



# Mayo Elementary School

## 2020-2021 STUDENT HANDBOOK

School Colors: Red & Black  
School Mascot: Falcon

School Day Hours: 7:40am - 2:15pm

### Vision

The vision of Mayo Elementary School is to create a safe and enriched learning environment that promotes Self-control, Organization, Attentiveness, and Respect to reach one's full potential in order to become college and career ready.

### Mission

The mission of Mayo Elementary School is to prepare our students for tomorrow's world through challenging and innovative educational practices in a safe and supportive environment.

**Cassandra Davis**  
Principal

**Lauren Beard**  
Teacher of the Year

**Sherry Morris**  
Ambassador of the Year

Student's Name: \_\_\_\_\_

Mayo Elementary School  
PO Box 130 \* 1300 Springdale Road  
Mayo, SC 29368  
(Phone) 864-461-2622 \* (Fax) 864-461-5102

## 2020-2021 COVID Student Handbook Addendum

Dear Parents and Students,

Welcome to a new year at Mayo Elementary School! Our faculty and staff are passionate about providing our students with the very best education possible. Our commitment to providing outstanding educational opportunities extends beyond the walls of the classroom, as we strive to prepare our students for a global society. Our children are the leaders of tomorrow, and every moment of learning only makes them stronger.

As we enter this “new normal” for the 2020-2021 school year, there are a few things that will change in regards to policies and procedures found within this handbook. All changes are to ensure the health and safety of our students and faculty as well as our families. Since the pandemic is a fluid situation, our policies and procedures are subject to change based on the latest guidance from DHEC, CDC, SCDE, as well as District Two. We have added this addendum to inform you of policy changes to our normal routines and procedures. As always, thank you for your understanding and flexibility as we strive to best serve you and your children.

- If someone in your home or someone you know exhibits symptoms or tests positive for COVID-19, please contact the school nurse, or an administrator as quickly as possible.
- Do NOT send your child to school or visit the school office if you are sick.
- We will utilize SeeSaw, School Messenger, as well as the MES Webpage and Facebook Page for communication between home and school.
- There are no changes to our bell schedule in the morning or afternoon. Please be patient as we work through dismissal the first few weeks.
- No visitors will be allowed into the instructional areas of the building. This means parents and guardians cannot walk students to their classrooms, visit a classroom, or eat lunch with their child at this time. Visitors can come into the front office following our new policies and procedures:
  - Visitors must sanitize hands
  - Visitors must wear a mask
  - Visitors must complete the COVID questionnaire
- When students are late to school, parents should pull to the front of the school, walk their student to the door and the receptionist will assist you in signing in your student.
- If your child needs to dismiss prior to the 2:15pm dismissal, you must arrive by 1:45pm. If you arrive after 1:45pm, you will be required to go through the car line. This policy is to avoid large gatherings of people in the front office area where we have limited space.
- All large group events such as literacy night, math night, grade level programs, awards days, etc. are suspended until further notice.
- No off-campus field trips will be planned at this time. We will strive to plan high quality, on-site learning experiences for our students.

- We have suspended Perfect Attendance awards until further notice to encourage student to stay home when sick.
- The school nurse is trained in current proper protocols and procedures. We will follow SCDHEC guidelines when making decisions regarding sick students. Sick students will be isolated with supervision by school staff until picked up by a parent or guardian.
- Since Tylenol may mask symptoms of illness, the nurse will not be able to dispense Tylenol from the health room.
- Gifted Art and Mayo Singers will not meet at this time. Additional information will be sent to parents when these programs resume.
- Water fountains will be turned off, so please send a water bottle with your child each day.
- Within the classroom family, students and teachers will social distance to the extent possible by eliminating large gathering areas. Students are expected to wear a mask when moving about in the school building. If a doctor has requested your child wear additional personal protective equipment, please communicate that with our school nurse and your child's teacher.
- Please be patient and flexible if your child is a bus rider. Our transportation department will be adhering to the guidelines put out by the State Superintendent of Education, which may change the traditional routes that we run.
- All food from our cafeteria will be pre-packages "grab and go" style. There will be one hot and one cold lunch entree option each day. We will begin the year with 1<sup>st</sup> – 5<sup>th</sup> grades eating lunch in the cafeteria.
- Students will be unable to share school supplies; therefore, it is critical that all students have their own school supplies to use throughout the course of the school year. Please click here for the [MES School Supply List](#).
- Families are encouraged to utilize phone and video conferencing when meeting with teachers. When necessary, face to face conferences can be conducted in small groups with proper protocol.
- Homework will be more limited in nature than what we have implemented in the past. However, please dedicate time to studying for assignments, completion of short assignments for reinforcement, and daily independent reading of at least 30 minutes.
- At this time, we cannot allow birthday treats to be brought in at lunch.
- Additional information regarding District Two's *Return-2-Learn* Safety Protocols ~ <https://drive.google.com/file/d/1kBOsp1AG5nr60FeNaa86LgfdpkfCev7w/view>

Again, welcome to Mayo Elementary. We promise to do all that we can to provide a nurturing environment that encourages positive self-esteem, promotes responsible citizenship and fosters educational success. We look forward to a great school year and thank you in advance for your support and partnership in your child's learning.

