

**SHARON PUBLIC SCHOOLS
SHARON, MA
ELEMENTARY HANDBOOK SIGN-OFF FORM**

****URGENT: This form must be signed and returned to school
along with other important papers, by Sept. 11, 2009****

This form must be completed every year.

August 31, 2009

Dear Parents/Guardians,

To ensure that all families are aware of and understand Sharon Public Schools policies and procedures, we ask you to review this handbook carefully. Your signature is required on the forms below to ensure that we can reach you in emergencies. As always, the handbook is available online if you need another copy.

Thank you,

Dr. Freedberg, Mrs. Lamore, Mr. Marcus

Withholding Publication of Student's Name/Pictures and Information

Often the media/press request information regarding student awards, honors, scholarships, and sports or club memberships. Throughout the year, the local cable TV channel, newspaper, and school department newsletters will take pictures or write about school activities and students. It is the policy of the Sharon School Department to make this information routinely available unless parents have requested in writing, in advance, that they do not wish to have this information published. The school department will be happy to comply with parents' written requests. If they do not receive a written request, then they will proceed with the publication of student information as described above.

According to FERPA (20 U.S.C. 1232g; 34 CFR Part 99): Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. The release of this information includes release to the armed services when they request such information. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

Any parent who does not want his/her child's picture or name to appear in newspapers, on TV or on school websites, please check appropriate box below. **If you do not want your directory information released, you must notify the school office in writing.**

2009-2010 Handbook Sign-Off/Media Declaration

I have read my child's 2009-2010 SPS Elementary Handbook. I have discussed with my child the rules and procedures that s/he is expected to follow. I have also noted those procedures that pertain specifically to parents.

Student's Name _____ Teacher _____

(Please Print)

Parent/Guardian Name _____

(Please Print)

Date _____

Signature of Parent or Guardian

Publication of my child's photo/name: Yes, it's OK
(please note: We never use last names on SPS web sites.)

NO, Please DO NOT

Release of my child's directory info:

New for 2009-2010- Please note that, unless you inform the office in writing as per the rule above, we will release your son/daughter's directory information.