office. Parents are required to accompany their child through the clearance process. Families in need of assistance should be sure to carefully read the materials sent home regarding head lice and follow procedures. Children will receive excused absences for up to five days for an infestation of lice.

Lost and Found

Lost and found is maintained in the front office and cafeteria. Students who find articles which have been lost or misplaced, are urged to turn them in at once. All students who lose articles are encouraged to check in the office to see if the item has been turned in. Please label articles of clothing to ensure their return to the proper owner.

Media Center

Reading is a priority in our school. Every student is given an opportunity to use the library in conjunction with classroom work and to read for pleasure. Students are encouraged to check out books for home reading.

No fines are charged for overdue library books. However, students are expected to return all books and library materials by their due date. If a book or other library material is lost or damaged, the student will be responsible for paying the replacement cost. The amount owed will be recorded as a financial obligation on the student's account.

Messages

Personal calls and messages to students cannot be accepted through school phones. Students will not be called to the phone as messages interrupt instructional time and cannot be delivered *except* in cases of a family emergency. Please try to make appointments, bus plans, etc. before your child leaves for school. If you would like to speak to your child's teacher or another staff member, parents can leave a message with the front office or on the teacher's voicemail. Calls will be returned promptly.

Parent Advisory/Parent Teacher Organization

Parents and administrators work together in a cooperative effort to improve the school and its programs. Members of the School Advisory Forum (SAF) and PTA/PTO's have worked diligently and their continued support is vital to our success. The group welcomes parent suggestions and parents are encouraged to become members. PTA/PTO is a group of parents who work to support our children by sponsoring fundraisers and by recruiting volunteers to help in various areas of the school. There are multitudes of opportunities to become involved. Notices/Newsletters will be sent home regarding the dates of the parent meetings.

Parent Conferences

Teachers are required to have at least two parent conferences with each family during the school year. Interim reports, report cards and test results often raise questions in parents' minds. It is important that parents communicate with the school personnel whenever they feel there is a problem or when they feel a problem is developing. Please stay in close contact with teachers. Parents should feel free to call and make an appointment to schedule a conference. Teachers are not available for conferences with parents during class time. Conferences should be scheduled before or after school.

Personal Property
Any personal property brought to school, including bicycles, pencils, money, cell phones etc., is the responsibility of the owner. The school cannot assume responsibility for the care of personal property. Objects, which may cause an injury or disruption, have no place in school and **must** be left at home. It is not acceptable to have toys of any kind in school including but not limited to Yugio Cards, toy guns, electronic games, etc. If a weapon or toy resembling a weapon is brought to school, a suspension or expulsion will result.

Program
Norcrest Elementary provides a strong academic program, which stresses the basics of English Language Arts, Mathematics, and Science. Extensive instruction is also provided in the areas of Social Studies, Health, and Computer Literacy. Specialized programs such as PreK Special programs, Autism Cluster Special program, Media, Music and Physical Education enhance the curriculum.

School Advisory Council/School Advisory Forum
School Advisory Council (SAC) consists of school personnel, parents, and community members. Voting SAC members are selected to sit on the committee by their respective groups, however, all parents are invited to attend the meetings. Meetings are held monthly and in conjunction with School Advisory Forum two times a year. SAC has input into the writing and implementation of the School Improvement Plan consisting of objectives, student activities, staff and parent training and the use of funds given to the school for the purpose of achieving goals and objectives.

School Board Policy on Mood-Altering Substances/Drugs, Alcohol and Steroids
Students may not sell alcoholic beverages or any drug, including but not limited to marijuana, other mood-altering substances, or steroids. Consequences include mandatory suspension and expulsion. Students may not possess or use any drug or transmit any drug or alcohol.

School Colors and Mascot
The school colors are teal, black, white and orange. The mascot is a tiger.

School Facilities
All Norcrest Elementary students have an obligation to treat the facilities with the proper respect. All students are requested to join with the staff in an earnest effort of cooperation to meet this standard of pride and spirit.

School Parties
Two celebrations per year have been authorized. Student birthday parties cannot take place during instructional time. Parents must notify teachers, who **then need to notify the front office in advance** if they would like to bring in birthday treats (i.e., cupcakes, cake) **to be given out at *lunchtime or designated time by teacher***. According to School Board Policy, any food brought into school for mass distribution **MUST BE** store bought. Parents are not able to go to the classroom to pass out cupcakes or cake.

*No goodie bags or balloons will be allowed to be brought or distributed to children.

School Safety

Norcrest Elementary will follow all district and state guidelines regarding school safety. The school will also conduct monthly safety drills.

