

# **Solstice Day School**

## **Student/Parent/Guardian Handbook**

**2014-2015**

(Revised 8/2014)

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## **MISSION STATEMENT**

Solstice Day School will exhibit an unconditional commitment to every child, ensuring that all students experience success through the development of attitudes and skills necessary for life-long learning. We will provide the highest quality staff, meaningful learning experiences, and a vitally involved community.

### **ADMINISTRATIVE STAFF**

Shannon Dannible, M Ed - Education Director  
Glenn Davis, LMHC – Program Director  
Suzanne Emmi, LICSW – Clinical Director  
Stacey Knowles, RN – Nurse Manager  
Jeanne McHugh – Administrative Assistant

### **THERAPEUTIC STAFF**

Marjorie Katsikis, MA - Clinician  
Lou Fahey Hudzik, MS OTR/L – Occupational Therapist

### **ACADEMIC STAFF**

Brandy Kmetz – Expressive Arts Teacher  
Nancy Pallazolla, M Ed – Math Teacher/Wilson Reading Tutor  
Nate Mineo – Science Teacher  
Noah Jorgansen–English/Language Arts  
Max Mudungo-History/Social Studies  
Barry Pellatt – Vocational Coordinator

### **BEHAVIOR SUPPORT STAFF**

John Collins – Behavior Support Specialist  
Dave Dorman – Behavior Support Specialist

### **NURSING STAFF**

Kristy Franzen, RN – Nurse  
Jenilee Feldman, RN - Nurse

### **COMPREHENSIVE CLINICAL PROGRAM**

Professional clinicians provide and carry out a comprehensive clinical program which focuses on the uniqueness of *all* students.

#### **Duties of School Clinician**

- Provide direct clinical services to students individually and in support groups.
- Serve as liaisons between Parent/Guardians, school staff, students and the community.
- Consult with teachers and staff members.
- Coordinate meetings between students, Parent/Guardians and staff.

### **PARENT/GUARDIAN INVOLVEMENT**

Parent/Guardian involvement in the educational process is critical to your child's success. Parent/Guardians should feel free to contact the teachers with questions and concerns during normal work hours. Research shows that student success is linked to Parent/Guardian involvement. You are encouraged to become involved in Solstice activities in addition to keeping in regular communication with your son's/daughter's teacher. Additionally, Solstice requires each Parent/Guardian/guardian to sign a School-Parent/Guardian Guardian Contract that establishes our mutual responsibility to educate each child as follows:

#### **School-Parent/Guardian Guardian Contract (included)**

The Solstice Day School and the Parent/Guardians/guardians of the students participating in activities, services, and programs funded by the local school districts agree that this contract outlines how Parent/Guardians/guardians, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and Parent/Guardians/guardians will build and develop a partnership that will help children achieve the life-long learning.

This contract is in effect during school year 2014-2015.

### **RIGHTS OF 18 YEAR OLD STUDENTS**

Eighteen year olds have rights in school that other students do not enjoy. When a student turns eighteen, he/she has some of the same legal rights as an adult. However, the school can continue to keep Parent/Guardians informed about your progress and whereabouts. Students turning 17 years of age and older will be given a form allowing them the option to exercise their legal rights once they reach the age of majority.

The school cannot require that an eighteen year old student have absence notes signed by a Parent/Guardian. If school officials wish to verify the truth of an absence note, they may require the signature of another adult. The school can notify a student's Parent/Guardians when a student is absent. The rights of 18-year-olds have been limited by Chapter 480 of the Acts of 1981 which amends the student records Regulations. Parent/Guardians now have access to the record even if the student is 18. All written communication to 18 year old students will also be sent to Parent/Guardians or guardians.

Eighteen year olds must still follow the regulations of the school in all areas, including dismissal procedures.

### **GRADING**

Report cards are issued on a quarterly basis. Midterm progress reports are sent home each quarter. These reports are sent to the Parent/Guardians and/or guardians of the students as well as the student's home school district. Academic letter grades are based on actual achievement. Grades may be lower than the numerical average if a student is not completing the quality or quantity of work which he/she is capable of. Conduct, attitude, cooperation and responsibility are all considered in giving the grade. Work is individualized and aligned with the students Individualized Education Plan. Credits are awarded at the end of the year for classes that have been passed by the students local school district.