Cassandra L. Davis, Principal

# Spartanburg County School District 2 Academic Calendar

**2020**

**AUGUST**

S	M	T	W	Th	F	S
2	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**SEPTEMBER**

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**OCTOBER**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**NOVEMBER**

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**DECEMBER**

S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**LEGEND**

- Staff Development
- First/Last Day of School
- School Holiday
- Report Card Distribution

AUGUST 2020

- 10-14 Staff Development Days
- 10 Convocation
- 17 First Day of School

SEPTEMBER 2020

- 7 Labor Day Holiday
- 17 Interim Reports

OCTOBER 2020

- 19-20 Parent-Teacher Conferences
- 19 45th Day
- 22 Report Cards

NOVEMBER 2020

- 2 Staff Development Day
- 3 Election Day Holiday
- 23 Interim Reports
- 25-27 Thanksgiving Holiday

DECEMBER 2020

- 18 End 1st Semester High Schools/  
Student Half Day
- 21-31 Christmas/Winter Holiday

JANUARY 2021

- 1 New Year's/Winter Holiday
- 4 Staff Development Day
- 5 Students Return
- 12 90<sup>th</sup> Day/End 1<sup>st</sup> Semester
- 15 Report Cards
- 18 MLK Holiday

FEBRUARY 2021

- 15 Staff Development/Make-up
- 16 Interim Reports

MARCH 2021

- 4 4K Registration
- 18 135<sup>th</sup> Day
- 23 Report Cards

APRIL 2021

- 2 Staff Development/Make-up
- 5-9 Spring Holiday
- 28 Interim Reports

MAY 2021

- 3-28 State Testing
- 27 CHS Graduation/Half Day
- 28 BSH Graduation/Half Day-Last  
Student Day
- 31 Memorial Day Holiday

JUNE 2021

- 1 Staff Development/Make-up  
Report Cards (mailed)

**2021**

**JANUARY**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

**FEBRUARY**

S	M	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**MARCH**

S	M	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**APRIL**

S	M	T	W	Th	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**MAY**

S	M	T	W	Th	F	S
2	3	4	5	6	7	1/8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1				

**Make-up Days**

Feb. 15, Apr. 2, and June 1  
are designated make-up days for instructional  
days cancelled due to inclement weather, etc.;  
additional days will be addressed as needed.

**ACTIVITY FEES**

Spartanburg District Two Schools charge each student an activity fee to cover the cost of instructional supplies and materials, and processing school records. All fees must be paid at the beginning of school during registration.      5K – 5<sup>th</sup> grade      Fee \$7.00

Students who qualify for free lunch are not responsible for paying activity fees. Students who qualify for reduced lunch are responsible for paying an activity fee of \$3.50.

## **ASSIGNMENTS FOR ABSENT STUDENTS**

When your child is absent, we will be happy to work with you to gather assignments for the day. However, we request that you notify us by 10:00am if you wish to pick up the assignments at the end of the day. If you contact us after 10:00am, we may not be able to gather the assignments on the day you call.

## **ATTENDANCE POLICY**

### ***ABSENCES***

The South Carolina Compulsory Attendance Law Section 59-65-10 requires that all parents of children age five to seventeen **cause their children to regularly attend a public or private school** of this state which has been approved by the State Board of Education. Legislation requires schools to identify the reasons for students' absences and take necessary action to improve student attendance. Students not in attendance on a regular basis may be referred to the Spartanburg County Truancy Officer.

Regular attendance is critical if students are to be successful in school. An absence can only be considered excused when (1) an excuse from a doctor or medical provider is sent or (2) a parent note is sent to school explaining the reason for the absence. A valid written excuse or medical note must include date(s) of absence(s), the day the excuse was written, reason for absence and signature of parent or guardian. A telephone call **is not** an acceptable method of reporting an absence.

You may also submit an excuse online when your child is absent from school. To find the form, go to the school website (<http://mes.spart2.org>). Click on the **Parent Resources** tab at the top. In the drop down menu you will then click on **Submit Student Absence Note**. On that page you will find the school's bell schedule and other attendance related information, as well as the form you can submit when your child is absent. It is important to note that the email you use to submit the form **must** match the parent/guardian email we have on file for you in PowerSchool. Additionally, medical notes can be scanned and emailed to the attendance clerk. The clerk's name and email will appear on the page. Once you submit your note online, you will receive a confirmation email from [notification@sharpschool.com](mailto:notification@sharpschool.com).

**Handwritten notes are still accepted and can be turned in to the school. All notes, electronic and handwritten, must be submitted no later than five (5) days after the absence.**

Students are limited to 10 parent notes per 180-day school year. Once parent notes have been received for 10 of your child's absences no additional parent notes can be accepted. A valid medical excuse must be provided for any additional absences in order for the absence to be excused. All excuses must be submitted within three (3) days of the student's return to school.

Legal absences include days when a child is absent due to his/her personal illness, a doctor or dental appointment, emergency family illness, death in the family, buses not running, and recognized religious holidays. According to board policy, absences in excess of 5 days must be approved by the school's principal.

Unlawful absences result when a student returns to school from an absence without a note or misses school due to pleasure trips or activities that could have been tended to after school hours. Our state defines truancy as "a student who has incurred three (3) or more consecutive unlawful absences and/or five (5) total unlawful absences and/or has excessive tardies in a school year." School administration is required by law to refer all students classified as truant to the Spartanburg County Truancy Court. Prior

to a court referral, efforts will be made to work with the parent to develop a plan to improve attendance.

### **TARDIES**

Our instructional day begins at 7:40am. **Children should be in their classrooms and ready to begin work before the tardy bell rings at 7:40am.** It is very important that your child is at school, on time each morning. Excessive tardies not only violate South Carolina's Compulsory Attendance Law, but also are a disruption in your child's classroom. A student will be considered tardy if he/she is not in the classroom when the tardy bell rings at 7:40am.

**The front doors are closed and locked at 7:39am.** Therefore, to ensure safety and supervision, any student arriving by car after that time must be escorted to the office and signed in by a parent / guardian, stating the reason for the tardy.

Students who arrive to school late due to a doctor or dentist appointment must provide a valid excuse from a medical practitioner in order for the tardy to be excused.

The Spartanburg School District Two Elementary School Tardy Policy is as follows:

- 5-10 Tardies/Early Releases (not to exceed 10) - Tardy warning letter will be sent home
- 15 Tardies/Early Releases - School official will contact parent
- 20 Tardies/Early Releases - Letter will be sent and a conference will be scheduled to develop a Tardy Intervention Plan
- 30 Tardies/Early Releases - Referral to Spartanburg County Truancy Court

### **BELL SCHEDULE**

The school day schedule is as follows:

7:00am - 7:25am	Breakfast served in the cafeteria / Student report to assigned hall
7:15am	Students enter the classrooms
7:30am	First bell rings /
7:40am	Tardy bell rings / Instruction begins
2:15pm	Dismissal bell rings

### **BOYS AND GIRLS CLUB**

For more than 25 years, Boys & Girls Clubs of the Upstate (BGCU) has delivered on their promise to provide area youth with the support needed to reach their full potential. BGCU has a proven and effective approach: provide youth with a safe, positive, accessible place to go; surround them with trained and supportive staff; and offer programs that are outcome-focused, educational, and age-appropriate. The Boys and Girls Club of Mayo Elementary, as well as the Boys and Girls Clubs of Upstate, strive to provide life changing guidance for youth in first through fifth grades during critical after-school hours.

