

# Parent and Student Handbook

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## **Additional Parent Information**

### **FAMILY/STUDENT EMERGENCY CONTACT INFORMATION**

In September, the family/student information sheet is sent home to update and return.

### **PARENT-TEACHER CONFERENCES**

Parents/guardians are encouraged to discuss their child's progress with teachers. Date and time must be arranged with the teacher directly. A teacher can be reached by calling his or her mailbox extension or by email. Please do not call the Central Office to leave a message for your child's teacher. The report card envelope has a section to indicate a request for a conference. At Back-To-School night in September, parents may sign up for requested time slots for November parent-teacher conferences.

### **TRANSFERS**

Please contact the Central Office to obtain a transfer card when moving or transferring to another district. One day's notice is necessary. Every student who transfers into the district must submit a history and physical to the nurse BEFORE that student will be allowed to start school.

### **SCHOOL INSURANCE**

School insurance is a voluntary program at the school. The school nurse will provide you with insurance information at the beginning of the school year. Your signature is required if you accept this insurance. Please be aware that the school district is not responsible for your insurance carrier's non-payment of medical claims.

### **REPORT CARDS**

Report cards are issued at the end of each marking period. Parent/guardian may keep the report card, but needs to sign and return the envelope. Report cards for Kindergarten students are not given out for the first marking period; student progress is discussed at parent-teacher conferences.

### **STUDENT RECORDS**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, statute 20 USC 21232g, regulations 34 .CFR part 99.

The Family Educational Rights & Privacy Act of 1974 (FERPA) affords parents and eligible students over 18 the right to inspect and review education records, seek to amend them, and consent to disclosure. More information regarding this law and procedures is available in the Central Office of the school.

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Montague School may disseminate identifiable information (such as name, age, grade, and photograph) about student honors, awards, achievements and participation in school activities or programs. The information may be disseminated in a press release to print or broadcast media, or it may appear in district publications or on the district web site. If you do not want your child's photograph or other identifiable information to be disseminated, you must make a specific written request to the CSA, Janice L. Hodge. Failure to make such a request shall be deemed consent to release or publish the aforementioned information during the 2010-11 school year.

In accord with the Protection of Pupil Rights Amendment (PPRA), Montague School will offer parents the opportunity to opt their child out of participating in any survey that reveals information on certain types of personal behavior or political beliefs.

## RIGHT TO REQUEST INFORMATION ABOUT TEACHER QUALIFICATIONS

The No Child Left Behind Act of 2001 affords parents the right to request certain information about the professional qualifications of their child's classroom teachers and paraprofessionals concerning licensing, status, college major and degrees. Requests for this information must be submitted in writing to Janice L. Hodge, Chief School Administrator.

## USE OF STUDENT NAMES and/or PHOTOGRAPHS:

Any student photos that are taken at school sponsored events cannot be posted or published without written parental permission of the students pictured. The same applies to listing their names.

## **COUNSELING SERVICES**

The school psychologist/school counselor and school social workers are additional emergency resources to assist in meeting the needs of students, as in:

- Student interpersonal problems.
- Student family problems.
- Academic difficulties.
- Crisis intervention.

The school psychologist/school counselor/or social workers may see students on an appointment basis. Teachers and/or parent/guardian may initiate a referral and meet with the counselor at their discretion.

## **CHILD ABUSE/DYFS CONTACT**

It is the obligation of EVERY staff member to immediately report any child suspected of being the victim of child abuse or neglect. New Jersey law requires that any call to DYFS must also include a report to the police.