

MISSISSINEWA COMMUNITY SCHOOL CORPORATION

BUILDING A TRADITION OF EXCELLENCE

Kindergarten, 1st Grade



Serving Young Minds

WESTVIEW ELEMENTARY SCHOOL
STUDENT HANDBOOK

2019-2020

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Regulatory Compliance

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.). Inquiries regarding compliance by Mississinewa School Corporation with Title IX, Section 504, and other civil rights laws may be directed to:

Assistant Superintendent (Mrs. Lezlie Winter) Mississinewa School Corporation 424 East South "A" Street, Gas City, IN 46933 765.674.8528 Adopted April 17, 2007

Specific language of all policy is accessible online at <http://www.olemiss.k12.in.us>

Civil Rights Nondiscrimination Grievance Procedure

This nondiscrimination grievance procedure applies to civil rights regulatory TITLE VI (race, color, national origin including limited English proficiency), TITLE IX (sex/gender), SECTION 504 of the REHABILITATION ACT OF 1973 (handicapping conditions), and the Americans With Disabilities Act.

Interested parties include school corporation officers, employees, students, and patrons. The nondiscrimination procedure applies to acts or omissions relating to protected rights based upon age, race, color, sex, handicapping condition, and national origin including limited English proficiency.

Civil rights regulations require the identification and notification of employees, students, and patrons of the corporation's Civil Rights Coordinator(s). The coordinators for Mississinewa Schools are as follows:

- 1) The building principal or designee serves as the compliance coordinator for allegations of building level violations affecting students, employees, or building patrons.
- 2) The superintendent or designee serves as the compliance coordinator for violations at the corporate level such as policy or practice.

Mississinewa Schools Nondiscrimination Policy is as follows:

Mississinewa Schools supports the principle that all persons are entitled to equal employment opportunity without regard to race, religion, color, marital status, national origin, sex, age, disability, or limited English proficiency. No person is excluded from participating, denied the benefits of, or otherwise subject to unlawful discrimination on such basis under any educational program or student activity.

If you believe that you have experienced discrimination or been denied participation in any program or activity, contact your building principal, or unit head, who acts as Compliance Officer. He or she has a copy of the student grievance procedure, which explains your right to file a complaint, and how that complaint is filed and investigated.

The compliance officer for TITLE IX, Section 504, The Americans With Disabilities Act, and TITLE VI is Mrs. Lezlie Winter, Assistant Superintendent, 765.674.8528. The offices are located at the Fredrick W. Hengstler Administration Building, 424 East South "A" Street, Gas City, IN 46933.

Civil Rights Nondiscrimination Grievance Procedure:

A. Level One

- 1) The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described above (building level or corporate level). The complaint shall stipulate the specific act or omission, the date the same, and parties involved.
- 2) The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
- 3) The compliance coordinator shall render a decision within fourteen (14) days of the receipt of the written complaint. The decision shall be in writing to the complainant.
- 4) The complainant shall have seven (7) calendar days to react to the decision before becomes final. If the complainant disagrees with the decision of the compliance officer, a level two procedure shall be initiated.

B. Level Two

- 1) The compliance coordinator shall submit the statement of written disagreement and all related information to the superintendent within three (3) calendar days of receipt.
- 2) The superintendent shall review all materials and schedule a meeting within seven (7) calendar days of receipt of the statement of written disagreement and all related information. The participants shall be the complainant, the compliance coordinator, and the superintendent. Other witnesses may be called with mutual prior notice of three (3) calendar days.

- 3) The superintendent shall make a decision within seven (7) calendar days of the final meeting of parties. The decision shall be final.

NOTE: By mutual agreement, circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties. If the alleged violation, interpretation, or application is of a corporate nature such as a written rule, regulation, or policy, then Level Two is initiated immediately.

Mission of Mississinewa Community School Corporation

The mission of the Mississinewa Community School Corporation is to provide an appropriate educational program and learning environment, which will effectively meet the educational needs of its students and citizens.

Welcome to Mississinewa Community Schools

Westview Elementary School

709 West 6th Street
Jonesboro, IN 46938
Phone: 765.677.4437
Fax: 765.677.4449

Northview Elementary School

725 East North "H" Street
Gas City, IN 46933
Phone: 765.677.4400
Fax: 765.677.4733

R.J. Baskett Middle School

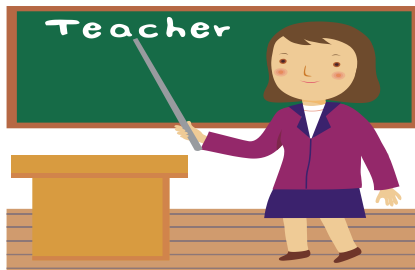
125 North Broadway Street
Gas City, IN 46933
Phone: 765.674.8536
Fax: 765.677.4452

Mississinewa High School

#1 Indian Trail
Gas City, IN 46933
Phone: 765.674.2248
Fax: 765.677.4424

Fredrick W. Hengstler Administration Building

424 East South A Street
Gas City, IN 46933
Phone: 765.674.8528
765.674.8529



Section I: General Operating Procedures

SCHOOL DAY

Student Attendance Hours:

Full-Day Preschool (4 years only): Monday-Friday 8:45 AM-3:15 PM

Half-Day Preschool (3 years and Special Needs): Monday-Friday 8:45-11:30 AM;
12:30-3:15 PM

Kindergarten: Monday-Friday 8:45 AM-3:25 PM

First Grade: Monday-Friday 8:45 AM-3:25 PM

Drop-Off and Pick-Up Procedures:

In the morning, all kindergarten and first grade students who are transported by a private vehicle will enter the school building only through Door #1, located in the WEST parking lot and Door # 8 (located in the EAST parking lot) for preschool students. Doors will be unlocked at 8:15 AM for students to enter. School personnel will assist in getting children out of vehicles if so desired. Parents who desire to walk their children to the door **MUST** park in a parking space and then walk their children to the door. Parents/guardians of all preschoolers **MUST** walk their children into the building and sign in.