Solstice Day School does not discriminate against any student on the basis of race, color, national origin, sex, disability, religion or sexual orientation.

### **NO SCHOOL INFORMATION**

Solstice Day School will cancel school or hold a delayed opening due to weather when the Triton School District cancels school or delays an opening. School closings or delayed openings will be announced on local radio and television news programs.

### **SCHOOL SCHEDULE**

Solstice offers an individualized program that runs from 8:30-2:30. There are **235** school days at Solstice.

### **FIELD TRIPS**

Students represent the Solstice Day School while on a trip. It is important that everyone follows the Code of Conduct and uses safe and courteous behavior while on field trips. All school rules apply to field trips and special programs. Field trips are extensions of the curriculum. All students are expected to participate in field trips.

### **CLOTHING AND DRESS REGULATIONS**

Students are expected to come to school in appropriate clothing. Students are not allowed to wear bandanas, other forms of gang apparel or clothing with sexual or drug-related messages. Clothing which compromises student safety, such as pants dragging on the floor, will not be allowed. Clothing should be modest at all times.

### **ACCEPTABLE USE POLICY**

Use of the Internet and computer networks is a privilege, increasingly essential to learning that offers new freedoms and demands new responsibilities. The purpose of a computer network is educational. No user shall use the network to perform any act that is illegal or unethical and the school is not liable for the actions of the network users. Use of the network may be monitored. Therefore, users shall observe all provisions of copyright law in using material obtained from the network resources. Use of the network to knowingly pass along viruses, infiltrate programs or to dismantle operating systems is prohibited. Users communicating via the network are expected to use appropriate language at all times and must abide by school guidelines on appropriate use of computers and the network. Violation of these guidelines or purposeful damage to computers will result in loss of network privileges and/or suspension from school according to the rules set forth in this school handbook. Use of the network has not been established as a public access or public forum. Users shall not use the network resources for commercial purposes or political lobbying.

### **CODE OF CONDUCT**

An effective school program must be based on the positive aspects of teaching and learning, rather than be negatively associated with punishment. The goal of discipline is to help students learn how to be responsible and caring members of their family, their school and their community. This process requires empathy and structure. The rules of a school should be few in number, convey what is expected and be stated in positive terms. Fairness and consistency are paramount in this regard.

The ultimate goal of good discipline is to create an environment that is safe and conducive to effective learning because its members have good self-control, make responsible choices for behavior and show respect and caring for others. Therefore, the guidelines for behavior for all students at Solstice on the school premises and at school-sponsored events and activities may be summarized by the following fundamental principles:

1. Respect Yourself
2. Respect Others
3. Respect Property

In general, teachers will attempt to invoke consequences that are logically related to the original misdeed. For instance, the following will address the loss or damage to school property: Students who lose or willfully damage school property may be expected to complete community service within the Solstice program in accordance with the restitution policy. While such consequences are effective, they are not sufficient in themselves to produce lasting improvement in behavior. Positive reinforcement of appropriate behavior must also be present.

### **ATTENDANCE**

Attendance at school is the shared responsibility of Parent/Guardian/guardians and students. Attendance is directly related to school success. Attendance at all classes is mandatory unless a student is properly excused or dismissed by school staff. A student may receive an excused absence for 1) personal illness (dismissal by nurse or administration only); 2) family emergency; 3) approved dismissal for medical, dental or legal appointment; 4) class field trips; 5) jury duty, and 6) other approved educational events.

Students requesting dismissal for reasons 2, 3, and 6 must bring a written request to the teacher before school on the day of dismissal. The request must be signed by a Parent/Guardian or guardian and must specify the reason for dismissal. The student must sign out in the early dismissal book in before leaving school.