Boys and Girls Club members are exposed to a balanced curriculum that includes learning, working, and playing in five core areas:

- Education and Career Development
- Character and Leadership Development
- Health and Life Skills
- The Arts
- Sports, Fitness and Recreation

The dates of operation for the MES Boys and Girls Club during 2020-2021 school year are August 17<sup>th</sup> through May 26<sup>th</sup> (excluding holidays, half days, and some training days for staff members). The hours of operation are Mondays through Fridays, 2:15pm-6:00pm. The director of the Boys and Girls Club at MES is Mr. Kenneth Logan.

## **BOX TOPS PROGRAM**

Over the years, Mayo Elementary PTO has collected thousands of Box Tops for Education that have been exchanged for needed school supplies and materials. Because of the great success and benefit to the children, we will continue the Box Tops Program to earn cash for our school. For every Box Top collected, the school earns ten cents. Please send in box tops with your child. The teacher will have a drop off envelope in the classroom and the Box Tops Coordinator will collect the labels weekly and report the results to the school. Classes will be involved in contests to motivate participation.

## **BUS TRANSPORTATION**

School bus transportation is a **privilege** that may be withdrawn for inappropriate behavior. We have excellent drivers who work with students before a referral is made to the school's administration for assistance. If discipline problems occur on the bus, the driver will complete a disciplinary report and submit it to the school for appropriate action in accordance with the Spartanburg District Two Bus Discipline Code. If your child is suspended from the school bus, you must send a change of transportation note indicating how your child will go home. A copy of the school bus referral will be sent to the parents via the student or mail, and/or the parents may be phoned regarding the incident. If the problem persists, students may be suspended from riding the bus.

### **Rules for Safe Bus Riding**

1. PBIS rules are enforced on the bus.
2. Board the bus in an orderly manner and remain seated. Bus driver or monitor may assign seats. If seats are assigned, sit in your assigned seat.
3. Remain seated while the bus is in motion.
4. Keep arms, hands, feet and other body parts inside the bus and to yourself.
5. Do not throw things on the bus or from a bus window. Keep the bus clean and sanitary.
6. Keep books, packages, coats and other objects in your lap and free from the aisle.
7. Be on time at your designated bus stop. Buses are unable to wait for children.
8. No eating, drinking or chewing gum on the bus.
9. Students must have a bus pass or note signed by the school staff to ride a different bus or to a different stop.

### **As A Parent, How Can I Assist In The School Bus Efforts?**

1. Ensure that your child understands his/her responsibilities when riding the bus.
2. Parents can take turns monitoring local neighborhood school bus stops.
3. While driving your car, be alert for school buses and stop while the bus is loading or unloading children.
4. Report violations of school bus drivers to the Transportation Office (461-8901), giving bus number, location, and time.

### **What If My Child Misses The Bus?**

If a child misses the bus, it becomes the responsibility of the parent to get the child to school on time.

Questions or concerns about bus routes or bus drivers should be directed to the Transportation Office 461-8901. For late buses call 461-9888. Please post this number on your refrigerator or in a convenient location to call in case your child's bus is late.

## **CAFETERIA**

The school cafeteria serves nutritious breakfasts and lunches daily. Menus and information are provided on the Spartanburg School District Two website under Department, Food Service, as well as on our school website. Breakfast and lunch are prepared at the school daily on full days. Breakfast is prepared on half days.

### **The meal options available are as follows:**

1. Students may purchase lunch at **\$2.55 per meal** and breakfast at **\$1.50 per meal**. (Prices are subject to change.)
2. Children from families who qualify for reduced meals may buy lunch for \$.40 and/or breakfast for \$.30 per meal.
3. Any family qualifying for "FREE" meals will continue the same procedure as in the past. Free meals are issued automatically for the **first 10 days of school** only to students who qualified last year. **A new application must be completed and approved each year**. If a new application is not received on time, parents are responsible for any charges to the account. A link to the free/reduced lunch application can be found on the District 2 website.
4. Students wanting to purchase milk, eat on special occasions or on a random basis, may pay cash in the serving line.
5. **Students, who arrive to school by car, must be in the cafeteria by 7:25am in order to eat breakfast.** Breakfast is provided so students can eat before the instructional day begins. Bus riders are permitted to eat breakfast regardless of the time that their bus arrives.

**Spartanburg District 2 Elementary meals charge policy:** Student lunch accounts are limited to charges totaling \$10.00. Students are not allowed to charge meals or a la carte items once the lunch account reaches the \$10.00 credit limit. Parents owing over \$10.00 are requested to send a bag lunch from home until the balance is paid in full. A courtesy school bag lunch that consists of a sandwich, fruit and milk can be offered to a student if they do not have a bag lunch from home or lunch money. Notices of money owed will be sent home weekly to keep parents advised of the student's lunch account balance.

## **CAR RIDER TRANSPORTATION**

### **Transportation - Car Rider Safety**

Students are encouraged to ride the bus to and from school whenever possible. Our school has many car riders and congestion in the mornings often creates lines and delays. Please drive with care, love and patience and obey the resource officer and duty teachers. It is vital that you practice safety at all times. PLEASE make sure that your child, other students and teacher are away from your car before you move. It is a good practice to put your car in park before a student enters or departs your car. Also, no student drop-offs will be allowed from the staff parking lot.

The awning poles in front of the school are numbered 1-7 to promote efficient and safe dismissal. Whether dropping off in the morning or picking up at the end of the day, cars should pull as far up as possible – leaving the crosswalk open for pedestrians. Do not stop or park in the crosswalks.