At dismissal, students will be released at 3:25 PM (3:15 PM for preschoolers). Kindergarten and 1st grade students who are picked up by private vehicle will be released to the WEST parking lot. Teachers will escort their students to varied doors on the WEST side of the building. Parents and caretakers who want to walk their children **MUST** park in a parking space and then meet the teacher at the assigned door. **Students will never be allowed to cross the parking lot without parent or caretaker walking them hand-in-hand.** Parents and caretakers who want to wait in their vehicles must form a single line on the edge of the parking lot. **Do not get out of the vehicle** as there will be school personnel directing traffic and placing students in vehicles. Parents/guardians of all preschoolers **MUST** sign their children out and escort them out of the building.

Please do not double park as this will cause congestion of traffic flow and create unsafe conditions for children.

DELAYS AND CLOSINGS

Delays and closings will be announced through varied radio, Internet, and television media. Parents and guardians may also enroll in Blackboard Connect to receive various corporation-related announcements by phone. Blackboard Connect enrollment forms are available both within the registration packet and at Westview Elementary School. Upon a two-hour delay, school will begin at 10:45 AM.

ENROLLING IN THE SCHOOL

A student may enroll if living with parent(s) or legal guardians and if s/he is residing within the Mississinewa Community School District. Non-resident students may be enrolled if they complete and submit a Non-Resident application and if they meet the non-resident enrollment criteria as determined within the Board Policy. Registration packets and Non-Resident applications are available at Westview Elementary School or may be downloaded from the corporation website. Parents/guardians enrolling their child must provide the following:

- A birth certificate
- Immunization records
- Proof of residency
- Court papers allocating parental rights and responsibilities or custody (if applicable)

SCHEDULING AND CLASSROOM ASSIGNMENT

Upon registering, each child will be given a pre-screening assessment to determine basic skills. School administration will then assign each student. Any questions or concerns should be directed to the building principal.



BREAKFAST & LUNCH

- Breakfast and Lunch are served every day school is in session.
- Breakfast and lunch accounts may be paid via cash, check, or credit card. Accounts may be paid in the office, over the phone (credit card only), or given to the teacher.
- Please make checks payable to *Mississinewa Lunch Fund*.
- Prices are subject to change for the 19/20 School Year.

Current Student Prices

Breakfast	\$1.50	Lunch	\$2.30
Reduced Breakfast	\$.30	Reduced Lunch	\$.40

Section II: Medications

policy

BOARD OF SCHOOL TRUSTEES
MISSISSINEWA COMMUNITY SCHOOL CORPORATION

STUDENTS
5330/page 1 and 2

USE OF MEDICATION

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours.

For purpose of this policy, “medication” shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

The total responsibility for dispensing or administering any medication or treatment shall rest solely with the parent(s) and their child. Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child’s physician accompanied by the written authorization of the parent. This document shall be kept on file in the office of the principal.

Medication to be administered during the school day must be brought to the office of the school nurse. Medication will be accepted by the school nurse only. No other school personnel will be allowed to accept medication from the student’s parent.

Only medication in its original prescription bottle, labeled with the date of prescription, student’s name, and exact dosage will be administered and only in the presence of another adult. Parents, or students authorized in writing by the physician and parents, may administer medication or treatment but only in the presence of another adult.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication, identified as aforementioned, stored in the principal’s office and administered in accord with this policy.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

I.C. 20-33-8-12
I.C. 20-34-3-18
I.C. 34-30-12
511 I.A.C. 7-21-8

Revised 8/13/07

ALLERGIES

Northview Elementary School	Ph: (765) 677-4400	Fax: (765) 677-4733
RJ Baskett Middle School	Ph: (765) 674-8536	Fax: (765) 677-4452
Westview Elementary School	Ph: (765) 677-4437	Fax: (765) 677-4449
Mississinewa High School	Ph: (765) 674-2248	Fax: (765) 677-4424

Mississinewa Community Schools has adopted a new procedure for the treatment of anaphylaxis. Anaphylaxis is a severe allergic reaction that can be life threatening. It must be treated immediately and the drug of choice is epinephrine.

20-25% of epinephrine administration in schools involves children and youth whose allergy was **UNKNOWN** at the time of the episode. Mississinewa Community Schools, under the direction of Dr. John Kennedy, has developed a specific procedure in the treatment of anaphylaxis due to an **undiagnosed/unknown** allergy.

What does this mean to you/your student?

