

## 2017-18 Annual Notifications:

### **Asbestos:**

In compliance with the U.S. Environmental Protection Agency ("EPA") Asbestos Hazard Emergency Response Act ("AHERA"), periodic six-month surveillance inspections are performed for any known or suspected asbestos containing materials within HFCSO facilities. The EPA also requires all schools to perform re-inspections of asbestos materials every three years. The re-inspection occurred during the 2014-2015 school year. The limited asbestos within our school facilities remains in good condition and will continue to be managed as recommended by the EPA guidelines. Any suspect materials have been, or will be, tested before disturbance.

Parents are welcome to view the asbestos management plan during school hours, Monday through Friday, 8 a.m. to 4 p.m. The district's LEA Designee is available to answer questions regarding asbestos on our buildings. The LEA designee can be reached by contacting the District Office at (518) 686-7012.

### **Access to Student Records:**

Under the Family Educational Rights and Privacy Act ("FERPA"), parents and students over 18 years of age have the right to inspect and review the student's records or request an amendment of records believed to be incorrect. They can also withhold consent on disclosure of personally identifiable information, except in cases where the law permits disclosure without consent.

### **Annual Professional Performance Review of Teachers and Principals:**

All Hoosick Falls Central School District parents or legal guardians have the right to obtain the Annual Professional Performance Review ("APPR") quality rating and composite effectiveness scores for their child's current teacher(s) and principal(s) once the scores are officially available in accordance with state law. All requests must be submitted in writing on a school-provided form. The request form can be found on the District's website or at the District Office.

### **Attendance:**

Regular classroom attendance is mandatory under the Education Law. According to Board of Education Policy 7130 on Attendance Areas, children who turn 6 years of age during the school year are required to attend school at the start of classes in September. Also, students who turn 16 during a school year continue to be subject to the compulsory education laws through the end of that school year. The Hoosick Falls Central School District Board of Education strongly believes that daily classroom attendance is an important aspect of a student's educational program.

The Hoosick Falls Central School District believes that regular attendance helps to form good work habits, which will benefit students in their future.

Within the meaning of the Education Law, excused absences are for illness or injury, medical or dental emergencies, family emergencies, death or religious holidays.

Upon returning to school students must present a written note, signed by a parent/guardian, explaining the student's absence. If a written note is not submitted, the absence will be considered unexcused.

Chronic truancy problems will be addressed by the Superintendent of Schools.

The various Board policies on Attendance related issues are available in the District Office, Elementary Office and Jr./Sr. High School Office.

**Code of Conduct:**

The Hoosick Falls Central School District Board of Education is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, district personnel, parents and other visitors is essential to achieving this goal.

The District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property and at school functions, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. In addition, the district has the legal authority and reserves the right to discipline students for "off-campus conduct" (i.e., conduct that occurs off school property and not at school function) that endangers the safety, morals, health or welfare of others within the educational system or that adversely affects the educative process. The district also has the legal authority and reserves the right to discipline students for cyberbullying, and other off-campus speech that actually causes, or is reasonably forecast as being likely to cause, a material and substantial disruption to the work and/or discipline of the school.

To this end, the Board has adopted a code of conduct, the entirety of which is available at the District Office.

**Child Nutritional Programs:**

Students in families meeting federal income guidelines are eligible for free or reduced-price lunches at Hoosick Falls Central School District. All students are given applications for this program on the first day of school. Applications are also on the district website in the "Parents and Students" section. Application and enrollment in the program are strictly confidential. For more information, call the District Office at (518) 686-7012.

**Dignity for All Students Act:**

The Board of Education is committed to providing an educational and working environment that promotes respect, dignity and equality. Board of Education policy prohibits all acts of discrimination, harassment and bullying (including "cyberbullying") by anyone on school property or at school functions. This includes any actions based upon race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, disability or domestic violence victim status, or other status protected by law. Acts of discrimination, harassment, hazing bullying or retaliatory behavior should be reported to any staff member, administrator, or the Title IX Officer, Sarah Fleming, Assistant Elementary Principal. She can be reached at (518) 686-9492, ext. 1301. Inquiries concerning policies regarding harassment and discrimination should also be directed toward the Title IX Officer.

