

# SCHOOL FORMS

These forms are provided for your information and **do not need to be returned UNLESS** a parent wishes to sign an "exclusion" form.  
Any signed **exclusion** forms should be returned to the RHS Main Office as soon as possible.

- **Access to Student Information By Military or College Recruiters**
- **Student Privacy Rights – Directory Information and Photography**
- **Annual Notice of Student Education Record Privacy**
- **Protection of Pupil Rights Amendment – Scheduled Activities and Surveys  
Annual Notice to Parents**
- **Notice of Pesticide Applications**
- **Annual Notification of Asbestos Management Plan**

These forms are also available in the RHS Main office.

**Access to Student Information  
By Military or College Recruiters**

**SIGN AND RETURN THIS FORM ONLY IF YOU DO NOT WISH TO HAVE YOUR STUDENT'S INFORMATION RELEASED TO MILITARY RECRUITERS AND/OR COLLEGES, UNIVERSITIES OR OTHER INSTITUTIONS OF HIGHER LEARNING.**

**IF YOU WISH TO SIGN THIS FORM, PLEASE RETURN IT TO THE RHS MAIN OFFICE AS SOON AS POSSIBLE.**

**This exclusion will remain in effect only for the current school year, unless revoked in writing, by the student's parent/guardian.**

**Vernon Public Schools  
Access to Student Information  
By Military or College Recruiters**

Name of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

School: Rockville High School

Dear Parent/Guardian and Secondary Students:

Our district receives funds from the federal government under the *No Child Left Behind Act of 2001*. These funds are used in a variety of ways to provide additional help to students in greatest academic need. The law also requires that districts receiving these funds must, upon request, provide to military recruiters, colleges and universities, access to the names, addresses and telephone listings of secondary students.

It is important for you to know that a secondary school student or his/her parent or guardian may request that the student's name, address and telephone number not be released by the district *without prior written parental consent*. If you would like to make such a request, please complete the following and return it to your child's school.

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*Parent or Guardian: Please complete this section and return the form to your child's school.  
Use a separate form for each child.*

I am aware the district must provide access to military recruiters and colleges or universities of student names, addresses and telephone listings. I am aware the district will provide this information upon request, unless I require that such information not be given to the following groups *without prior written parental consent*:

**Military Recruiters (please check one):**

Do not release my secondary student's information to military recruiters at any time.

Do not release my secondary student's information to military recruiters until you have first obtained my *prior written parental consent*.

**Colleges, Universities, or Institutions of Higher Learning (please check one):**

Do not release my secondary student's information to colleges, universities or other institutions of higher learning at any time.

Do not release my secondary student's information to colleges, universities or institutions of higher learning until you have first obtained my *prior written parent consent*.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Adult Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**IF YOU WISH TO SIGN THIS FORM, IT MUST BE RETURNED TO THE RHS MAIN OFFICE AS SOON AS POSSIBLE!  
This exclusion will remain in effect for the current school year, unless revoked in writing, by the student's parent/guardian!**

**Student Privacy Rights  
Directory Information and Photography  
Annual Notice for Disclosure of School Directory Information**

THIS NOTICE PROVIDES PARENTS/GUARDIANS WITH THE OPPORTUNITY TO REQUEST THAT THEIR STUDENT'S SCHOOL DIRECTORY INFORMATION NOT BE RELEASED.

**SIGN AND RETURN THIS FORM ONLY IF YOU DO NOT CONSENT TO THE RELEASE OF SCHOOL DIRECTORY INFORMATION.**

**IF YOU WISH TO SIGN THIS FORM, PLEASE RETURN IT TO THE RHS MAIN OFFICE AS SOON AS POSSIBLE.**

This exclusion will only remain in effect for the current school year unless revoked, in writing, by the student's parent/guardian.

## Important Information Concerning Student Privacy Rights

During the school year your child may make headlines as a hero of the big game, or he or she might win an academic honor. Often, stories about what is happening at school will feature students. We also might want to use your child's name or may get a great photograph or videotape of your child that we'd like to use in a school district publication or presentation.

The Family Education Rights and Privacy Act (FERPA) permits school districts to release "Directory Information" to certain people or institutions, such as the news media, unless the child's parent or guardian requests that such information not be released. "Directory Information" includes the following:

- Student name, address and phone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- The most recent previous educational agency or institution attended by the student
- Publishing student names in the school newsletters or other publications

Vernon Public Schools will not release student information for commercial or other purposes. The purpose of a release will always be related to the conduct of school business.

If you do NOT want us to release "Directory Information" and/or publish your child's photograph, and/or release videotape of your child, please complete and return the form below as soon as possible. **OTHER WISE, IT IS NOT NECESSARY TO TAKE ANY ACTION.** If you have any questions, please call 860-870-6050.

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### Directory Information & Photographs

*Please print - Return one form for each child.*

#### Directory Information

- Do not release any "Directory Information" on my child.  
or  
 Do not release "Directory Information" on my child, but you can include my child's name in the school newsletter and school directory.