If your child presented to the clinic with signs and symptoms of a severe allergic reaction and Registered Nurse, through careful assessment of the student, deems the student is experiencing a life threatening situation, emergency epinephrine would be administered and EMS would be activated.

What if you do **not want** this life saving medication administered?

If you **DO NOT** want the epinephrine administered by the Registered Nurse, you must put in writing, to your school nurse, your name and the name of your student and a note explaining that you **DO NOT** want the life-saving medication, epinephrine, administered to your child.

Please contact your school nurse or building administrator if you have any questions regarding this information.

Mississinewa Community Schools
Health Services

Medical Information Sheet

Student Name: _____ Grade: _____

Parent/Guardian: _____

Address: _____

Home Phone: _____
Cell Phone: _____
Work Phone: _____

Contact in Case of Emergency

1st Contact:

Name: _____
Relationship: _____
Phone #: _____

2nd Contact:

Name: _____
Relationship: _____
Phone #: _____

MEDICAL INFORMATION

Medical Diagnosis/Condition(s):

Medications – Dosage & Time Given:

Medications to be administered at school*:

*All medications given at school require a Medication Administration Form signed by parent/guardian

Side effects to watch for: _____

Allergies: _____

Physician Name: _____ Phone: _____

****If none of the above can be contacted and you wish the school to act in what is believed to be the best interest of your child, sign below.**

Date: _____ Signature of Parent/Guardian: _____

MISSISSINEWA COMMUNITY SCHOOLS

HEALTH SERVICES

CHIRP RELEASE FORM

Northview Elementary ~ Ph: (765) 677-4400 Fax: (765) 677-4733
RJ Baskett Middle School ~ Ph: (765) 674-8536 Fax: (765) 677-4452
Westview Elementary ~ Ph:(765) 677-4437 Fax: (765) 677-4449
Mississinewa High School ~ Ph: (765) 674-2248 Fax: (765) 677-4424

I, _____, give Mississinewa Community Schools permission to
(Parent/Guardian Name)
release the following information concerning my child _____ to the Indiana State
Department of Health's **Children and Hoosier Immunization Registry Program (CHIRP)**.

The following information to be released: name, immunization data and other information such as date of birth
or other identifying information as applicable.

I understand that the information in the registry may be used to verify that my child has received proper
immunizations and to inform me or my child of my child's immunization status or that any immunization is due
according to recommended immunization schedules.

I understand that my child's information will be available to the immunization data registry of another state, a
health provider or provider's designee, a local health department, and elementary or secondary school, a child
care center, the office of Medicaid policy and planning or a contractor of the office of Medicaid policy and
planning, a licensed child placing agency, and a college or university. I also understand that other entities may
be added to this list through amendment to IC 16-38-5-3. I hereby consent to the release of such information.

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

Address

() _____
Phone Number

Child's Name

Date of Birth

School

Grade

IMMUNIZATIONS

2018-2019 School Year
Indiana State Department of Health (ISDH)
School Immunization Requirements
Updated: March 2014

3 to 5 years old

3 Hep B (Hepatitis B)
4 DTaP (Diphtheria, Tetanus & Pertussis)
3 Polio (Inactivated Polio)
1 MMR (Measles, Mumps & Rubella)
1 Varicella

Kindergarten

3 Hep B	2 MMR
5 DtaP 2	Varicella
4 Polio	2 Hep A

Grades 1 to 5

3 Hep B	2 MMR
5 DtaP	2 Varicella
4 Polio	

Grades 6 to 10

3 Hep B	2 Varicella
5 DtaP	1 Tdap (Tetanus & Pertussis)
4 Polio	1 MCV4 (Meningococcal)
2 MMR	

Grades 11 to 12

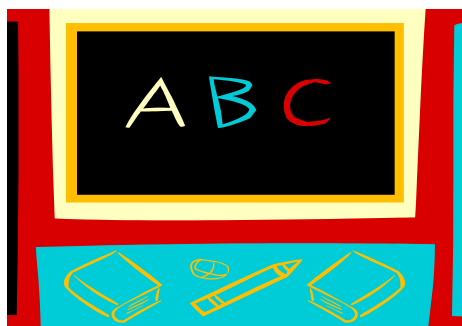
3 Hep B	2 Varicella
5 DtaP	1 Tdap
4 Polio	2 MCV 4
2 MMR	

Your child should have all required immunizations *before* attending school. Please provide the nurse with the complete record *by the first day of school*. Indiana Code 20-34-4 sets forth all immunization requirements for Indiana schools.

Your child must be immunized to attend school.

Plan ahead and make an appointment with your child's doctor for a physical exam and updated shots before the beginning of school.

For information regarding the Grant County Health Department's immunization clinic hours and procedures, please call 765-662-0377 Ext. 112



Section III: Attendance and Discipline

ATTENDANCE AND TARDY POLICY

Students are expected to be at school and on time unless special circumstances exist like doctor visit, illness, and funerals.

The parent/guardian should call the office on the day of the student's absence from school.

The school policy for absences allowed without a doctor's statement is ten annually. A Doctor's statement does not count as an absence on the policy. Six tardies will be the equivalent of an absence from school on the attendance policy.

When a student exceeds six days, a letter(s) of notification will be sent home for succeeding absences. Once a student reaches ten absences (without a doctor statement) a parent conference will be required. If the absence problem continues after the parent contact, then the Grant County truant office will be contacted.

