

Student And Parent Handbook 2019-2020



William H. Rowe School
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Visit our website: <http://www.yarmouthschools.org/o/rowe>

William H. Rowe School Handbook

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Welcome to the William H. Rowe School

The Rowe School staff is excited about working with you and your children this year. Families play an essential role in our efforts to educate children to be lifelong learners and productive citizens. We welcome you and your child to our school.

Our outstanding teachers have extensive knowledge and experience in early childhood education and have used state and national standards in mathematics, language arts, social studies, science, and unified arts to determine what children should know and be able to do when they leave our school. All of our instruction, assessment, and reporting strategies are aligned with the Common Core State Standards. The Math, Writing, and Reading Progress Reports allow teachers to assess and parents to observe children's progress in these areas.

Children learn about reading and writing from the time they are very young. Children learn to read and write in the same way they learn to talk, through experimentation, approximation, and celebration of their attempts. By recreating those conditions in the classroom, children learn that they are readers and writers at a very young age. Mathematics is taught as a hands-on activity to help children make connections between abstract concepts and their real world. Teachers use a variety of tools to diagnose children's skills in reading, writing, and mathematics. Interventions are then designed to address children's strengths and challenges. Science and social studies are taught as units of study, which incorporate all areas of the curriculum. Art, music, and physical education are integral parts of our primary program.

In addition to our academics, the entire school works on four core values – Safe, Kind, Helpful, and Polite. Written so children will understand, the application of these concepts is our version of the Yarmouth School Department's Core Values. We help children make connections to these values in everything we do at our school from the playground to the lunchroom to the classroom. Our school counselor designs and facilitates classroom lessons to promote the values in our school.

Our school is named for William H. Rowe, who was born on a farm in Yarmouth in 1882, the child of Mary Jane and Charles Rowe. Rowe lived in his grandparents' home on Bridge Street with his wife Anna. He attended Colby College and later owned a pharmacy on Main Street. Rowe authored books on shipbuilding and on the history of Yarmouth. Active in the community, he served on the Yarmouth School Committee. He died in 1955, but his legacy lives on in this beautiful

school.

We are extremely fortunate to have such an outstanding facility designed especially for our work with young children. We are grateful to the community, School Committee, and Town Council for their role in creating and sustaining an exceptional facility in which to further our work with students, families, and community members.

Sincerely,
Susan Lobel
Principal

The Young Child at School

As your children's first teachers, you, as parents, have the opportunity to influence them in ways the school never could - or should. By the time they join kindergarten, they have had five years of development under your love and care. Parents often ask what they should be teaching during those first years. There are basic practical attitudes and skills that go a long way toward success in school. These are lifelong processes that children will continue to refine, but teachers find that children who enter school well on their way toward developing these attitudes and skills do better than those who are not.

- They bring with them the beginning of a sense of confidence and a sense of belonging to a group, while at the same time feeling a sense of their own uniqueness. "I can and I will" is how a confident child faces the world.
- Not only are they ready to learn, but they are also ready to cope with school and all of its routines - and changes in those routines. They can relate comfortably to others and can control themselves appropriately.
- They are beginning to be able to care for themselves. They can take care of toileting needs independently and are somewhat responsible for their belongings. They are able to dress and undress themselves with a minimum of assistance.
- Socially, they are able to share toys and take turns. They can wait for a few moments while the teacher is with another child. They can behave in ways appropriate to differing situations and recognize authority. They are able to express themselves and their needs verbally.
- In terms of readiness for learning, they come to school excited about what they will do here. They enjoy being read to and are able to sustain attention to a story. They know that you believe that reading and writing are important activities in your lives.

Each child is unique and may be at different stages of development in each of these areas. Teachers take all children where they are developmentally and build upon their successes. As the staff of the William H. Rowe School says, "*It all starts here.*"

Daily Schedule

- 8:25 AM Playground Supervision Begins

- 8:40 AM Bell Rings - School Begins
- 11:50-12:35 Kindergarten Lunch and Recess
- 11:50-12:35 Grade 1 Recess and Lunch
- 3:25 PM Dismissal begins

*Morning and afternoon recesses are determined by each teacher.