### **Car Riders - Morning Drop Off**

All students who arrive by car must be dropped off at the front of the school. Please do not let your child out at the side entrances, the bus loading area, or the staff parking lots. If you would like to walk your child into the building, please park in the front parking lot and do so, crossing only at the designated crosswalk. Car riders are encouraged to arrive and be dropped off between 7:00am and 7:30am in front of the school. **The front doors are closed at 7:39am.** Students arriving after 7:39am do not have enough time to get to class by the 7:40am bell. If your child arrives at or after 7:39am, you will need to walk in with your child, sign them in, and get a pass to class for your child. Remember, our school day begins at 7:40am and **students are tardy unless they are in their classrooms before 7:40am.**

The school can only assume responsibility for the supervision of students during regular school hours (7:00am – 2:15pm). Before 7:00am, there is no outside supervision provided; therefore, no student is permitted to be dropped off before 7:00am.

Students should exit cars on the passenger side at the sidewalk.

### **Car Rider - Afternoon Pickup**

Afternoon dismissal begins at 2:15pm. Students should be picked up using the car rider driveway. As parents arrive, students are called by walkie-talkie to come to their cars, which promotes student safety and accountability. **For safety reasons, please do not come into the building to pick up your child, as they cannot be released once school has been dismissed.** Students should be picked up **NO LATER** than 2:30pm. If you cannot pick students up by this time, you should make arrangements for them to ride the bus or attend an after school program.

Be sure to display your child's car rider tag on the dash or visor each day. Anyone picking up a car rider must have a car rider tag visible or the student must be signed out in the office after all other car riders have been dismissed. For the safety of our students, please keep your child's name visible until your child is in your car.

### **CHANGES IN TRANSPORTATION**

For the protection of all our students, absolutely **NO TRANSPORTATION CHANGES WILL BE ACCEPTED BY PHONE REQUEST.** Parents are responsible for making necessary arrangements with family members, friends, or neighbors regarding transportation changes due to an emergency situation. **The person picking up your child MUST be listed on your information sheet or the office must receive a signed note, fax or email from the parent.** In addition, if your child cannot ride the bus due to disciplinary action, you must send a note indicating how your child will go home.

### **CHECK WRITING POLICY**

The school gladly accepts personal checks; however, **there is a \$25.00 fee for all returned checks.**

### **DRESS CODE**

Mayo Elementary has the responsibility of establishing a school environment that enhances the teaching/learning process. Parents and students also share in this responsibility. In an effort to provide a safe and orderly school environment, and in response to a desire to keep our school free from threats or harmful influences of any individual or groups which advocate substance abuse, violence, or disruptive behavior, the following Dress Code and a list of Prohibited Items will be in effect.

The basic rule to be followed will be that clothing must be in good taste, following Spartanburg District Two policy and school standards in attire. Students are expected to dress in a clean, neat, modest, and safe manner. Students dressing in a manner that disrupts school, or contributes to a safety hazard, will be referred to the school administration. **(Students will be asked to remove or cover inappropriate clothing. If this is not possible, parents will be called to bring appropriate clothing or pick the student up.)** Incidents involving dress code violations will be handled on an individual basis.

- Appropriate footwear must be worn at all times. Examples of inappropriate footwear include stacked-heel shoes, platform shoes, shoes with cleats, shoes with wheels, etc. We highly recommend that students not wear flip-flops because of the safety hazard they present on the playground.
- Skirts, dresses, and shorts must be appropriate for the school setting. No shorter than mid-thigh.
- Garments such as halter tops, bare midriffs, tube tops, see-through tops, tank tops with straps less than two adult fingers wide, spaghetti straps, and plunging necklines (front and/or back) are not allowed in grades 3 – 5.
- Pants or shorts must not have holes above the level of mid-thigh. ALL undergarments must be covered. Pants **MUST BE** worn above the hips.
- Hats, sunglasses or other headgear should not be worn in the school building, unless permitted in conjunction with a school-related event.
- Students should not wear clothing with inappropriate print language, symbols, tobacco, or alcohol advertisements.
- Spiked, spray-painted or dyed hair of unnatural colors (blue, purple, pink, etc.) is not permitted.

## **EARLY DISMISSALS**

**Students signed out before 11:00 a.m. will be considered absent for that day.**

Early dismissals are discouraged. If you must take your child from school before the close of the school day, you should send a note to the child's teacher the morning of the early dismissal. The note must state the reason for and specify the time of the early dismissal. **For safety reasons, no early dismissals will be allowed after 1:45 p.m.**

We DO NOT allow students to leave the school grounds without being accompanied by you or a designated adult listed on your child's Student Information Record. Also, anyone picking up a student must present identification before a student is released.

To maximize instruction, no students will be called until an adult arrives to pick them up.

## **EMERGENCY DRILLS**

Fire drills, tornado drills, earthquake drills and lockdown drills are necessary for the safety of the students, staff and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he or she may be. Specific information for all emergency drills will be taught to all students during the first weeks of school.

## **FALCON PATROL**

Fifth grade students will be assigned leadership roles throughout the school. Their main responsibility is to ensure safety as our students move throughout the building, greet guests, and assist faculty members in classrooms.

Discipline, commitment, and loyalty are expected of all Falcon Patrol members. These students must exhibit leadership and not have any discipline problems. Applications are submitted by students. A permission slip will be sent home with each student selected explaining the roles and expectations of Falcon Patrol members.

## **FIELD TRIPS**

When students leave the school to go on field trips, they become ambassadors for Mayo Elementary School; therefore, exceptional student conduct is essential! In order to assist in maintaining the positive public image of Mayo Elementary, students who have proven that they cannot continually meet the expectations of good behavior in the school may not be allowed to visit places with less structure.

A parent or guardian wishing to attend a field trip as a chaperone must have a current background check on file with Spartanburg District 2. A Chaperone/Volunteer Form along with \$26.00 for a SLED check must be completed for approval in advance of the trip. SLED checks are valid for one year from the date of approval. All field trip chaperones must be on the Approved Chaperone/Volunteer list. Siblings and other family members are not allowed to attend field trips.