Good student attendance is necessary for school success and achievement. The school and home need to communicate about all issues in a timely manner, which can facilitate the student's success at school.

Whenever you have any questions, please feel free to contact our office.

STUDENT EXPECTATIONS

These rules are for the primary safety of the students and to improve the operation of our school. The following rules are in addition to the Teacher's classroom requirements.

1. Students will walk in a quiet and orderly manner (no running).
2. Students will be quiet in the halls during school hours and keep their hands, feet and any objects off the walls.
3. Recess – When the recess period is over, the students are to line up outside the building and get quiet. Upon entering the building, students are to remain quiet until they are in their classroom.
4. Restrooms – It is everyone's responsibility in our school to maintain clean restrooms.
5. Cafeteria – Cleanliness is important. Make sure napkins are thrown in the proper containers. Please keep the noise down and do not cause disruption.
6. Students should not bring toys to school unless designated by the teacher or school (like show & tell).
7. Playground Activities – Unnecessary roughness is forbidden. Do not engage in any dangerous play or activity. Also, remain in the designated recess area unless given permission by the teacher. The teachers on duty are in complete charge. Follow their instructions.
8. No fighting, name calling, or inappropriate language. Students should always keep their hands and feet off of other students.
9. No candy or gum chewing allowed on school grounds during regular school hours.
10. Student dress and hygiene should be safe and should not detract from a positive school environment. Students are not allowed to wear flip-flops, sandals, or any open toed shoes to school. This is a safety issue. Any students that arrive at school with this type of footwear will be sent to the office to call home for shoes.
11. Students will not use or be in possession of skateboards, roller blades, or roller skates at school.
12. Students are not to have electronic devices such as iPods or electronic games during school. NO knives or weapons of any kind are allowed at school.
13. At arrival and dismissal of school, students need to stay on the sidewalks at all times until they are in their vehicle, bus, or off school property.
14. Respect the feelings and the property of the school and others at all times.

MISSISSINEWA COMMUNITY SCHOOLS

STUDENT DISCIPLINE POLICY

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this Corporation to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that:

- A. Conform to reasonable standards of socially acceptable behavior;
- B. Respect the person and property of others;
- C. Preserve the degree of order necessary to the educational program in which they are engaged;
- D. Respect the rights of others;
- E. Obey constituted authority and respond to those who hold that authority.

Data regarding disciplinary action(s) may be entered on a student's record when such notation can be used to assist counselors. All such information shall be removed from the student's permanent record before he/she leaves this Corporation.

The Superintendent shall promulgate administrative guidelines for student conduct, which carry out the purposes of this policy.

A Student who has been disorderly on a school vehicle may be excluded from transportation services in accordance with board policies on transportation.

A building administrator shall have the authority to assign discipline to students, subject to Corporation administrative guidelines and the student's due process right to notice, hearing, and appeal.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained. No student shall be refused transportation services until the parent has been notified. Notification to the parent is the responsibility of Corporation personnel and should be made prior to the departure of school buses. If a parent cannot be contacted, the child should be detained on another day.

IC 20-8.1-5-1 et seq.

DRESS AND GROOMING

It is expected students will be clean in their person and their apparel.

SPECIFICALLY:

1. Hats and overcoats are not to be worn to class.
2. All items of clothing will be worn in an appropriate and modest manner.
3. Clothing must be clean and free of holes that create inappropriate exposure.
4. No clothes or accessories promoting controlled substances will be considered acceptable.
5. Clothing with pictures, symbols or lettering which suggest satanic, vulgar, obscene or sexual innuendo is expressly prohibited.
6. Students must be fully dressed including footwear.
7. Personal hygiene and cleanliness of person and hair are required.

The above “Dress and Grooming” guidelines apply to members of extra-curricular activities when representing the school community at a public event. The principal of each building is designated as the arbiter of student dress and grooming in their building. The principal is empowered to ask a student to take immediate corrective action if in violation of guidelines.

RULES FOR PUPILS WHO RIDE THE BUS

School bus drivers are to have control of all school children conveyed between the homes of the children and the school building and return. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his charge, and shall use every care for the safety of the children under his charge. School bus drivers shall assure that all pupil passengers observe the following regulations:

- a. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.
- b. No pupils shall stand or move from place to place during the trip.
- c. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
- d. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or body in any other objectionable manner.
- e. No windows or doors will be opened or closed except by permission of the bus driver.
- f. No pupils shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
- g. The child should be waiting at his boarding station when the school bus arrives. In case of an emergency causing late arrival by the pupil at his station, the school bus driver will be required to wait no longer than three minutes after the scheduled time for arrival at the pupil station. If the school bus driver is already three minutes late, he need not wait at all.
- h. Upon recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to any pupil who refuses to conduct himself or herself in a gentlemanly or lady-like manner on the bus.

The above rules were established by the School Bus Safety Committee as provided by Chapter 260, Indiana Acts of 1965. It is the responsibility of every school bus driver to participate in an educational safety movement by posting this card in his vehicle.

Superintendent, Indiana State Police

Section IV: Building Procedures and Safeguards

THE PLEDGE OF ALLEGIANCE

As stated by IC 20-30-5-0.5, the governing body of each school corporation shall provide a daily opportunity for students of the school corporation to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

- (1) the student chooses to not participate; or
- (2) the student's parent chooses to have the student not participate.