Students with excused absences shall have at least as many days to make up work as their absence with a minimum of 2 days. Attendance terminology is as follows:

- Absence is the nonattendance of a student on those days when school is in session.
- Tardiness is being late for school and/or class.
- Examples of excused absence are, but are not limited to, the following reasons: personal illness, quarantine or death in the family.
- Examples of unexcused absence are, but not limited to, the following reasons: absence through Parent/Guardian neglect, illegally employed, truancy, cutting class, baby-sitting, household work, and out-of-school suspension.

- In accordance with Massachusetts General Law Chapter 76, Section 18 Entitled MGL C76, 518, **a student may be terminated after 15 consecutive days of unauthorized absence.**

Any absence from class will require contact from the student's Parent/Guardian or guardian explaining the reason (s) for missing school. A doctor's note will be required for any absence of three or more consecutive days at the discretion of Education Director

### **TARDINESS**

Being on time for class is an imperative as all students must adhere to the time on learning requirements. Chronic tardiness (three or more days in a school week) by any student will require the student and their Parent/Guardians to meet with staff to resolve the tardiness issue. Adult aged students, over eighteen (18) years of age, have the option of including their Parent/Guardians when they meet with the staff. Refusal to meet these conditions will lead to suspension or expulsion. Any child below the age of sixteen (16) years of age with seven (7) unexcused absences or tardiness per quarter may be subject to the filing of a Child Requiring Assistance (CRA) at the discretion of Solstice Education Director.

### **CELL PHONE POLICY**

The Solstice Program recognizes that today's society is different from previous generations. Cell phones and portable communication devices (PCDs) play an important part in employee and student safety and communications. Cell phones and PCDs are defined as current and emerging technologies that are wireless units that send and/or receive electronic communications in an analog or digital data transmission. The possession or use of cell phones and PCDs are prescribed for students as follows:

- a. Students may possess and carry cell phones and PCDs; however, these units must be turned off during the academic school day to ensure that disruptions and interference of the instructional and academic climate of the school do not occur.
- b. The school staff may, in its sole discretion, grant exceptions for cell phones and PCD use based upon critical need and appropriate documentation.
- c. Students who violate this policy may face disciplinary actions by the administration. Additionally, cell phones that are used during the day will be confiscated; students may pick them up after school. Repeated infractions may result in Parent/Guardian notification.
- d. Solstice will not be liable for any property not picked up that day.

### **NON-DISCRIMINATION**

Nondiscriminatory practices required by Title IX, Title VI and Section 504 of the federal laws are enforced by Solstice Day School. The school does not discriminate on the basis of sex, race, religion, color, national origin, age, sexual orientation, handicapped status or disability in its educational programs, activities, admissions, or employment policies. If you have any concerns about the Solstice Day School's compliance with these laws, please bring them to the attention of the Education Director.

### **HARRASSMENT & BULLYING**

The Solstice Program is committed to providing our students equal educational opportunities in a safe learning environment free from harassment, bullying, discrimination, and hate crimes, where all school community members treat each other with respect and appreciate the rich diversity in our schools. This policy is an integral part of the school's comprehensive efforts to promote learning, eliminate all forms of violent, harmful, and disruptive behavior and enable students to achieve their personal and academic potential and become successful citizens in our increasingly diverse society.

Solstice will not tolerate any unlawful or disruptive behavior, by students or staff, including any form of harassment, bullying, discrimination, or hate crimes in our school or school-related activities. Solstice will promptly document and investigate all reports and complaints of harassment, bullying, discrimination, and hate crimes, and take prompt, effective action to end that behavior and prevent its reoccurrence. Action will include, where appropriate, referral to a law enforcement agency. Solstice will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities, and Parent/Guardian involvement.

Please refer to the Bullying Prevention and Intervention Plan as well as the Bullying Policy for specifics regarding the process of investigation for all reported acts of bullying.

### **TOBACCO**

In accordance with MGL. C. 71, section 37H, Solstice prohibits the use of an tobacco products within the school building, the school facilities, or on the school grounds or on school buses by any individual, including Solstice staff.