Recess

Short recesses for children are provided at intervals during the day. This provides exercise for growing bodies and the opportunity to expend excess energy, get fresh air, and learn new games. All children are expected to go outdoors during recess unless there is reason from a doctor to do otherwise. Because our teaching staff is either supervising play on the playground, preparing materials, or returning phone calls, we do not have the capability to also supervise children indoors. We ask that you carefully evaluate your child's physical condition before he/she comes to school. Please keep in mind that your child will be interacting with many other children during the day.

Project Childfind – Reporting Absences, Picking up Your Child

One of our prime concerns must always be the safety of our children, whether it be here or on the way to and from school. School rules and bus rules are designed with this in mind. When a parent sends a child to school she/he assumes the child will arrive safely. We have a system of dealing with absences that helps us work with parents to assure that children are safe. *Please read the procedures below and follow them carefully.*

If your child is to be absent from school, please contact the William H. Rowe School office at (846-3771) between 8:05 AM and 8:50 AM. Time is significant in the search for a missing child. The Yarmouth Public

Safety Department will need as much time as possible to locate a missing youngster. If you do not contact the school, a member of the staff will contact 1. Home 2. Mother's place of employment 3. Father's place of employment 4. cell phones. Failing that, we will check with the people listed on the emergency card. Finally, we call the Public Safety Department. *As you can see, it is most important that we know where your child is if he/she is not in school.*

Be sure the school office is aware of doctor's appointments, family vacations, and other reasons for your child not being in school prior to the date of their occurrence. **If your family is planning a trip or vacation requiring your child's absence from school, please contact the school office to complete a *Planned Family Absence*.** This should be completed prior to a vacation or trip. We encourage families to take vacations that fall within the school schedule to the greatest extent possible. Important instruction is missed when students are absent and it isn't a reasonable expectation

We realize emergencies do happen and that there may be some times when you are unable to contact us. If at all possible, leave word with a neighbor or relative to call the school. **If you pick up your child at school anytime during the school day, your child needs to be signed out in the office waiting area. At the end of the school day, the child must be signed out in one of the two books on the table in the vestibule as you enter the first set of doors.** Only parents, or others with the written permission of the parents, may remove children from school. During the day, please check in with the office before taking your child. *Children are not dismissed directly from the playground under any circumstances.* **Please notify the teacher and the office when changes of day care, phone numbers, or job of either one or both parents occur.**

Walking/Bike Riding

An adult must accompany children who walk or ride a bike to and from school. Because the teacher does not know your child walked or rode a bike, please send a note so we know he/she is to be picked up at the end of the day. At the close of school, the adult must sign the child out before walking or riding home.

Cafeteria Rules

Proper eating manners are expected in the cafeteria. We encourage children to try everything you send in for their lunch or that they purchase from the School Nutrition Program. Some children take longer to eat than others and provisions are made as needed.

Hats, gloves, and coats are placed in a designated section of the cafeteria so they can easily be retrieved as children go out for recess. We feel that if you send your child to school with a coat it is because you expect it to be worn. We allow children to return to the gym for coats and hats forgotten during recess time. If children leave coats in the classrooms, a duty person escorts them back to the classroom to get them.

Lunch

A lunch period is provided at midday for all staff members and students. Youngsters may bring their own lunch and, if desired, half-pints of milk can be purchased at school for a nominal charge. *If your child is bringing a lunch, please mark the bag or lunch box with his/her name and the teacher's name.* As you can imagine, many lunch boxes and bags look alike, and you should devise some way in which to personalize your child's lunch container. We do, of course, feed any child who has

lost a lunch or forgotten money. The Yarmouth School Nutrition Program offers all students multiple lunch choices each day consisting of either meat or vegetarian protein, whole grains, a salad bar with fresh fruit and vegetables, and milk. *Meal prices along with menus will be posted on the website in August each year. Parents are invited to have lunch with their children, after the first six weeks of school, in mid-October. These early weeks are important in order to establish our rituals and routines.*

Snack Time

Each class has a snack time for the children. Children are expected to bring their own snack from home or purchase one offered by the school nutrition program. If there is a child in the classroom with a nut allergy, the teacher will request your support in keeping snack time peanut-free.