A daily moment of silence is also to be established as stated in IC 20-30-5-4.5.

FIRE, SEVERE WEATHER, AND SAFETY DRILLS

Westview Elementary School complies with all fire, tornado/severe weather, and safety drills. These drills will be conducted throughout the school year as is mandated. Specific instructions regarding students' evacuation and placement procedures are provided to each teacher.

- 1) Fire Drills: A fire drill will be conducted each month. Upon a fire drill, teachers and school personnel will lead students out of the building promptly and orderly. Students must exit the building quietly, walking to the designated waiting area. School personnel may re-enter the building upon specific instructions to do so.
- 2) Severe Weather Drills: Upon a severe weather drill, teachers and school personnel will lead students to the designated area, which are located within the inner structures of the building.
- 3) Security Drills:
 - a. Code Red – Classroom and exterior doors locked, lights out, students moved to one secure area within the classroom.
 - b. Code Yellow – All students are to re-enter building (if outside) and then all exterior doors are to be locked. Teachers and students will resume normal classroom instruction.
 - c. Code Green – The building will be evacuated promptly and orderly, meeting in designated areas outside the building.

Section V: Visitors/Volunteers

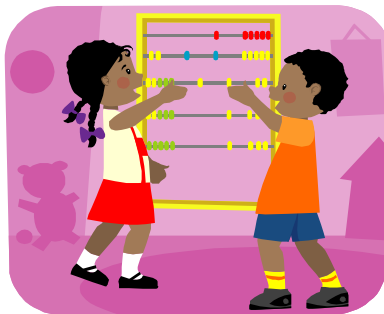
We appreciate your interest in visiting and/or volunteering for Westview Elementary School! Please consider the following when visiting the building:

1. Set a good example for behavior and attitude for all the students. Comply with school and classroom rules in a positive manner.
2. Be friendly and mannerly during your school visit.
3. Refrain from any conflicts with staff or students. If you observe or hear about a problem while at school, please notify a staff member immediately.
4. Avoid any physical contact with students including the context of play or nurturing.
5. Do not bring food into our cafeteria from vending machines, fast food or a restaurant.
6. **You must be approved through a limited criminal history check every year.**
7. Please refer to Section IX for further volunteer information.
8. **If you are interested in volunteering, please complete the volunteer application included in your Registration Packet.**

Please understand we take our building security very seriously.

When visiting the school, please enter at Door #1 and report to the Main Office.

When bringing your child to school in the morning, you are welcome to walk them to the door/office but please park in a properly marked parking space.



Volunteer Information

To: Parents and Community Members Interested In Volunteering
In the Classroom, Extra-Curricular Activities/Sports, Field
Trips, and/or Other School Related Activities

From: Tab McKenzie
Superintendent
Mississinewa Community School Corporation

Thank you for your interest in volunteering in our schools. We appreciate your willingness to invest your time and talents with our students and school programs.

Assisting with school activities sometimes involves close contact with our student population. Because providing our school children with a safe and secure educational environment is our highest priority, we must do all that we can to insure their safety. Therefore, it is important that we ask you to complete the enclosed Mississinewa Community School Corporation Volunteer Application. *All volunteers are expected to provide us with background information; you are not being singled out from other volunteers for closer inspection.*

Your application should be returned to the principal of the school where you would like to volunteer. If you would like to help in more than one building, please indicate such on the application. Principals will discuss with classroom teachers their needs for volunteers and assign you activities as appropriate. In some situations, all individuals interested in helping with a specific activity will not be needed and you may be considered for other activities at a later date.

You need to complete this application only once for assisting in any building in the corporation. Because this issue is so vital to the security of our students, we will ask that volunteers re-apply at the beginning of each school year. Please contact our office if you would like to have your application deleted from our files.

Volunteers are vital to our educational system and so is student safety. We believe the extra time needed for you to complete this application is worth any possible inconvenience. Please contact us at 674-8528 if you have any questions.

Thank you for your time and cooperation.

Section VI: School-Parent Compact

Northview/Westview Elementary School Title 1 School/Parent Compact Agreement

Families and schools must work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

Staff Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Provide a safe and supportive learning environment.
- Teach classes with an interesting and challenging curriculum that promotes student achievement.
- Motivate my students to learn.
- Set high expectations and help every child be successful in meeting the Indiana academic achievement standards.
- Communicate frequently and meet annually with families about student progress and the school - parent compact.
- Provide opportunities for parents to volunteer, participate, and observe in my classroom. Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making with parents and school colleagues to make our school accessible and welcoming for families.
- Respect the school, students, staff and families.

Student Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching, video game playing, and internet usage.
- Study or read every day after school.
- Respect the school, classmates, staff and families.

Family/Parent Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes for grades 4-6).
- Ensure that my child attends school every day and gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate, as appropriate, in decisions about my child's education.
- Attend parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

Section VII: Tips and Helpful Hints

Mississinewa Community Schools believes in providing the highest quality of education for every student. This is an exciting time for students and families and we are looking forward to meeting each of you! Our desire is for each child to feel safe and loved while in our care. Our curriculum will be differentiated to meet individual needs.