Students who are unable to attend a field trip will remain at school in a structured learning environment and will work on related curriculum. Likewise, students who have been suspended from riding the school bus may be ineligible to participate in field trips if transportation for these trips is provided by Spartanburg School District Two.

Fees for field trips must be submitted by the deadline. Monies submitted after the deadline will be returned to the parent, and the child/chaperone will be ineligible to attend the field trip. No refunds will be issued for students who become ineligible to attend or are unable to attend a field trip.

## **FLOWER / PERSONAL DELIVERIES**

District policy states that schools cannot accept personal deliveries (flowers, food, etc.) for students or staff. The volume of such deliveries on Valentine's Day, etc. is disruptive to normal school operations. Parents or others should arrange for deliveries to the home instead of the school. Local florists have been notified of this policy.

## **GIFTED & TALENTED PROGRAM**

Qualifying students in grades 3-5 are eligible to participate in the district's program for academically gifted students. Qualifications are based on state guidelines, which include intelligence test scores, achievement test scores, performance-based assessment, and nomination forms. Students in the program will attend class once each week and earn a grade on their report card. Please remember that GT classes can help to advance a student into the Honors Program in later years.

## **GRADING POLICY**

Grades are determined by assigned tests (80% of grade) and by classwork, minor quizzes, reports, projects and/or homework (20% of grade).

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

## **GUIDANCE / CHARACTER EDUCATION**

Mayo Elementary School has a comprehensive developmental guidance program. Our School Counselor visits classes to teach lessons on character, goal setting, decision-making, getting along with others, career awareness, safety, and other important life skills. Small group sessions are conducted for referred students to discuss topics such as friendship, managing grief, dealing with feelings, and social skills. Please call if you have any questions concerning the Guidance program or if you would like to schedule a conference with the School Counselor in regard to your child's achievement, adjustment, or growth and development.

## **HEALTHROOM SERVICES**

Our school has a Registered Nurse to handle medication and emergencies. Minor first aid is provided for school accidents or sickness occurring at school. It is believed that a student who is not well enough to be in class should be at home under parental supervision. Any accident or sickness at home should be handled at home. Students should not be seeing the nurse first thing in the day for home accidents.

If a child becomes ill while attending school, the parents or authorized designee will be notified by phone to pick up the sick child or provide other means of transportation for taking him/her home. **It is a parental obligation to provide this transportation in the interest of the health and security of the child.** Parents are responsible for providing up-to-date phone numbers for emergency contacts who are available at all times during the day. If a parent cannot be reached in an emergency situation, 911 will be called and any expenses incurred are the parent's responsibility.

Help keep your child's school a healthy place to learn. We request that you keep your child out of school when he or she has an illness that can be spread to others. Students with a temperature of 100 degrees or above will be sent home. Students are to be fever free for 24-hours without Tylenol, Motrin, etc. before returning to school.

DHEC has developed School Exclusion Lists to help parents decide when children are too ill to go to school. The list applies to all students in grades 1-12, except those students identified as Medically

Fragile. It describes conditions and illnesses that keep students out of school, and the types of notes needed for students to return to school when they have been sick.

The school nurse has available a brochure explaining the School Exclusion List. The brochure is also found on the DHEC website, [www.scdhec.gov/health/exclusion.htm](http://www.scdhec.gov/health/exclusion.htm). If your child has one of the conditions on the list, please contact your school nurse as soon as possible.

We hope that your child never has to miss school because of illness or disease. The best protection from disease is prevention. You can help prevent many illnesses by making sure your child's immunizations are up-to-date, by teaching your child to wash his or her hands often and practicing good nutritional habits.

## **HOMEWORK**

Homework is designed to extend and reinforce the work completed in the classroom and to develop good study habits by stimulating initiative, independence, responsibility and self-direction. Homework increases skills and adds to the knowledge of each child. Written homework requirements vary by grade level; however, all students are expected to read at least 30 minutes each evening as part of the school district's literacy program. Parents should encourage and support their child's efforts. Ultimately, homework is the responsibility of the child not the parent. If necessary, please contact your child's teacher to set up a conference about individualizing homework assignments. As a parent, you can improve your child's study habits by providing an area that is conducive to learning at home, setting aside a regular study time, and reviewing homework assignments with your child.

## **INCLEMENT WEATHER**

Students and parents should stay tuned to local radio (WSPA 950 AM) and television (WYFF, WSPA) broadcasts when dangerous or winter weather is in the area. When a school cancellation or delay decision is made, local radio and television stations are notified immediately and are the primary information outlet to the public. If a decision is reached before 9:00pm to cancel school the following day, the School Messenger call system may be utilized to notify student homes that evening.

Any decision related to school closings or delays will also be reported on the District 2 and MES webpages and the District 2 and MES Facebook pages. Please do not call the school or the district office. We need to keep these lines of communication open in order to expedite decisions concerning your child's safety.

In the case of an Early Dismissal of school due to inclement weather, students will go home the regular way indicated on their transportation sheet and Boys and Girls Club and other after school activities will not be held.

## **LEAVING SCHOOL WITH OTHERS**

If you would like your child to leave school in any manner other than his/her regular way, please write a note to the teacher. In that note, please notify the teacher of the name of the adult who will be picking up your child. For your child's safety, if we do not have a note, we will send your child home the way you indicated at the beginning of the year on the student information sheet. Please instruct your child to give the note to his/her teacher when they arrive at school. This is important because sometimes there is a problem with your request and we may need to call you to solve the problem.

If you would like your child to go home with another student, please have the parent of the other student send a note with the same information. These changes should be very minimal so that we can continue to protect your child's safety.

No changes in transportation or method home will be taken over the phone. **Written notification is required.**

## **LOST & FOUND**

We maintain a lost and found area at MES. To minimize lost articles, please put your child's name on items of clothing which he/she may remove. (Remember to practice safety and don't display children's names where strangers may see!) All unclaimed articles are donated to a local charity every semester. Remind your child to check the lost and found if he/she is missing something. Mayo Elementary School is not responsible for lost, broken, or stolen toys or electronics.