Free and Reduced Meals

All youngsters will bring home an application for free and reduced meals at the beginning of the school year. Eligibility is based on a predetermined scale that is included with the letter your child will bring home. You will be notified regarding your eligibility shortly after the application is returned to school. If your employment or economic status changes at any point during the school year, please telephone the school office to request an application form or ask your child's teacher to send one home.

Birthday celebrations/allergy issues

Along with specific allergies, we must also consider various other medical conditions and nutritional needs of our students. As a result, we request that food not be sent in to celebrate your child's birthday. Each teacher will honor your child's special day with a classroom celebration

that will not involve food. There will be times throughout the year when we will celebrate with healthy snacks. We thank you in advance for respecting this request.

Recess Playground Expectations

The following rules assure the safety of our children:

Students are expected to:

1. Use safe hands (ie: safe tagging with two fingers.)
2. Keep hands off other children's belongings
3. Stay within the boundaries of the playground unless given permission by a teacher to retrieve a ball that has gone out of bounds.
4. Keep snow, sand, rocks, and wood chips on the ground.
5. Keep personal balls and toys at home or in backpacks.

Morning Playground Rules

1. On inclement days, students will come into the building.
2. Once a student arrives on school property, he/she is not to leave.
3. Students must not arrive before 8:25 A.M., as there is no supervision.
4. We have noticed some children come to school without hats, mittens, and boots on very cold days. Since we try to get outside for at least some part of the recesses throughout the year, these become essential items. *It is, as always, very helpful to us (and less costly to you) if the children's names are on everything that comes to school.* Once inside, when children take off their boots, they need to have some kind of footwear for the day. A pair of shoes or sneakers can be left at school for your child to wear indoors.

Playground Use After School Hours

Public use of the playground is permitted after 4:00 P.M.

Screening of Children

State law requires that we screen all incoming children. In addition to the Kindergarten Screening, we also do brief screenings of all children throughout the year. We have found that the least disruptive way to do this screening is to assign a specialist to each classroom and have each child accompany the specialist to a screening session. This is explained to the children in advance, and the children usually consider the screening activities to be fun.

Parents are notified of any concerns. The school nurse also conducts vision and hearing screenings at each grade level. The occupational and speech therapists also visit classrooms to observe students during the year. Once again, parents are notified of any concerns.

Clothing and Other Personal Belongings

One of the life skills that we stress is the responsibility of youngsters for their possessions. The best thing you can do to help your child is to put his/her name on everything the child brings to school, including coats, sweatshirts, snow pants, hats, mittens, and boots. Too many times children come into the office looking for things they brought to school and have lost. If an item is found with no name, it is placed in Lost and Found. Unclaimed items go to Goodwill and Salvation Army periodically. Items lost on the buses are usually kept on the bus for a short time. Please have your child check with the bus driver first. If that is unsuccessful, you may phone the Yarmouth town garage (846-2338) to see if an item has been discovered.

While we purposely do not have a "dress code" at the primary level, there are some basic guidelines we have. All clothing must be safe and appropriate. For example, carefully chosen shoes on physical education days are very helpful. We would also request that T-shirts be carefully screened to avoid the appearance of age-inappropriate sayings, pictures, or advertisements at school. Students are welcome to wear shorts in warm weather. We ask that children not wear flip flops but only shoes that are secure and will stay on their feet. This is primarily for safety reasons on the playground.

Medication

Medication

**** (Please note that this medication procedure was recently updated because we now have a full time nurse in the building.)**

Whenever possible, medication should be given at home. In the event that your child requires medication to be given at school, please follow this procedure:

1. The parent must bring the medication to the school in the original container.

NOTE: Medication should NOT be sent in the student's backpack or lunchbox.

a.) Prescription medication must be in the labeled container from the pharmacy with the child's name, the name of the medication, dosage, and time to be administered.

b.) Over-the-counter medication must be in the original packaging. This includes cough drops, Lactaid tablets, cold medication, seasonal allergy medications, etc.

2. The parent will sign a medication permission form. In some cases, the nurse may require a physician signature as well.

3. Your child will come to the nurse's office to get the medication at the designated time. This will give the nurse a chance to check the student to be sure that symptoms have not worsened.

For chronic medical conditions or conditions that require emergency medications (asthma and anaphylaxis) please contact the nurse for the necessary paperwork.

Please contact the nurse if you have any questions. School personnel are prohibited by law from dispensing medication except under these circumstances.