We believe in providing a strong foundation for each of our students that includes an age appropriate environment with educational experiences that will help each child learn, grow, and blossom.

We are committed to helping all students succeed. We look forward to partnering with you to support your child's education achievements. Our goal is to support children's desire to be life-long learners.

Don't over-react if the first few days are a little rough. Young children in particular may experience separation anxiety or shyness initially but our teachers are trained to help them adjust. If your child cries at drop off, remain calm and positive. Do not linger but rather reassure your child that s/he will be okay and that you will be back soon. If your child has a negative reaction for a long period of time, meet with the teacher to develop a plan for transition time.

During the first few weeks of school, teachers and parents should share information about how they think the child is adjusting to school. Email is often an effective way to communicate.

If possible, volunteer in the classroom at least periodically throughout the year. Doing so helps children feel that their school and family life are linked. Being in the classroom is also a good way to develop a relationship with your child's teacher and classmates and to get firsthand exposure to their classroom environment and routine.

Check your child's backpack daily for notes, homework, and general school communication and information.

Establish a schedule at home and stick to it.

Provide experiences with books, rhyming, singing, coloring, cutting, paying attention, sharing and sitting. Your student's teacher can provide suggestions for fun and interesting ways to provide these experiences.

Find out what the classroom routines are and regularly discuss them with your child. When appropriate, practice the routines by acting them out at home. For example, you can help your child practice waiting his turn, raising his/her hand, asking to go the bathroom, and asking a classmate to play.

Plan to spend extra quiet one-on-one time with your child during the first weeks. Keep the family schedule as simple as possible to allow for your child's adjustment needs. Arrange play dates

with a new friend (or friends) from school. Strengthening social bonds with classmates helps your child build a sense of familiarity and comfort level in school. Limit television and videogame time and increase book experiences.

Section VIII: Internet Acceptable Use Policy

The internet and other types of distance learning may be used as instructional technologies for the purposes of finding and retrieving information and doing collaborative work in accordance with the mission statements and desired learner outcomes of the Mississinewa Community School Corporation. Our students and staff now have access to devices that will enable them to access public domain software and shareware of all types, discussion groups involving most any topic, as well, as access to many university catalogs, the Library of Congress and information and news from NASA, and communicate with people, (i.e., experts) from around the globe.

Access to the Internet at Mississinewa will be regarded as a privilege and not a right. Students interested in utilizing the Internet through the district's access must first obtain permission to use equipment from a Mississinewa instructional staff member such as the student's teacher or another member of the school's administrative or teaching staff. It is expected that student access to the Internet will be structured in ways that point students to those resources and have been evaluated prior to use. Students using the Internet, provided by the school district, are expected to exhibit behavior, while engaged on-line, consistent with the standards established in the Mississinewa Schools policy on students discipline. Parents will be notified if their student's privileges have been suspended. Parents shall be given the option to request alternate activities to accessing the Internet.

With the use of district-owned, school-based computers, users shall not have or claim to have any expectation of privacy with regard to the storage of files or information. The use of memory, storage, and Internet access will be treated like school lockers. The professional staff may review all files and message exchanges on the systems in order to maintain system integrity and ensure that users are acting responsibly and consistent with the acceptable use standards.

Inappropriate use by adults and students of the Mississinewa community Schools' Internet/electronic communications capacity may result in termination of access. Inappropriate usage may include, but is not limited to, the following:

- 1) Violating any local, state, or federal statute,
- 2) Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit materials,
- 3) Transmitting obscene, abusive, or sexually explicit language,
- 4) Vandalizing, damaging, or disabling the property of another person or organization,
- 5) Accessing another person's materials, information, or files without the direct permission of that person,
- 6) Accessing material or resources which result in the Mississinewa School Corporation receiving an unauthorized billing,
- 7) Violating copyright, or otherwise using another person's property without his or her prior approval or proper citation,
- 8) Extensive use for non-curriculum-related communication, including chatrooms and email. Email is allowed only before or after school hours under adult supervision.

The Mississinewa Community School Corporation cannot be held liable for any information that may be lost, damaged or unavailable due to technical or other difficulties. In addition, the Mississinewa Community School Corporation cannot be held accountable for the information that is retrieved via the network.

Section IX: Criminal Organization

Activity in Schools

The Board of School Trustees of the Mississinewa School Corporation prohibits C or criminal organization activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions. The Board also prohibits reprisal or retaliation against individuals who report gang or criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang or criminal organization activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang or Criminal Organization means a group with at least three (3) members that specifically:

- (1) either:
 - (A) promotes, sponsors, or assists in; or
 - (B) participates in; or
- (2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang or Criminal Organization Activity means a student who knowingly or intentionally actively participates in a criminal gang or criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang or criminal organization.