Hoosick Falls Central School District prohibits retaliation, in any form, against those persons who make complaints of discrimination, harassment, or bullying.

Copies of the applicable Board of Education policies are available in the District Office, Elementary Office and Jr./Sr. High School Office.

**Disclosure to the Military:**

In accordance with the No Child Left Behind law, the Hoosick Falls Central School District must release secondary school students' names, addresses and telephone listings to military recruiters or institutions of higher education, unless the students (if 18 years of age or older) or their parents/guardians request in writing that such information not be released.

To request that a student's directory information not be released, complete the Military Recruiting Opt-Out form, available on the District's website or at the Jr./Sr. High School Office, and return the form to Patrick Dailey, Junior/Senior High School Principal, P.O. Box 192, 21187 NY 22, Hoosick Falls, New York 12090.

The written request must be made/renewed annually.

**Notice of Non-Discrimination:**

The Hoosick Falls Central School District does not discriminate on the basis of race, religion, color, sex, sexual orientation or national origin in the employment and educational opportunities it offers. The designated Title IX Officer is Sarah Fleming, Assistant Elementary Principal. She can be reached at (518) 686-9492, ext. 1301.

The Hoosick Falls Central School District also prohibits discrimination on the basis of disability. The designated Section 504 Officer for grades K-12 is Director of Special Education, Kristin Philpott. She can be reached at (518) 686- 7321, ext. 1605.

Any complaints related to possible discrimination should be directed to the district personnel listed above.

### **Parents' Bill of Rights Regarding Student Data Privacy and Security:**

The Hoosick Falls Central School District is committed to ensuring student privacy in accordance with local, state and federal regulations and district policies. To this end, and pursuant to U.S. Department of Education regulations, the District is providing the following Parents' Bill of Rights for Data Privacy and Security:

- A student's personally identifiable information cannot be sold or released for any commercial purposes.
- Parents have the right to inspect and review the complete contents of their child's education record.
- State and federal laws protect the confidentiality of personally identifiable information and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls and password protection, must be in place when data is stored or transferred.
- Parents may access the New York State Education Department (NYSED) Student Data Elements List, a complete list of all student data elements collected by NYSED, as an Excel file on the NYSED website at:  
[www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx](http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx). You may obtain a copy of this list by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234.
- Parents have the right to have complaints about possible breaches of student data addressed. Complaints to NYSED should be addressed to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234; e-mail address is [cpo@mail.nysed.gov](mailto:cpo@mail.nysed.gov).

This bill of rights is subject to change based on regulations of the Commissioner of Education and the New York State Education Department chief privacy officer. Changes/additions are also anticipated as NYSED releases further guidance documents.

Additional information is available on the New York State Education Department's website at: <http://www.p12.nysed.gov/docs/parents-bill-of-rights.pdf>.

#### **Pesticide Application:**

Section 409-h of the New York State Education Law requires all public and nonpublic elementary and secondary schools to provide written notification regarding the potential use of pesticides throughout the school year to all students, parents/guardians, faculty, staff and all other district personnel.

HFCSD is required to maintain a list of students, parents/guardians, faculty, staff and all other district personnel who wish to receive 48-hour prior written notification of certain pesticide applications. In the event an emergency application is necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list.

If you would like to receive 48-hour notification of pesticide applications that are scheduled to occur in your school, please contact your building principal for the Request for Pesticide Application Notification form. Complete the form and return it to the building principal. For further information of these requirements, please contact the Hoosick Falls Central School District Office at (518) 696-7012.

#### Promotion and Placement:

The Hoosick Falls Central School District Board of Education believes that a child's academic achievement and social growth and development are affected by the individual child's diverse capabilities and patterns of growth and learning.

Each child's placement in the system, with respect to building, teacher, and grade or special class, shall be determined by the school administration after considering each child's performance in class, past records, parent/legal guardian and teacher recommendations, standardized test scores, and all other appropriate information.