Arriving at School on Time

Your child should arrive at school by 8:40 AM. If you arrive after the bell has rung and classes are coming inside, please come inside and stop in the office upon arrival. Your child will receive a “turtle pass” and proceed to class. **Please note:** *Since our goal is to build independence and have the least amount of disruption to learning, we do not allow parents to escort children to the classrooms.*

We stress the importance of starting school on time. Being consistently late establishes a pattern that is very hard to break and can leave children feeling out of the loop if they do not start the day on time with their peers.

Field Trips

Classes take occasional field trips to enhance the educational program. You may be asked to contribute to admission costs. If that should be a problem for you, please contact the office and arrangements will be made. *Because of insurance reasons, permission slips must be returned for any trip involving bus transportation.* Parents are often invited as chaperones on field trips and will be our guests with admission fees paid for by the school. All children must ride the bus. Chaperones should not bring younger children, as your full attention is needed for the children

assigned to you. Additional parents beyond the requested chaperones are welcome subject to bus space, but we cannot pay entrance fees for those parents. We may also take a few bus or walking trips around Yarmouth during the year and use a blanket permission slip for such in-town trips.

Questions or Concerns

From time to time, parents may have a question or a concern about what is happening at school or on the buses. In such cases, we ask that you contact the person most closely involved with the situation. A classroom question should first be asked of the classroom teacher. If you do not know whom to call, call or email the building principal and you will be put in touch with the proper person. Since teachers spend most of the day with the children, it is likely that your call will have to be returned at the end of the day. All our email addresses are posted on our website.

Classroom Management

Primary classrooms are child-centered environments where children often have choices of activities. Classroom procedures are carefully taught using a variety of techniques, including modeling appropriate ways of handling new situations, demonstrating how to use a new learning center or piece of equipment, and role-playing both positive and negative behaviors and the effect these behaviors have on others. Classrooms each have a quiet place for a child to be alone, but within teacher view, while he/she regains control. After being asked to leave the group or activity, children are usually able to return to the activity. Instruction for the rest of the children is not interrupted, and the child's dignity is maintained. We have also established quiet areas on the

playground and in the lunchroom so that discipline is consistent throughout the school setting. Children are expected to behave appropriately at all times. Our motto is: "At home and at school, we are Safe, Kind, Helpful and Polite."

Supplies for School

Your child does not need to purchase any supplies for school. All learning materials will be provided for your child. A backpack to carry work, sneakers for gym, and communications to and from school is all that is needed. Please mark your child's name clearly on the backpack.

Information Requests

From time to time, the Parent Teacher Organization (PTO) or other school organizations request information such as class lists or phone numbers. We will not release private information such as unlisted telephone numbers. Early in the school year, we send home a form allowing us to release such information on a limited basis. Without your permission, we cannot include your child's name on the class lists we provide to parents.

School Counseling Program

Our school has counseling services available to students. Small group, individual counseling, and classroom guidance lessons are integral parts of the program. Self-referrals, as well as those from parents and teachers, are welcomed. The goals of the program include helping to meet the immediate emotional needs and concerns as requested by students, parents, and teachers, such as: helping students learn skills to be safe, kind, helpful, and polite, facilitating the orientation and transition of students and parents to the school, and facilitating the

transition of students from this school to other environments. Good home-school communication is important in fostering positive learning environments for social and emotional growth. Parents are encouraged to contact the school counselor whenever concerns or questions arise.

School Volunteer Program

The Yarmouth School Volunteer Program has been in existence for more than thirty years. Every school year we have over 225 parents, retirees, community members, high school students, and business people who contribute their time and skills for the benefit of teachers and children. The School Volunteer Program is designed to enrich a student's educational experience and to strengthen the learning environment of our schools by supporting the efforts of our professional personnel. Utilization of volunteers from the community creates partnerships that work to enhance the quality of education and benefits the students.

Parents are always welcome to become school volunteers. We do ask that volunteers not bring other children into the school when they volunteer. Yarmouth is fortunate to have a group of highly dedicated volunteers who give literally thousands of hours each year to our primary children at the direction of the classroom teachers and our Volunteer Director.

