

REQUIRED NOTICES

DENT RECORDS-FEDERAL PRIVACY ACT

Board rules and procedures for maintaining student records shall be consistent with Florida Statutes, State Board of Education rules, and Federal Laws relating to Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment – U.S. Codes (20 USC 1232g), Code of Federal Regulations (CFR) for Title 99. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, including all rules on student records, and interpreting rules on student records to the school staff, students, and the community. Procedures on student records shall be approved by the School Board and included in the Student Records Handbook.

Reporting of information in any student data base shall comply with these standards.

Information reported to the Florida Department of Education shall not disclose a student's name or identity unless required by Florida Statutes; information shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and, information shall be protected from unauthorized use at all times.

VI – Limited English Proficiency

Students and parents not fluent in English, the school provides certain services. Official notices, including report cards, can be provided in many native languages. Additional instructional methods are provided for Limited English Students as needed.

IX – Discrimination

Federal regulation prohibits school districts from discriminating in programs offered on the basis of race, color, national origin, sex, or handicap. This includes curriculum, sports activities, and awards for students, as well as personnel assignments and pay scales for employees. For anyone feeling he/she has been discriminated against according to sex, a formal grievance procedure has been adopted. The first step in the grievance procedure is to notify the principal, who is the Title IX Coordinator for the school.

JAL HARASSMENT AND DISCRIMINATION POLICY

DISTRICT POLICY AGAINST Sexual Harassment, DISCRIMINATION AND Harassment Based Upon race, color, SEX, age, religion, marital status, disability, national origin, socio-economic status, sexual harassment and violence.

Everyone in the Monroe County School District has the right to feel respected and safe. Consequently, we want you to know about our policy to prevent sexual harassment, discrimination and harassment because of race, color, gender, age, religion, marital status, disability, national origin, socio-economic status or sexual orientation.

Harasser may be a student or school personnel. Harassment/Discrimination may include the following when related to unwanted sexual overtures, race, gender, age, national origin, marital status, disability, national origin, socio-economic status or sexual orientation:

- Name calling
- Offensive graffiti
- Offensive notes or cartoon
- Unwelcome touching of a person or their clothing
- Offensive graphic posters or book covers; or
- Violent acts

Any words make you feel uncomfortable or fearful, you need to tell a teacher, supervisor, the principal or Director of Human Resources.

You must make a written report. There is a form available in the school office, or you may request one from the Human Resource Department (305-293-1400 x53331). The form could be given to your teacher, principal, supervisor, or Director of Human Resources. If there is anything that makes it difficult for you to complete the form alone, you could get assistance from one of the above named school personnel.

Your right to privacy will be respected as much as possible.

We take seriously all reports of harassment, discrimination and violence and will take all appropriate action to investigate such claims in order to eliminate that harassment/discrimination, and to discipline any persons found to have engaged in such conduct.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

This is only a summary of this District's policy against the forms of harassment and discrimination listed herein. A complete copy of the policy is available in the Human Resources Department and is available upon request.

JAL HARASSMENT, DISCRIMINATION AND HARASSMENT BASED ON RACE, COLOR, GENDER, AGE, RELIGION, MARITAL STATUS, DISABILITY, NATIONAL ORIGIN, SOCIO-ECONOMIC STATUS OR SEXUAL ORIENTATION ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.

Contact: Director of Human Resources
241 Trumbo Road, Key West, FL 33040
305-293-1400 ext. 53331

I have read and I understand the policy summary described in this document, and have been informed that a full copy of this policy is available both within the School Policy book as well as in the Office of Human Resources, 241 Trumbo Road, Key west, Florida 33040.

NAME / SIGN NAME DATE