Per state law, a school employee shall report any incidence of suspected criminal gang or criminal organization activity, criminal gang or criminal organization intimidation, or criminal gang or criminal organization recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang or criminal organization activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang or criminal organization activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The

principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but no later than five school days from the date of the report of the alleged incident of gang or criminal organization activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of gang or criminal organization activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang or criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of gang or criminal organization activity, whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

IC 20-26-18

IC 20-33-9-10.5

IC 35-45-9-1

Family Educational Rights and Privacy Act (FERPA)

Get the Latest on FERPA at familypolicy.ed.gov

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal 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 with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520



The Family Educational Rights and Privacy Act

Guidance for Eligible Students

February 2011

The following guidance provides eligible students with general information about the Family Educational Rights and Privacy Act (FERPA). This document is a compilation and update of various letters and guidance documents previously issued that respond to a variety of questions about FERPA. While this guidance reflects our best and most current interpretation of applicable FERPA requirements, it does not supersede the statute or regulations. We will attempt to update this document from time to time in response to questions and concerns.

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g. schools) that receive funding under any program administered by the Department. Parochial and private schools at the elementary and secondary levels generally do not receive such funding and are, therefore, not subject to FERPA. Private postsecondary schools, however, generally do receive such funding and are subject to FERPA.

Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an

outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student.

Access to Education Records

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. A school is required to provide an eligible student with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the student from obtaining access to the records. A case in point would be a situation in which the student does not live within commuting distance of the school.

A school is not generally required by FERPA to provide an eligible student with access to academic calendars, course syllabi, or general notices such as announcements of specific events or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to an eligible student's request. Accordingly, a school is not required to provide an eligible student with updates on his or her progress in a course (including grade reports) or in school unless such information already exists in the form of an education record.

Amendment of Education Records

Under FERPA, an eligible student has the right to request that inaccurate or misleading information in his or her education records be amended. While a school is not required to amend education records in accordance with an eligible student's request, the school is required to consider the request if the school decides not to amend a record in accordance with an eligible student's request) the school must inform the student of his or her right to a hearing on the matter. If as a result of the hearing, the school still decides not to amend the record, the eligible student has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the eligible student's record for as long as the record is maintained.

However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about an eligible student. FERPA was intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords eligible students the right to seek to amend education records that contain inaccurate information, this right cannot be used to challenge a grade or an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to an eligible student's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

Disclosure of Education Records

Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. However, there are a number of exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records. Under these exceptions, schools are *permitted* to disclose personally identifiable information from education records without consent, though they are not *required* to do so. Following is general information regarding some of these exceptions.

One of the exceptions to the prior written consent requirement in FERPA allows "school officials," including teachers, within a school to obtain access to personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interest" in the information. Although the term "school official" is not defined in the statute or regulations, this Office generally interprets the term to include parties such as: professors, instructors, administrators, health staff, counselors, attorneys, clerical staff, trustees, members of committees and disciplinary boards, and a contractor, volunteer or other party to whom the school has outsourced institutional services or functions.

A school must inform eligible students of how it defines the terms "school official" and "legitimate educational interest" in its annual notification of FERPA rights. A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additional information about the annual notification of rights is found below in this guidance document

Another exception permits a school to disclose personally identifiable information from an eligible student's education records, without consent, to another school in which the student seeks or intends to enroll. The sending school may make the disclosure if it has included in its annual notification of rights a statement that it forwards education records in such circumstances. Otherwise, the sending school must make a reasonable attempt to notify the student in advance of making the disclosure, unless the student has initiated the disclosure. The school must also provide an eligible student with a copy of the records that were released if requested by the student.

FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to: determine the eligibility for the aid; determine the amount of the aid; determine the conditions for the aid; and/or enforce the terms and conditions of the aid. With respect to this exception, the term "financial aid" means payment of funds provided to an individual (or payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at a school.

Another exception permits a school to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent year's income tax statement, the school may non-consensually disclose the eligible student's education records to both parents under this exception.

Postsecondary institutions may also disclose personally identifiable information from education records, without consent, to appropriate parties, including parents of an eligible student, in

connection with a health or safety emergency. Under this provision, colleges and universities may notify parents when there is a health or safety emergency involving their son or daughter, even if the parents do not claim the student as a dependent.

FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a student at a postsecondary institution regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance. The school may non-consensually disclose information under this exception if the school determines that the student has committed a disciplinary violation with respect to that use or possession and the student is under 21 years of age at the time of the disclosure to the parent.

Another exception permits a school to non-consensually disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. "Directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information could include information such as the student's name, address, e-mail address, telephone listing photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, grade level or year (such as freshman or junior), and enrollment status (undergraduate or graduate; full-time or part-time).

A school may disclose directory information without consent if it has given public notice of the types of information it has designated as directory information, the eligible student's right to restrict the disclosure of such information, and the period of time within which an eligible student has to notify the school that he or she does not want any or all of those types of information designated as directory information. Also, FERPA does not require a school to notify eligible students individually of the types of information it has designated as directory information. Rather, the school may provide this notice by any means likely to inform eligible students of the types of information it has designated as directory information.

There are several other exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records, some of which are briefly mentioned below. Under certain conditions (specified in the FERPA regulations), a school may non-consensually disclose personally identifiable information from education records:

- to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education program, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;
- to organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;
- to comply with a judicial order or a lawfully issued subpoena;

- to the victim of an alleged perpetrator of a crime of hearing with respect to the alleged crime; and
- to any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school's rules or policies. The disclosure of the final results only includes: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.

As stated above, conditions specified in the FERPA regulations at 34 CFR § 99.31 have to be met before a school may non-consensually disclose personally identifiable information from education records in connection with any of the exceptions mentioned above.