Similarly, promotion from one grade to the next will be based upon standardized testing, student performance and evaluation, teacher recommendation and all other appropriate information. Typically, a student will spend one year in each grade level; however, some students may achieve mastery in a shorter period of time, while others may need additional time. When the parent/guardian and/or teacher regard a particular student to be excelling or falling behind, a review of the child's grade placement will be made.

The entire Board policy on Promotion and Placement, Policy Number 7210, can be obtained at the District Office, Elementary School Office, or Jr./Sr. High School Office.

#### **Release of Student Information to the Media:**

From time to time, school district officials may release student directory information (i.e. name, grade, address, photograph, academic interest, artwork, participation in officially recognized activities and sports, terms of school attendance and graduation, awards received, and future educational plans) for use in school district publications and on the district website and district social media sites, or to the media for public relations purposes. Parents who object to the release of their child's information and/or photograph should notify their child's building principal, in writing, on or before September 15, 2015.

#### Student Privacy (Protection of Pupil Rights Amendment):

The Protection of Pupil Rights Amendment ("PPRA") affords parents and students who are 18 years of age or older or emancipated minors ("eligible students") certain rights with respect to the conduct of surveys, analyses, or evaluations that are funded in whole or in part by the United States Department of Education. Generally, parents, on behalf of their child, or eligible students may opt out of participating in the following activities:

- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose. This includes all third party vendors.
- The administration of any survey containing one or more of the specified eight items of information pursuant to the Protection of Pupil Rights Amendment ("PPRA").
- Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, and scheduled by the school in advance, and is not necessary to protect the immediate health and safety of the student or other students. This law does not apply to any physical examination or screening that is permitted or required by State law, including such examinations or screenings permitted without parental notification.

The District's policy with regard to the conduct and use of surveys, analyses, and/or evaluations can be obtained by contacting the District Office, Elementary School Office, or Jr./Sr. High School Office.

#### Teacher Qualification Results:

Pursuant to the Federal No Child Left Behind Act (NCLB), highly qualified teachers teach all core curriculum classes in the Hoosick Falls Central School District. Low income and minority children have the same access as all other children to appropriately certified, highly qualified and experienced teachers.

Parents may request information regarding the professional qualifications of their child's classroom teachers and teaching assistants, including whether the teacher has state certification for the classes being taught; the teacher's bachelor's degree major and any other certifications or degrees by field or discipline; and, whether any paraprofessionals provide services to the child and, if so, their qualifications. Requests for such information may be directed, in writing, to Superintendent of Schools, Kenneth A. Facin, Hoosick Falls Central School District, P.O. Box 192 – 21187 NY 22, Hoosick Falls, New York, 12090.

## Homeless Assistance Notification

### **General Information**

Pursuant to the No Child Left Behind Act of 2001 (NCLB), the purpose of this notice is to provide you with information regarding the general rights provided by Title X, Part C(b) of the No Child Left Behind Act of 2001.

If your family has become homeless during an academic year or between academic years your child shall continue to attend the school he/she has been attending for the duration of the family's homelessness. If the family becomes permanently housed during the academic year, the child shall remain in the school in which he/she is already attending.

You may enroll your child in any public school attended by non-homeless students who live in the same attendance area in which your child is actually living and eligible to attend. If you wish to enroll your child in a different school than the one he/she is currently attending, you must notify the local homeless liaison in writing of your desire to enroll your student in another school in which he/she is eligible to attend.

Information about the identification process and specific services is available from the schools and the local homeless liaison. Contact information for the local homeless liaison is available at each school, published in the student handbooks, and on the district website.

### **For more information**

McKinney-Vento Act "At A Glance" (PDF) provided by the National Center for Homeless Education

NCLB Education for Homeless Youth (PDF) provided by the US Department of Education  
[www.ed.gov](http://www.ed.gov)

### **District Homeless Liaison**

Kristin Philpott, liaison for Hoosick Falls Central School. Contact information follows:

Address: 21187 NY 22, Hoosick Falls, NY 12090

Phone: 518-686-7321 x 1605

Email: [philpottk@hoosickfallscsd.org](mailto:philpottk@hoosickfallscsd.org)