### **HAZING**

HAZING of any kind - covert or overt - is prohibited. Chapter 269 as amended by Chapter 665 of the Laws of Massachusetts prohibits the practice of hazing and provide for a punishment of a fine, imprisonment, or both. "Hazing" is defined in Chapter 269 as "Any conduct or method of initiation which willfully or recklessly endangers the physical or mental health of any student or person"... Students engaging in this kind of practice shall be expelled from the club or activity doing the hazing. The expulsion will include the loss of all benefits, privileges, or awards ordinarily associated with, or earned by, membership in that particular group. Furthermore,

### **SUSPENSION**

Suspension is the withholding of the privilege of attending school for a period of not more than ten consecutive days. Denial of participation in co-curricular activities or school sponsored functions may be curtailed at the discretion of the Education Director.

Suspension may be used for the following offenses:

- Carrying or using a weapon, or dangerous or prohibited article
- Possession or use of any tobacco product
- Possessing or using a controlled substance
- Injuring another student or damaging their property
- Hazing
- Actions which are deemed to pose a significant threat to the safety of other students or staff members
- Violating another student's rights
- Disrespect



Any student who has been suspended will meet with the Education Director and/or designated team to discuss the offense(s). The Parent/Guardians will be called. A letter describing the offense and the action taken will be sent to the Parent/Guardian and the Director of Student Services.

In order to be reinstated after a suspension, the student must return to school accompanied by his/her Parent/Guardian or guardian and give satisfactory assurance of future good conduct. If this cannot be completed satisfactorily, the suspension may be continued.

### **EXPULSION**

If all disciplinary measures, including suspension, have failed and/or if the specific behavior poses a serious threat and danger to the safety and welfare of the other students or the staff an expulsion may be recommended by the Education Director. Expulsion involves the permanent removal of a child from Solstice Day School and, as above, the Parent/Guardians would be notified in writing.

In accordance with the Massachusetts General Law, chapter 71, section 37H and 37H1/2, as amended by the Education Reform Act of 1993, students **may** be expelled for the following reasons:

- 1) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to a gun or a knife; or a controlled substance as defined in chapter 94C, including but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school by the Education Director.
- 2) Any student who assaults the Education Director, behavior support staff, teaching staff, or any other Solstice staff members on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school by the Education Director.
- 3) When a student is expelled under the provisions of this section and has applied for admission to another school for acceptance, the Education Director of the sending school may notify the Education Director of the receiving school of the reasons for the pupil's expulsion.

### **STATE AND FEDERAL LAWS PERTAINING TO STUDENTS**

All students have the following civil rights granted to them by law:

- Title I of the Americans with Disabilities Act of 1990 prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment.
- Title II of the Americans with Disabilities Act of 1990 prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming.
- Title IX of the Education Amendments of 1972 prohibits discrimination, exclusion from participation, and denial of benefits in educational programs on the basis of sex.
- Title VI of the Civil Rights Act of 1964 prohibits discrimination, exclusion from participation and denial of benefits based on race, color, or national origin.

- Section 504 of the Rehabilitation Act of 1973 prohibits discrimination, exclusion from participation, and denial of benefits based on disability.
- MGL, Ch 76, Section 5 of the Massachusetts General Laws prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and sexual orientation.

### **DAMAGE TO SCHOOL PROPERTY**

If a student damages anything, he/she should report it promptly to the office so it can be repaired. Deliberate damage to the building or equipment will require restitution for the damages. A student will also be subject to disciplinary action.

### **SEARCH**

When authorized school personnel have particularized suspicion to believe that a student has control of a contraband item on their possession or in their backpack or pocketbook, a search may be conducted. Sweep type searches conducted by the police of all areas in the school may also be ordered by authorized school personnel as an additional way to keep our school drug free. Such sweep searches may include the use of specially trained dogs.

### **PHYSICAL RESTRAINT**

The program does not utilize physical restraint as a regular means of discipline. Staff have been trained in the use of Therapeutic Crisis Intervention, a method that utilizes restraints only after all other means have been exhausted. Should a student consistently lose control and become harmful to him/her or others, physical intervention may be required.

Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint shall only be used as a behavior management tool when other less intrusive alternatives have failed or been deemed inappropriate. In the event that physical restraint is required to protect the safety of school community members, the Solstice Day School has enacted the procedures to ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint. These procedures shall be annually reviewed, provided to school staff and made available to Parent/Guardians of enrolled students. None of the foregoing paragraph or the policy/procedures, established, precludes any teacher, employee or agent of the Solstice Day School from using reasonable force to protect students, other persons or themselves from assault or imminent, serious harm.

This policy is in accordance with Massachusetts General Law (603CMR s46 MGL c71: 37G)

### **STUDENT RECORDS**

The student record will consist of and be defined by the following:

The transcript, which contains administrative records that constitute the minimum data necessary to reflect the student's educational progress and to operate the educational system. This data will be limited to:

- a. Student name, address, and phone number
- b. Date of birth
- c. Parent/Guardian/guardian name, address, and phone number
- d. Course titles
- e. Grades (or equivalent when grades are not applicable)
- f. Grade level completed

- g. Year completed
1. The temporary record, which consists of all the information in the student record which is not contained in the transcript and which is clearly of importance to the educational process. Such information may include:
  - a. Standardized test results
  - b. Individual Educational Programs (IEPs).
  - c. Evaluations of teachers, counselors, and other school staff
2. The student record, which consists of both the transcript and the temporary record, including any other materials and is to be labeled with the student's name, at a minimum.

#### **ACCESS OF RECORDS FOR ELIGIBLE STUDENT OR PARENT/GUARDIAN**

1. Parent/Guardian is defined as a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or guardian.
2. The eligible student or Parent/Guardian shall have access to the student record.
3. Access is to be granted within two consecutive days of the initial written request, unless the requesting party agrees to a delay.
4. Upon the request for access, the entire student record regardless of location of its parts will be made available.
5. Upon request, copies of any information contained in the student will be provided to the eligible student or the Parent/Guardian.
6. Any student, regardless of age, may request and will receive a copy of his/her transcript.
7. The eligible student or the Parent/Guardian may request to meet with qualified school personnel
8. The eligible student or the Parent/Guardian may grant a third party access to the student record with written authorization.

#### **ACCESS PROCEDURES FOR NON-CUSTODIAL PARENT/GUARDIANS**

1. A non-custodial Parent/Guardian (any Parent/Guardian who by court order does not have physical custody of the student) may have access to the student record in accordance with the following provisions.
  - a. A non-custodial Parent/Guardian is eligible to obtain access to the student record unless:
    - The Parent/Guardian has been denied legal custody based on a threat to the safety of the student or to the custodial Parent/Guardian, or
    - The Parent/Guardian has been denied visitation or has been ordered to supervised visitation, or
    - The Parent/Guardian's access to the student or to the custodial Parent/Guardian has been restricted by a temporary or permanent protective order, unless the protective

order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.

- b. In order to obtain access, the non-custodial Parent/Guardian must submit a written request for the student record to the Education Director annually. The initial request must include the following:
- A certified copy of the court order or judgment relative to the custody of the student that either indicates that the requesting Parent/Guardian is eligible to receive access (see above) or a certified copy of a court order specifically ordering that the student records be made available to the non-custodial Parent/Guardian, and
  - An affidavit from the non-custodial Parent/Guardian that said court order or judgment remains in effect and that there is no temporary or permanent order restricting access to the custodial Parent/Guardian or any child in the custodial Parent/Guardian's custody.
  - The non-custodial Parent/Guardian must submit a written request for access each year stating that said Parent/Guardian continues to be entitled to unsupervised visitation with the student and is eligible to obtain access.
  - Upon receipt of the request (initial and annual) the school must immediately notify the custodial Parent/Guardian by certified and first class mail, in English and the primary language of the custodial Parent/Guardian, that it will provide the non-custodial Parent/Guardian with access after 21 days, unless the custodial Parent/Guardian provides the principal with documentation that the non-custodial Parent/Guardian is not eligible to obtain access.
  - The school must delete the address and telephone number of the student and custodial Parent/Guardian from student records provided to non-custodial Parent/Guardians. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
  - Upon receipt of a court order which prohibits the distribution of information (G.L. c. 71, §34H), the school shall notify the non-custodial Parent/Guardian that it shall cease to provide access to the student record to the non-custodial Parent/Guardian.