Evacuation drills are held at regular intervals as required by law. These drills are very important safety precautions. Students will be guided by staff, along the route that is used to clear the building. Students will also be instructed on the appropriate behavior to use during a drill.

Tornado drills are also conducted during the school year. Students will move to their assigned areas in the building according to their teachers' instructions and wait for further directions.

Lockdown drills are held as a precaution in case of a possible intruder. Students and teachers are instructed to remain in classrooms and to keep all doors locked. During these drills, no one will be admitted into the school or be allowed to leave the campus.

All students will be provided with a student ID. All parents need proper identification when signing out students. Parents will also need identification when they attend school events i.e., Conferences, Award Ceremonies.

Smoking

Smoking is prohibited anywhere on school grounds. We ask you to extinguish cigarettes before arriving on school grounds as we are a Tobacco Free Environment.

Student Information

It is most important for your child's well being and safety that you notify the office and teacher immediately of any change of telephone number, address, or people to whom a child may be released.

Tardiness

Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Children should be in school by **8:00 A.M**. Excessive tardiness will result in the school initiating appropriate intervention and consequences as provided by School Board policies. Tardies will accumulate and can add to a pattern of nonattendance**. If your child will be tardy, an adult must accompany the child to school and sign them in with the office.** All doctor appointments should be made outside school hours if possible.

Telephone Numbers

Office	754-322-7250
FAX	754-322-7290
ATTENDANCE	754-322-7252
After Care	754-322-7250
North Area Transportation	754-321-4050

Threats

The threat assessment team will conduct a threat assessment for any student that makes a threat against someone or threatens to harm himself/herself. This assessment is done to determine whether or not further interventions are needed. Parents will be required to meet with members of the threat assessment team. Depending on the severity of the threat, students can be suspended. The school will use the District's Discipline Matrix to determine the consequences.

Visitors

We, at Norcrest Elementary, are committed to providing a safe learning environment for our students. ALL visitors on campus must have an ID. Visitors *must* enter the school only through the main office where they will sign in and get a visitor badge. Under no circumstances should parents enter the campus and go directly to the classroom or other areas of the school. If you would like to visit your child's classroom, you may make these arrangements with the classroom teacher at least 24 hours in advance. Items needing to be delivered to the classroom should be brought to the front office. **ALL VISITORS WILL BE GIVEN A BADGE TO AUTHORIZE THEIR ENTRANCE ON TO THE CAMPUS.** Please assist us in enforcing these policies. The safety of our children is our utmost concern.

Weapons Possession

The School Board of Broward County and Norcrest Elementary have adopted a Zero Tolerance Policy regarding weapons possession. Consequences include mandatory suspension and possible expulsion. Items that might be construed as being a weapon, including toys, may not be brought on school grounds.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act became a Federal law in November of 1974 and was further revised in 1975 and 1976. The intent of this law is to protect the accuracy and privacy of student educational records. Without the prior consent of the parents or eligible students (over 18 years of age), only parents of such students and authorized individuals having legitimate educational interests will have access to a student's educational records. Parents also have the right to exercise the waiver of access of certain confidential letters or statements.

Parents may request an appointment to inspect and review their child's records if the student is under 18. The appointment may be made in person or by telephoning the school at 954 390-0790. The school shall comply with the request within a reasonable period of time, but in no case more than thirty days after the request has been made. When reviewing the records, parents also have the right to an explanation and interpretation of the records and the right to obtain copies of the records. A small charge may be made for the copies of the records but never more than ten cents per page per copy. Upon review of the records, if parents have reason to believe any of the information contained therein is inaccurate, misleading, or inappropriate, they have the right to challenge the information and make recommendations for changes. If school personnel agree with the recommendations, the necessary steps will be taken to amend or to correct the information contained in the records. If agreement is not reached, a hearing will be scheduled. This hearing will provide parents with an opportunity to present their views and to give reasons for challenging the records. Parents may bring with them to the hearing, at their own expense, any individual who may be of assistance. Following the hearing, should there be failure to reach an agreement, parents have the right to appeal the decision to the appropriate Area Superintendent. In the event that the appeal fails at either of these levels of the hearing procedure, parents have the right to have entered into the student records a statement of the issue as they see it.

If the matter has not been resolved and if parents believe that this school system or this individual school has not complied with the law, parents have the further right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Health and Human Services, Washington, DC, 20201. Parents may read and/or obtain at this school a copy of the official School Board of Broward County Policy 5100 concerning School Education Records.

The right pertaining to access and challenge described herein are transferred to the student upon the attainment of his/her eighteenth birthday or admission to an institution of post-secondary education.