## **PARENT CONTACT INFORMATION**

It is very important that Mayo Elementary School be able to contact you in an emergency. This information is also used by the district-wide School Messenger system which is used to report school closings, delays and other important news. We must have your current address, phone number and email address at all times. Please notify the front office if you change your address or phone number. This information is confidential and necessary to ensure vital communication between home and school.

## **PARENT PORTAL**

PowerSchool, our grade management system, offers parents a quick and easy way to keep up with their child's classroom performance. Please contact the front office at 461-2622 to set up a Parent Portal account if you do not already have one. Multiple children in your household can be linked in a single Parent Portal account.

## **PARENT – TEACHER CONFERENCES**

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Please make every effort to attend the parent-teacher conferences held in the fall. Classroom teachers will contact parents to schedule appointment times that are convenient for you. You are invited to schedule additional meetings with the teacher when you feel there is a need. Parents should make appointments with their child's teacher after 2:30pm. Teachers may also schedule a meeting with parents when they feel it is necessary. Upon arrival, parents should sign in at the office and receive a visitor's pass. **If a teacher is supervising students, he/she will be unable to conference with parents.**

## **PARTIES**

School based parties are held twice during the school year: Christmas and Valentine's Day. Parents are notified ahead of time regarding refreshments. No other parties for students or teachers should be given during school hours. Cupcakes or cookies can be sent to school on your child's birthday for the students to enjoy as dessert during their lunch period.

Any items sent for class parties or treats sent in honor of a child's birthday must be **store bought with all ingredients listed on the unopened packaging**. Homemade treats are not permitted. Also, any "goodie bags" sent as part of Christmas or Valentine's parties should be treat-based (pencils, bubbles, stickers, etc.) and should not include food or candy of any kind. This is necessary for the safety of those students with food allergies. We appreciate your cooperation in this effort.

## **PERSONAL BELONGINGS**

In the interest of protecting the health, safety, and educational opportunity of our students, the following items are prohibited **without prior permission** from the principal:

- Radios, CD players, MP3 players, IPODS, laser pointers, tape players, cameras, and any other electronic devices or personal toys of any kind.
- Collectible items such as sports cards, rubber bands, silly bands, etc.

- Drugs, alcoholic beverages, narcotics, cigarettes, inhalants, cigarette lighters, matches, tobacco products and look-a-likes.
- Explosive devices, including firecrackers, fireballs, cherry bombs, stink bombs, etc.
- Weapons, look-a-like weapons, guns, knives, screw drivers and/or other dangerous items.
- Animals, pets, etc.
- Carbonated soft drinks\*, spray cans, perfume, fingernail polish, gum, etc.
- Cell phones.

The school will not assume responsibility for items brought to school that are lost or stolen. If any of the above items are brought to school and stolen, **the school will not do any investigation** to recover the stolen property that wasn't supposed to be at school. Any of the items taken from a student and not claimed by a parent by the end of the year will be discarded.

## **PROMOTION & RETENTION**

There are essential skills that all students need to be successful at the next grade level. Promotion/Retention decisions for all students will be determined by the students' ability to perform on the current grade level based on assessment results, school work and teacher judgment. It is recognized that some students benefit from the opportunity to continue in the same grade another year. In cases where students are not making satisfactory progress or are not performing on grade level in academic areas, notification will be sent to parents or guardians. Parents should make regular efforts to meet with the teacher to discuss any concerns about a student's lack of progress. A conference can be scheduled by calling the school at 461-2622. **The school reserves the right to retain or promote a student.**

## **READ TO SUCCEED**

The South Carolina Read to Succeed Act became law in 2014 with the goal of improving literacy and reading proficiency for all children. The law includes some significant information regarding the promotion and retention of third grade students that took effect beginning with the 2017 – 2018 school year.

The law states, "Beginning with the 2017-2018 school year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of the third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment." There are exceptions to this requirement in the law. These exemptions will be taken into consideration when making retention decisions regarding individual students.

Please be assured that it is the goal of Spartanburg School District Two that all students will become proficient readers by the end of third grade. Many interventions have been put into place to meet the diverse needs of our students. Instructional support such as additional instruction in reading, individualized instruction, intense whole-group and small group instruction, LLI (Leveled Literacy Intervention) Interventionists, and computer assisted instruction. In addition, classroom teachers will continue to receive literacy training and support from school-based Literacy Coaches.

## **REPORTING TO PARENTS**

Interim reports are issued to notify both you and your child regarding his/her progress. These reports will be issued at the mid-point of each nine-week period to all students. Any student who is not making satisfactory progress will have time to make improvements.

Report cards are issued at the conclusion of each nine-week period. Students are also rated on work habits and social attitudes displayed during the grading period. Report cards dates can be found on the district and school calendars.

Parents are urged to keep in close contact with the teacher and check the PowerSchool Parent Portal regularly in regards to their child's classroom performance. Many times a child's problem can be more easily understood when the parents and the teacher share information in regard to the child.

### **ROLLING BACKPACKS**

All students are expected to have a tote bag or traditional backpack for carrying school work and belongings between home and school. Rolling bookbags are difficult to manage in the car line, on the bus and in the halls. They have become a hazard to the students moving about the building. As a result, only students with **documented medical needs** are permitted to have a rolling bookbag at school.

### **SCHOOL MEDICATION POLICY**

Prior to administering any medication, including prescription and non-prescription medications, all of the following conditions must be met:

- A form provided by the school must be completed and signed by the parent or guardian. Physician's signature is also required for prescription medications.
- All medication must be properly labeled and in its original container and brought to the nurse's office by the parent or guardian.
- The RN responsible for the school must review and approve each request before medication may be administered.
- Due to the possibility of reaction, the first dose of a medication will not be given at school.

Over-the Counter medications may only be taken in accordance with the instructions on the container.

