



Required notices

Mandatory Annual Notice of Asbestos Inspection

In compliance with the Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), on January 25, 2007, inspections of each of our school buildings were inspected for asbestos containing building materials. The inspection findings and asbestos management plan are on file in the school's administrative office.

The EPA performs periodic surveillances for asbestos materials to ensure the safety of our children. Asbestos inspectors perform these surveillances and an accredited management planner reviews the results of surveillances and recommends if we need to take further actions.

All materials in our school are in satisfactory condition and routine maintenance is completed at regular intervals.

Mandatory Annual Notice of Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal 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 with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

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. 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.

A parent, guardian or eligible student (one who is at least 18 years old or is married) shall be allowed access to the student's records upon proper request. A formal review of a student's complete records shall be conducted only in the

presence of the principal or his or her designee. School personnel shall not destroy any educational records if there is an outstanding request to inspect or review the records.

A parent, guardian or eligible student has the right to challenge an item in the student record believed to be inaccurate, misleading or otherwise in violation of the student's privacy rights. The principal shall examine a request to amend a student record item and respond in writing to the person who challenges the item. Subsequent steps, if necessary, shall be determined by the Head Administrator and/or the Chairman of the Board of Directors.