### **Amending Student Records**

1. The eligible student or Parent/Guardian has the right to add information, comments, data or any other relevant written material to the student record.
2. The eligible student or Parent/Guardian shall have right to request in writing deletion or amendment of any information contained in the student record, except for information inserted into the student record by the Evaluation Team.
3. This request may be accepted after the acceptance of an Individual Educational Plan (IEP). If the Evaluation Team Educational Plan is rejected, the request may be accepted following the completion of the special education appeal process.
4. **Any deletion or amendment of the student record will be done in accordance with the following:**
  - a. If in the opinion of the eligible student or Parent/Guardian, adding information to the student record is not sufficient to explain, clarify or correct objectionable material, they

- have the right to present their objection in writing and to request in writing to have a conference with the Education Director to make their objections known.
- b. Within one week of receipt of the objection or following the conference, the Education Director will render his/her decision in writing, stating the reasons for the decision. If the decision is in favor of the eligible student or Parent/Guardian, the Education Director will promptly put the decision into effect.
5. In the event that the eligible student or Parent/Guardian should disagree with any part of the decision made by the Education Director, they may appeal the decision and/or request a meeting in writing with the Education Director. The Education Director must respond in writing within two weeks of receipt of the appeal and will promptly see that his decision is put into effect.
  6. If the eligible student or Parent/Guardian is still unsatisfied with the decision, it is recommended that they then contact the Director of Special Education of their sending district and express their concerns in writing.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**  
**STUDENT RECORDS**

Pursuant to the Family Educational Rights and Privacy Act (FERPA) student records may be reviewed by and released to the following authorized persons, agencies, and institutions:

- a. students eighteen years of age or older
- b. Parent/Guardians or legal guardians, if desired
- c. school officials and teachers within the institution who have a legitimate educational interest.
- d. Officials of other schools or systems in which the student intends to enroll
- e. Persons who have a court order or subpoena
- f. Various governmental agencies who have a legitimate educational interest
- g. Non-custodial Parent/Guardians who have a legitimate educational interest except when
  - 1) a court order prohibits non-custodial Parent/Guardian from having contact with a child; or
  - 2) a court order prohibits the non-custodial Parent/Guardian from getting access to the student records; or
  - 3) a temporary or permanent order issued to provide protection to custodial Parent/Guardian or to any child in your custody from abuse by the requesting Parent/Guardian.

Student records may not be made available to any other person, agency, or institution other than those listed above unless there is written consent from the Parent/Guardians or student eighteen years of age or older specifying:

- a. the records to be released
- b. the reasons for such release
- c. to whom to be released

If desired, a Parent/Guardian or student eighteen years of age or older can receive a copy of the records to be released.

**PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. political affiliations or beliefs of the student or the student's Parent/Guardian;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's Parent/Guardian; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, Parent/Guardian access to information, and the administration of certain physical examinations to minors. PPRA applies to surveys that contain questions about one or more of the eight protected areas listed above. Prior written consent will be attained from Parent/Guardians/guardians before students are required to submit to the survey. Parent/Guardians/Guardians will be given an opportunity to opt his or her child out of participating.

Parent/Guardians/Guardians have the right to review, upon request, any survey that concerns one or more of the eight protected areas, any instructional materials used in connection with any survey that concerns one or more of the eight protected areas, and any instructional material used as part of the educational curriculum.

**LEGAL/LIVING STATUS**

All Parent/Guardians and guardians must keep the program informed of any changes in a student's legal/living status and of the results of all judicial and administrative proceedings concerning the student. This information must be given to the Education Director. The Education Director will disseminate this information to the appropriate school personnel.

\*\*\*\*\*

**PARENT/GUARDIAN/STUDENT SIGN OFF**

I have received and reviewed the Student/Parent/Guardian Handbook.

Print Student's Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*\*Complete program policies can be found in the school administrative offices and are available for viewing at any time.\*\***