Neither the district nor its personnel will be held liable in the event of adverse reactions when the medication has been given in the prescribed manner.

### **SCHOOL PHONE**

The telephone in the office is for school business; therefore, the telephone should only be used by students in case of an emergency. **Students will not be called out of class for telephone calls.** Parents are urged to see that their children have everything they need before leaving for school.

If you wish to speak with a teacher by phone, please leave a message with office personnel or on the teacher's voice mail. The person you are calling will return your call during planning time or after school. You may also access our email accounts by visiting our website in order to email your child's teacher or other school personnel.

### **SCHOOL PICTURES / YEARBOOK**

Individual student pictures will be made twice during the school year (fall and spring). In addition, class pictures will be taken in the spring. Parents will have the opportunity to purchase these pictures. A school yearbook will also be available for purchase near the end of the school year.

### **SMOKE FREE POLICY**

It is the policy of Spartanburg County School District Two that all District Two schools are smoke-free facilities. We ask that parents and visitors adhere to this policy while in school or in our car rider line. Please do not smoke on campus including in the car rider area. Your support in this manner is greatly appreciated, as we wish to model healthy behavior for our students.

### **STUDENT AWARD PROGRAMS**

At the conclusion of each nine-week period, students who are working on grade level and have maintained an “A” or “B” average (80 or better) in all subjects, including Gifted and Talented, will be recognized as making Honor Roll. Students who are present each day will be recognized for Perfect Attendance. One student from each class who demonstrates outstanding effort will be selected by their teacher to receive the Falcon Award. Other recognitions will include a character, music, art and star reader awards.

At the end of the school year, students will be recognized at an End of the Year Awards Program for each grade level. Students who achieved the “Principal’s Honor Roll” and the “Honor Roll” for all four nine-week periods will be recognized. Students who were present everyday will be recognized for “Perfect Attendance.” Other recognitions will include a character, citizenship, music, art and star reader awards.

Awards Program dates can be found on the MES calendar.

## **STUDENT SAFETY & DISCIPLINE**

The safety of your child is of the utmost importance to the faculty and staff of Mayo Elementary School. As a result, students may not bring any items to school that may pose a threat to themselves or any other person. This includes, but is not limited to, knives, fireworks, bullets, illegal drugs, and firearms. (Note: This also includes toy knives and toy guns.) Board disciplinary policy will be followed if a student violates any safety rule.

If the occasion arises that your child feels threatened or intimidated by another student, please talk with your child’s teacher or a school administrator. Every child has the right to feel safe at school. Our district has a policy specifically related to bullying. At any time, parents may request a copy of the policy, or view the policy on our Spartanburg District Two website.

Every teacher should communicate their discipline plan to the students and the parents at the beginning of the school year. Teachers are also required to post their classroom rules in a strategic location in the classroom. All Mayo Elementary teachers are expected to administer their discipline plan in a fair and just manner. As part of that plan, students may be referred to the office. The school administration will review each referral and make a determination as to the appropriate action at that time.

We ask that you discuss with your children the importance of and need for good behavior and a good attitude while at school. We will not tolerate fighting, disrespect towards others, obscene language, or destruction of school property. Students who break rules continuously will be sent to the office and handled accordingly. If problems reoccur, parents will be called to come in to help resolve the problems. School officials do not have to contact parents before conducting a school investigation on school property or at a school-related event. **Students involved in what is determined to be a fight will be automatically suspended for a minimum of two days.**

## **TEXTBOOKS**

Students will have access to one set of state-adopted textbooks as provided by the State Department of Education at no cost. Students are responsible for the books and must pay fines if books are lost or damaged. Textbooks should be cared for properly. Report cards may be withheld at the end of the year until fees have been paid for lost or damaged books or outstanding fees.

## **VISITORS**

Parents are always welcome at MES! During the school day, visits to the classroom must be scheduled through the principal, provided the visit would not be considered to negatively impact the instructional program.

Due to increasing security issues and for the safety of all students, **ALL VISITORS** (including parents) **must sign in and receive a pass to be displayed throughout the building. Visitors must bring their**

**driver's license to use in the new School Check-In System.** No one is allowed to pick up children from the classroom even when visiting the class. Students must be signed out in the office. **Parents cannot accompany students to the classroom in the morning after the first week of school.**

Parents are encouraged to eat lunch with their children on ANY school day. Please notify the teacher or office a day in advance so the lunchroom staff can prepare enough food. Adult lunch price is \$3.75 (subject to change).

### **VOLUNTEER PROGRAM**

We welcome any parents, grandparents, family members, community members etc. wishing to volunteer in our school. Volunteers are required to complete a background check (\$26) through Spartanburg School District 2. If you are interested in volunteer opportunities, please contact the school office and we will be happy to connect you with our volunteer coordinator.

### **WITHDRAWING / TRANSFERRING TO ANOTHER SCHOOL**

The office should be advised of a withdrawal prior to the withdrawal date, if at all possible. The advisement should state the child's last day in school, new address and the school where the child will transfer.

- The student should return all textbooks and classroom books to the teacher his/her last day at the school.
- A student should return all library books to the media center. (The transfer form must be initialed by the media specialist.)
- The teacher will send the transfer form to the office to be signed by the principal.
- Fees for materials will not be refunded.
- Remaining days on breakfast and lunch tickets will be refunded by the district office at the parent's request.

Textbooks, library books and lunch monies will be accounted for before a child withdraws. School records will not be forwarded to other schools until such accountability has taken place. Students who transfer to other Spartanburg School District Two Schools will not have records sent to the receiving school until they have properly accounted for all textbooks and library materials at the previous school.

## **TITLE IX, SECTION 504, AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990 GRIEVANCE PROCEDURES**

Spartanburg County School District Two recognizes that in accordance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, a procedure is required whereby parents, employees, and students can be assured of a prompt and fair disposition of their grievances.

These complaint procedures will be placed on the bulletin boards of schools and will be distributed to parents and students.

A grievance as defined herein is a written complaint, registered by identifiable individuals, involving an alleged violation of the Federal laws or regulations governing Title IX, Section 504, and Title II by the local educational agency.