Annual Notification of Rights

Under FERPA, a school must annually notify eligible students in attendance of their rights under FERPA. The annual notification must include information regarding an eligible student's right to inspect and review his or her education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA. It must also inform eligible students of the school's definitions of the terms "school official" and "legitimate educational interest."

FERPA does not require a school to notify eligible students individually of their rights under FERPA. Rather, the school may provide the notice by any means likely to inform eligible students of their rights. Thus, the annual notification may be published by various means, including any of the following: in a schedule of classes; in a student handbook; in a calendar of school events; on the school's website (though this should not be the exclusive means of notification); in the student newspaper; and/or posted in a central location at the school or various locations throughout the school. Additionally, some schools include their directory information notice as part of the annual notice of rights under FERPA, Law Enforcement Units and Law Enforcement Unit Records

A "law enforcement unit" means any individual, office, department, division or other component of a school, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by the school to: enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any law against any individual or organization; or to maintain the physical security and safety of the school. The law enforcement unit does not lose its status as a law enforcement unit if it also performs other, non-law enforcement functions for the school, including investigation of incidents or conduct that constitutes or leads to a disciplinary proceeding against a student.

"Law enforcement unit records" (i.e., records created by the law enforcement unit, created for a law enforcement purpose, and maintained by the law enforcement unit) are not "education records" subject to the privacy protections of FERPA. As such, the law enforcement unit may refuse to provide an eligible student with an opportunity to inspect and review law enforcement unit records, and it may disclose law enforcement unit records to third parties without the eligible student's prior

written consent. However, education records, or personally identifiable information from education records, which the school shares with the law enforcement unit do not lose their protected status as education records because they are shared with the law enforcement unit.

Complaints of Alleged Failures to Comply with FERPA

FERPA vests the rights it affords in the eligible student. The statute does not provide for these rights to be vested in a third party who has not suffered an alleged violation of their rights under FERPA. Thus, we require that a student have "standing," i.e., have suffered an alleged violation of his or her rights under FERPA, in order to file a complaint.

The Office may investigate those timely complaints that contain specific allegations of fact giving reasonable cause to believe that a school has violated FERPA. A timely complaint is defined as one that is submitted to the Office within 180 days of the date that the complainant knew or reasonably should have known of the alleged violation of FERPA. Complaints that do not meet FERPA's threshold requirement for timeliness are not investigated.

If we receive a timely complaint that contains a specific allegation of fact giving reasonable cause to believe that a school has violated FERPA, we may initiate an administrative investigation into the allegation in accordance with procedures outlined in the FERPA regulations. If a determination is made that a school violated FERPA, the school and the complainant are so advised, and the school is informed of the steps it must take to come into compliance with the law. The investigation is closed when voluntary compliance is achieved.

Please note that the eligible student should state his or her allegations as clearly and specifically as possible. To aid *us* in efficiently processing allegations, we ask that an eligible student only include supporting documentation that is relevant to the allegations provided. Otherwise, we may return the documentation and request clarification. This Office does not have the resources to review voluminous documents and materials to determine whether an allegation of a violation of FERPA is included. An eligible student may obtain a complaint form by calling (202) 260-3887. For administrative and privacy reasons, we do not discuss individual allegations and cases via email. Please mail completed complaint forms to the Office (address below) for review and any appropriate action.

Complaint Regarding Access

If an eligible student believes that a school has failed to comply with his or her request for access to education records, the student may complete a FERPA complaint form and should include the following specific information: the date of the request for access to the education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided if possible); the response of the school official, if any, and the specific nature of the information requested.

Complaint Regarding Amendment

If an eligible student believes that a school has failed to comply with his or her request for amendment of inaccurate information in education records or failed to offer the student an opportunity for a hearing on the matter, the student may complete a FERPA complaint form and should include the following specific information: the date of the request for amendment of the education records; the

name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any, the specific nature of the inaccurate information for which amendment was requested; and evidence provided to the school to support the assertion that such information *is* inaccurate.

Complaint Regarding Disclosure

If an eligible student believes that a school has improperly disclosed personally identifiable information from his or her education records to a third party, the student may complete a FERPA complaint form and should include the following specific information: the date or approximate date the alleged disclosure occurred or the date the student learned of the disclosure; the name of the school official who made the disclosure, if that is known; the third party to whom the disclosure was made; and the specific nature of the education records disclosed.

This guidance document is designed to provide eligible students with some general information regarding FERPA and their rights, and to address some of the basic questions most frequently asked by eligible students. You can review the FERPA regulations, frequently asked questions significant opinions of the Office, and other information regarding FERPA at our Website as follows:

www.ed.gov/policy/gen/guid/fpco/index.html

If, after reading this guidance document, you have questions regarding FERPA which are not addressed here, you may write to the Office at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Definitions (FERPA)

- Mississinewa Community Schools defines "school official" according to FERPA as an employee or designee having a legitimate educational interest in reviewing an education record in order to fulfill her or his professional responsibility. Examples of "school officials" are teachers, administrators, health staff, counselors, attorneys, clerical staff, trustees, or any other party to whom the school has outsourced institutional services or functions.
- The Mississinewa Community Schools' definition of "legitimate educational interest" is that the official employee or designee needs to review an education record in order to fulfill her or his professional responsibility.