#### Photograph/Videotape

- Do not release my child's photograph/videotape to the news media or use my child's photograph in any District-wide printed publication (such as the calendar).

#### Class Photograph

- Do not release my child's individual class photo for use in the school annual or yearbook.

Child's Name: \_\_\_\_\_ School/Grade: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Annual Notice of Student Education Record Privacy**

THIS IS AN INFORMATIVE NOTICE REGARDING RIGHTS TO EDUCATION RECORDS RELATED TO INSPECTING, REVIEWING, REMOVING, CORRECTING, AND DISCLOSING OF PERSONALLY IDENTIFIABLE STUDENT INFORMATION.

KEEP THIS NOTICE FOR YOUR INFORMATION.

**Vernon Public Schools**  
**Family Educational Rights and Privacy Act (FERPA)**  
**Annual Notice of Student Education Record Privacy**

Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

- 1) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:

Name of Staff: Peter Ettlinger Telephone: 860-870-6050 ext. 4070  
Email Address: Peter.ettlinger@vernonct.org

You will be notified of the place and time the record(s) may be available for review.

- 2) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record:

Name of Staff: Peter Ettlinger Telephone: 860-870-6050 ext. 4070  
Email Address: Peter.ettlinger@vernonct.org

- 3) To control the disclosure of their child's personally identifiable information from their education record. The school or district must, with certain exceptions, obtain parent written consent prior to the disclosure of personally identifiable information from education records. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also disclose personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be disclosed without prior consent if the categories to be disclosed are designated and parents are given the opportunity to opt out prior to disclosure.

You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirements of FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

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## **Protection of Pupil Rights Amendment Scheduled Activities and Surveys**

THIS IS AN INFORMATIVE NOTICE OF ANY CURRENTLY SCHEDULED SURVEYS AND ACTIVITIES REGARDING THE COLLECTION OF PERSONAL INFORMATION AND PROVIDES PARENTS/GUARDIANS WITH THE OPPORTUNITY TO EITHER CONSENT TO OR DENY PERMISSION FOR THEIR STUDENT TO PARTICIPATE.

(THERE ARE NO SURVEYS OR ACTIVITIES SCHEDULED AT THIS TIME.)



**Vernon Public Schools**  
**Protection of Pupil Rights Amendment (PPRA)**  
**Annual Notice to Parents**

Dear Parent/Guardian:

It is very important to us to let you know of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. *Consent* before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.
  - Political affiliations or beliefs of the student or student's parent;
  - Mental or psychological problems of the student or student's family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
  - Religious practices, affiliations or beliefs of the student or parents; or
  - Income, other than is required by law to determine program eligibility.
2. *Receive notice and an opportunity to opt a student out of—*
  - Any other protected information survey, regardless of funding;
  - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. *Inspect*, upon request and before administration or use —
  - Protected information surveys of students;
  - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
  - Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor under State law, the parent's rights transfer to the student.

The district has adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any substantive changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to opt his or her child out of participating in a specific activity or survey.

For activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following are specific activities and surveys covered under this requirement:

- collection, disclosure or use of personal information for marketing, sales or other distribution;
- administration of any protected information survey non funded by the U.S. Department of Education; and
- any non-emergency, invasive physical examination or screening as described above.

Attached, if scheduled at this time, is a "Scheduled Activities and Surveys" notice. For your convenience, we have also attached a "Parent Consent and Opt-Out Response" form that must be returned to the office.

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

*Family Policy Compliance Office*  
*U.S. Department of Education*  
*400 Maryland Avenue SW*  
*Washington, DC 20202-5901*

Vernon Public Schools  
Protection of Pupil Rights Amendment (PPRA)  
Scheduled Activities and Surveys  
School Year .. 2020 – 2021

Dear Parent/Guardian:

We want to keep you informed about activities and surveys scheduled for the upcoming school year. There are two types of activities:

- activities requiring the district to obtain your prior written permission for your child to participate; and
- activities for which the district must give you an opportunity to have your child not participate (opt-out).

The following are activities scheduled at this time. For surveys and activities scheduled after the school year begins, you will receive notification and the right to opt your child out of such activities and surveys.

1. Surveys/Activities Requiring Parent Permission: *(Your child cannot participate unless you give your permission.)*

Name of Survey or Activity: \_\_\_\_\_

Summary of Information Collected:

Date: On or about \_\_\_\_\_ Grades: \_\_\_\_\_

Name of Survey or Activity: \_\_\_\_\_

Summary of Information Collected:

~~Date: On or about \_\_\_\_\_ Grades: \_\_\_\_\_  
Name of Survey or Activity: \_\_\_\_\_  
Summary of Information Collected:~~

**None Scheduled At This Time**

Date: On or about \_\_\_\_\_ Grades: \_\_\_\_\_

2. Surveys/Activities with "Opt-Out" Provision: *(Your child will participate unless you opt-out your child and notify us.)*

Name of Survey or Activity: \_\_\_\_\_

Summary of Information Collected:

Date: On or about \_\_\_\_\_ Grades: \_\_\_\_\_

Name of Survey or Activity: \_\_\_\_\_

Summary of Information Collected:

Date: On or about \_\_\_\_\_ Grades: \_\_\_\_\_

Name of Survey or Activity: \_\_\_\_\_

Summary of Information Collected:

Date: On or about \_\_\_\_\_ Grades: \_\_\_\_\_

## **Notice of Pesticide Applications**

REGULAR INSPECTIONS (AND TREATMENTS, IF NECESSARY) FOR PESTS ARE DONE EACH MONTH. COPIES OF THE LABELS FOR CHEMICALS WHICH MAY BE USED ARE AVAILABLE IN THE MAIN OFFICE.

IF YOU WISH TO BE NOTIFIED OF PESTICIDE APPLICATIONS ON SCHOOL GROUNDS (**OTHER THAN THE REGULAR INSPECTIONS AND TREATMENTS AS NOTED ABOVE**), PLEASE COMPLETE THIS FORM AND RETURN IT TO THE RHS MAIN OFFICE.

## NOTICE OF PESTICIDE APPLICATION

This Notice, required by Public Act 99-165, serves to issue a statement of policy regarding the application of pesticides at schools and on school grounds. This statement is required to be made annually to all staff and parents and guardians of students enrolled in schools under the control of the Vernon Board of Education.

The Vernon Public Schools has adopted an Integrated Pest Management policy for pest control within the buildings and grounds of the Vernon Public Schools. Pesticide products may be applied by schedule for preventative or residual control of insect, weed, and/or plant disease pests. Our IPM approach focuses on eliminating conditions that are favorable to pest infestation, thereby making their survival more difficult and reducing the need for pesticide applications.

Pesticide applications will not be performed within any building or on the grounds of any school during regular school hours or during planned activities unless an emergency application is necessary to eliminate an immediate threat to human health. These areas will be secured against access as necessary for the period specified by the manufacturer and taking into account all precautions found on the pesticide product label. All applications will be made by individuals holding valid State of CT certifications.

Parents, guardians and staff who would like to receive prior notice of pesticide applications may register to receive such notice by completing the form below and returning it directly to their child's school. Registrants will be notified by mail so that notice may be received no later than twenty four hours prior to a pesticide application. Notification will include:

- The name of the active ingredient of the pesticide being applied
- The target pest
- The location of the application on the school property
- The date of the application
- The name of the school administrator or their designee who may be contacted for further information

Registrants will be notified of any emergency pesticide applications that are made to eliminate an immediate threat to human health on or before the date of the application either verbally or in writing depending on the circumstances of the emergency application.

Prior year's applications were for bees and wasps by A&A Pest Management, and poison ivy by Town of Vernon, Department of Parks and Recreation.

August, 2013

Parent/Guardian: Please complete a separate form for each student and return this form to your child's school.

## NOTICE OF PESTICIDE APPLICATION

I would like to receive prior notice of pesticide application.

Name of Student \_\_\_\_\_ Name of Parent/Guardian \_\_\_\_\_

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

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

**IF YOU WISH TO SIGN THIS FORM IT MUST BE RETURNED TO THE RHS MAIN OFFICE AS SOON AS POSSIBLE!**  
This exclusion will remain in effect for the current school year, unless revoked in writing by the student's parent/guardian

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# Annual Notification of Asbestos Management Plan

FOR YOUR INFORMATION

## Vernon Public Schools

### Annual Notification of Asbestos Management Plan

In accordance with §19a-333-1 through 13 of the Regulations of Connecticut state Agencies, "Asbestos Containing Materials in Schools", we are required to inform you annually of the existence of the asbestos management plans for our school buildings. These plans have been developed by a licensed and accredited asbestos management planner. The buildings are inspected every six (6) months to monitor for changes or deterioration of the materials. In addition, the buildings are thoroughly re-inspected every three (3) years by Connecticut licensed asbestos inspectors following the same basic criteria as the original inspection used to develop the initial management plan. The management plans developed over the years provide us with the information to continue to monitor, encapsulate, and remove these materials.

The Management Plans are available during normal business hours and are accessible to the public at the following locations:

Vernon Public Schools, Facilities Office  
30 School Street  
Vernon, CT 06066  
860.870.6000

Rockville High School  
70 Loveland Hill Road  
Vernon, CT 06066

Vernon Center Middle School  
777 Hartford Turnpike  
Vernon, CT 06066

Center Road School  
20 Center Road  
Vernon, CT 06066

Lake Street School  
201 Lake Street  
Vernon, CT 06066

Skinner Road School  
90 Skinner Road  
Vernon, CT 06066

Northeast School  
69 East Street  
Vernon, CT 06066

Maple Street School  
20 Maple Street  
Vernon, CT 06066

The responsible person for administration and compliance of this program is  
Mr. William Peluso, Supervisor of School Facilities and Special Projects  
Dated: August 2013