The right to file a complaint shall be afforded to any parent, employee, and/or student and shall begin with a written statement by said parent, employee, and/or student alleging a violation of the Federal law or include, as a minimum, the following information:

- a. the name and address of the party or parties alleging the violation, and
- b. a description of the alleged violation of the Federal law or regulation by the local educational agency.

Persons who desire to register complaints relative to Title IX of the Educational Amendments of 1972 should direct these inquires to the District Office:

Spartanburg County District Two, Administration Building  
3231 Old Furnace Road  
Chesnee, SC 29323  
Telephone: (864) 578-0128

Persons who desire to register complaints relative to Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990 should direct these inquires to the Superintendent:

Spartanburg County School District Two, Administration Building  
3231 Old Furnace Road  
Chesnee, SC 29323  
Telephone: (864) 578-0128

Upon receipt of a complaint, Spartanburg County School District Two shall adhere to the following procedures:

1. The superintendent shall investigate the alleged violation within fifteen (15) days from the date it is received and shall render a written resolution of the complaint within thirty (30) days.
2. The superintendent shall provide an opportunity for the complaint or the complainant's representative, or both, to present evidence, including an opportunity to question the parties involved.

Upon receipt of the superintendent's resolution to the complaint, the party or parties alleging the violation have the right to appeal this decision to the Board of Trustees within thirty (30) days.

**Spartanburg School District Two**  
**Office of Special Services**  
3231 Old Furnace Road

## **Medicaid Notification of Use of Public Benefits or Private Insurance To Pay For Services Under the IDEA**

This notification is to inform you of the intent of the Spartanburg School District Two and the South Carolina Department of Education (SCDE) to bill Medicaid and/or third party insurance and receive payment from Medicaid and/or any third party insurer for services, as permitted under the Individuals with Disabilities Education Act (IDEA), and as set forth in your child's individualized education program (IEP). The District and the SCDE may bill Medicaid for diagnostic and psychological evaluation services, behavioral health services, nursing services, and other health-related screenings and treatment services billable to Medicaid or a third-party insurer with or without the requirement of an IEP. The District must provide this notice to you prior to requesting your consent to bill Medicaid and/or any third party insurer once a year for services that the District will provide in the future.

This document also serves as notice that the District and the SCDE will release and exchange medical, psychological, and other personally-identifiable confidential information, as necessary, to the South Carolina Department of Health and Human Services and any applicable third-party insurer regarding services provided to your child.

Medicaid and third-party insurance reimbursement for billable services provided by the District will not affect any other Medicaid services or insurance benefits for which your child is eligible. The District cannot bill Medicaid or your child's insurance program if it will decrease available lifetime coverage or any other insurance benefit, result in the family paying for services that would otherwise be covered, increase your insurance premiums, or risk loss of eligibility for waived programs. You are not responsible for paying any outstanding deductibles, co-payments, or co-insurance related to the District billing Medicaid or your child's insurance program for services provided by the District. Your child will receive the services listed in the IEP regardless of whether your child is covered by public or private insurance programs and regardless of whether you provide consent to access those benefits. Your refusal to provide consent to release personally-identifiable information to Medicaid or any third-party insurer does not relieve the District of its responsibility to ensure that all required services are provided at no cost to you.

Any previous, current, or future consent to bill Medicaid or third-party insurance was voluntary and you may revoke your consent at any time. If you choose to revoke consent, that revocation is not retroactive (i.e., it does not negate an action that occurred after the consent was given and before the consent was revoked).

The District and the SCDE will continue to operate under the guidelines of the Family Educational Rights and Privacy Act (FERPA) to ensure confidentiality regarding your child's treatment and provision of services.



## DIRECTORY INFORMATION

Students participate in a variety of school-related events and activities that are subject to some form of publicity—from honor rolls to media coverage of special events. In publicizing student accomplishments or school events, due care is taken to ensure that it serves the best interest of students. A school or district office employee is present whenever a student is photographed or interviewed. Information about students may appear in newspaper articles, on television, in radio broadcasts, on displays, on the World Wide Web, or in district or school promotional pieces (school annuals, brochures, fliers, newsletters, programs for sports or cultural events, television shows, videotape, websites, etc.).

The Family Educational Rights and Privacy Act allows schools to release “directory information.” The District considers the following as directory information: age, name, the most recent school attended, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, diploma or certificate and awards received, and photographs.

**With the exception of electronic images related to school-sponsored or district-sponsored events, activities, and special recognitions, the District will treat all video recorded of students through surveillance videos on District property or school buses as student records entitled to confidentiality pursuant to the Family Educational Rights and Privacy Act and other applicable federal and State laws.**

In addition, federal laws require schools to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parents have advised the school that they do not want their student’s information disclosed. **If for some reason you object to your child’s inclusion/identification in publicized school recognitions/events/activities, including a school or District-maintained website/social media page, or wish to opt out of the provision for contact information to the military, you must, within 15 days of registration, advise the principal in writing (annually) of the specific type of directory information to withhold.**

## EDUCATION RECORDS

A student’s cumulative education record contains directory information, scholastic information, standardized test data, health records, and other similar information. Individual student records are not available for public inspection. However, the Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records:

*1. To inspect and review the student’s education records within 45 days of receipt of written request for access*

Parents or eligible students should write to the school principal, identifying the record(s) that they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

*2. To request the amendment of the student’s education records that the parent or eligible student believes to be inaccurate or misleading (FERPA provisions do not apply to grades and educational decisions made by school personnel)*

Parents or eligible students may ask Spartanburg County School District Two to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and of the right to a hearing regarding the request for amendment. With this notification, the district will provide additional information regarding hearing procedures.

*3. To consent to disclosures of personally identifiable information contained in the student’s records, except to the extent that t FERPA authorizes disclosure without consent*

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person/company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee (such as disciplinary or grievance committee) or assisting a school official in performing his or her task s. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district discloses education records to officials of another school district in which a student seeks or intends to enroll.

*4. To file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA*

Contact information for the office that administers FERPA is:  
Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-4605