Some ways that volunteers can help at the primary level:

- 1) Classroom support person
- 2) Publishing children's books
- 3) Classroom preparation (laminating, copying, cutting, etc.)
- 4) Art preparation and music enrichment
- 5) Listening to children read

- 6) Field trips and special events such as the Book Fair and Ice Cream Social
- 7) Enrichment
- 8) Library management support

Obviously, with the numbers involved, it is not possible to inform parents each time a child works with a volunteer. The professional staff makes decisions as to which children will go where and with whom. Volunteers are an integral part of our program.

Partners in Education

Partners In Education (P.I.E.) is an ongoing process for community and business leaders to aid in the expansion and enrichment of educational opportunities for teachers and students. For more information please contact Justine Carlisle at 846-2499.

Visitors

Parents are welcome in our school for lunch and special events. *Please stop in the office when you arrive. Visitors are asked to wear a name badge.*

All school buildings are locked during the school day. Rowe School will be locked after the bell rings at 8:40 until bus dismissal. When arriving at school during these hours, you will need to ring the bell and identify yourself. A staff member will ask you for identification before buzzing you in if they don't know you. If a family member or neighbor will be picking up your child, please call the school to inform us, and ask that person to bring identification to the door. These measures are in place for your child's safety.

Invitations

If your son or daughter is having a birthday party or some other social gathering, please do not have the child issue invitations at school unless everyone in the class is to be invited. At this age children can be so easily hurt if they feel "left out."

Competition

Competition among children is discouraged at the primary level. We have found that it is not necessary for some children to lose or for others to win. Instead, we encourage all children to strive to be the best they can be and, in that way, each one can be a winner.

Homework

A teacher may have a child work on a project, a math "Homelink" sheet or read a book with his/her family at home. This is designed to involve parents in the learning process, and we welcome your help. Parents often ask what they can do at home to help their child in school. We recommend that you read to your children as often as possible and, when they are ready, listen to them read.

Dismissal

It is our practice that children go home directly after school in the same manner each day.

If you pick up your child at school anytime during the school day, as well as at the end of the school day, the child must be signed out. The sign out sheet is in the waiting room of the office. Only parents, or others with the written permission of the parents, may remove children from school. During the day, please check in with the office before

taking your child. *We ask that parents wait under the awning outside of the front doors for their children to be dismissed so learning or end-of-the-day routines are not disrupted.* The children will be lined up along the brick wall in the front of the school near the front doors and will be dismissed to their adult by one of the staff members managing the line. Please do not allow your child to run to you without making eye contact with a staff member before you leave.

Please note: Children are not dismissed directly from the playground under any circumstances. You must come into the building. If you are picking up your child at the end of the day, please be on time at 3:25.



Bus Notes and Dismissal Changes

If you would like your child to get off the bus at any location other than the usual bus stop, you must send your child's teacher a bus note. The note must include the exact location where the child is to be dropped off. "Please drop Mary off at Mrs. Jones' house on 32 West Palm Street," is a good example of a note that will be sure to get the child where you want her. "Please have Mary go to Mrs. Smith's house," is not helpful since it does not give us clear directions. We realize that with many children coming from homes where both parents work, daycare can be difficult. We sometimes get notes that have us dropping off a child at different addresses every day. Your help in sending in clear and correct instructions is appreciated.

Dismissal changes

We also realize that parents' plans can change during the day and that you may need to call us about a bus or dismissal change. Such calls are accepted, but, if we do not know you, we will attempt to establish your identity and only then pass on the message to the teacher. *Please make these calls no later than 2:30 p.m. as the office becomes very busy during dismissal times.* Since many of our buses operate at almost capacity on a daily basis, it may not be possible to allow transportation of Brownies, scouts, or other groups to the leader's home. If a problem does develop, we will let you know in plenty of time for other arrangements to be made for future weeks. In the case of a child who is picked up for Brownies or another weekly event, a note written for the entire year is acceptable. For example: "Mrs. Smith may pick up my daughter Sally for Brownies every Monday after school."

Please develop an alternate plan in the event that your child arrives home before you do. Children should either have a neighbor to whom they can go or know how to enter the house. Once again, bus drivers do their best not to drop a child off if no one is at home, but it is not always possible to tell. Even with all of these safety procedures firmly in place, it is possible an error may occasionally be made. Buses are radio equipped, and we can straighten things out in a matter of minutes. Should your child experience any difficulties on the bus, please feel free to call Bruce Bickford (846-2338) or the Rowe School office (846-3771).

After school activities, like Community Services, are not school related. Therefore, the classroom teacher must be informed of the activity each week as well as when the activity ends.

Rowe Newsletters

Our newsletters are posted at least monthly on our website and contain important information, schedule changes, and descriptions about upcoming events. Our website contains announcements and a calendar. Please check frequently to remain informed.

<http://www.yarmouthschools.org/o/rowe>

Parent Conferences and Progress Reports

Teachers schedule at least two of their own individual conferences with each parent during the school year. The first conference happens between late October and mid- November. The second is between late February and mid-March. In addition, either parents or teachers can request conferences whenever the need arises. Knowing about a change in routine at home often helps us understand a change in a child's behavior at school. Progress reports are prepared during the year for kindergartners and first graders and are part of a conversation between teachers, parents, and children.

Telephones

While staff members are often at school very early in the morning and very late in the afternoon, telephones can be heard only in the Rowe School office. We are able to answer all calls between 8:05 AM and 4:20 PM. Since the office phones are used for business, we discourage student use except in unusual circumstances.

Inclement Weather

The Yarmouth Superintendent of Schools may, after consultation with the Yarmouth Police Department, decide to close schools when the weather makes transportation unsafe for our children. Such decisions

are usually made by 5:30 AM and are announced on local radio and TV stations, posted on our district website, and sent out in a mass email to parents.

A third, unlikely, possibility is that school might have to be dismissed early due to exceptionally poor weather. Normally, this does not occur due to the difficulty that it causes working parents. In most cases, remaining in school until normal dismissal is the best alternative because it allows the road crews several more hours to sand and salt. Please carefully check your school calendar and listen to the radio and TV or check our website on snowy days.

Should the weather be poor in the morning but improving, the Superintendent may decide upon a two-hour delay in school opening. This means school at the K-4 level would start at 10:40 AM. Dismissal times are not affected.

Parent Teacher Organization

Our PTO is dedicated to uniting the community in securing the highest advantages in all aspects of education for our children. It is involved in a wide variety of activities from traditional PTO activities to working with the school system to explore new ways to forge parent/teacher/community partnership in light of Yarmouth's strategic plan. A leadership committee composed of five officers and representatives of the school community guides the PTO. Monies from PTO fundraisers are used to support enrichment activities in our schools. These activities include visiting artists, concerts, plays, or other activities that teachers propose to extend their curriculum. In addition, the PTO offers Parent Education sessions. Membership is open to all Yarmouth residents and school staff. Please check their link on our

Rowe website.

Pictures and Video in Publications, Projects, and on the Web

We take pictures to use in our newsletters, on teacher blogs, SeeSaw and for other school publications and projects. We may also video school events.

Our newsletters and other video projects are posted on the webpage. You will receive a permission slip during the first week of school as part of the Student Information Form, allowing us to use such photos and videos. We do not use student's names.

YARMOUTH SCHOOL DEPARTMENT
101 McCartney Street Yarmouth, Maine 04096
Revised June 2009

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

The Family Educational Rights and Privacy Act (“FERPA”) provides certain rights to parents and eligible students (18 years of age or older) with respect to the student’s education records.

A. Inspection of Records

Parents/eligible students may inspect and review the student’s education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of \$.50 per page.

B. Amendment of Records

Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of the student’s right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing process.

C. Disclosure of Records

The School Department must obtain a parent/eligible student’s written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below.

1. Directory Information

The School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to student participation in school activities open to the public (except photographs and videos on the Internet). Parents/eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.

2. Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the School Department to disclose this information without their prior written consent must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

3. School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a “legitimate educational interest.” A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and volunteers who are under the direct control of the School Department with regard to education records.

4. Health or Safety Emergencies

In accordance with federal regulations, the School Department may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

5. Other School Units

As required by Maine law, the School Department sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

6. Other Entities/Individuals

Education records may be disclosed to other entities and individuals as specifically permitted bylaw. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

D. Complaints Regarding School Department Compliance with FERPA

Parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

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

Yarmouth's Policy Manual

For all Yarmouth School Department policies, please see our website at:

<http://www.yarmouthschools.org/policies-and-handbooks--2>