

JOHN MUIR MAGNET SCHOOL

Student and Parent Handbook
2016-2017



100 Walker Avenue
Ashland, Oregon
541-482-8577

About John Muir School

Mandated by the Ashland School Board to further diversify public school offerings for families in Ashland, John Muir School was established in 2006 as an Art and Natural Science Magnet School. John Muir School was developed according to current research in educational philosophy and child psychology. It is a small community school serving 125 students in multi-age classes, kindergarten through eighth grade.

In the tradition of its namesake, John Muir children are taught the wonder and beauty of nature, the intricacies of biologic and ecologic systems and the love of the outdoors. Learning occurs through direct experience, collaboration, discussion, reflection and inference as children hike, draw, explore and immerse themselves in the natural world. Art and music provide forms of expression and avenues of learning.

John Muir School staff support high academic achievement and individual student success. Reading, writing, math, science, social studies, physical education, music and art are addressed according to the Department of Education Standards.

John Muir Staff

John Muir staff consists of the following highly qualified certified teachers, specialists, and educational assistants.

Rebecca Gyarmathy	Principal		
JoEllen Meyeroff	Teacher K-1	Kimberly West	Teacher 2-3
Nasser Rihan	Teacher 4-5	James Bowers	Teacher 5-6
Marcia Ososke	Teacher 7-8	Velda Matsdorf	Title I Intervention
Vanessa Taylor	Special Education	Michelle Bolinger	Child Development Specialist
Patricia Potter	Music	Brittany Reynolds	Physical Education
Laura Davis	Office Manager	Erik Sivertsen	Education Assistant
Lynne Grimes	Education Assistant	Lisa Spencer	Education Assistant
Mike Stiles	Education Assistant	Nicholas McKernan	Education Assistant
Shane Toner	Education Assistant		
Mark Tapley	School Psychologist		
Carrie Eskenazi	Speech & Language		
Belinda Brown	School Nurse		
Zuna Johnson	E.L.L. Teacher		

SHLAND SCHOOL DISTRICT #5

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Curriculum

John Muir is a school founded on the principles of experienced-based education and intellectual concept construction. Through integrated units of study, outdoor education, the arts, and direct academic instruction, the children have in-depth constructivist learning experiences.

Children at John Muir learn by experiencing the world physically. The John Muir School, unlike other Ashland Schools, requires children to participate in extensive hiking activities. These activities, along with classroom learning, are carefully designed to provoke thought and reflection while addressing state standards. Follow-up response and discussion allow children to collaborate, construct their own meaning of the world, and to develop skills to integrate experience, knowledge and concepts. Children learn to formulate and articulate generalizations, which they can test and apply to new situations.

John Muir integrated units of study are set up on a cyclical calendar. The integrated units last five or six weeks. These are built around a theme such as geology, simple machines or life cycles. It takes the skills, experience and art of professional teachers to organize classroom lessons around a theme while addressing the curriculum standards of state and federal education mandates. Each integrated unit will encompass essential learning objectives in a variety of subjects including social studies, reading, writing, math, science and art. In this way, children learn skills in the context of applied study.

Direct instruction of academic skills occurs on a daily basis, as well as through the integrated units of study. The objective of direct instruction of academic skills is the learning of a specific skill. These may include writing form, math computation, reading text analysis, and understanding historical events. During direct academic skill instruction, children are guided skillfully by the teacher to construct their own meaning from the content.

One morning each week is dedicated to the arts for the 4th-8th grade students. During this Art Focus time, children learn art and music skills, while participating in extended projects. The students choose from a variety of options including drumming, violin, rock band, guitar, watercolor painting, ceramics, choir, origami, and other art and music classes. The younger students participate in art and music classes throughout the week with their classroom teacher and specialists.

Daily Schedule

8:00-8:10 Children Arrive at School

8:20 School Begins

2:50 Dismissal (Early Release on Wednesdays at 1:30pm)

Please Note: John Muir will have an early release for staff professional collaboration time.

Attendance

Students benefit most from an educational program in which they consistently attend school. It is expected that students attend school regularly and arrive on time. It is further expected that students attend school on Fridays for off-campus activities. The outdoor program is deemed a critical component of a child's educational and development experience at JMS. Students are expected to attend and come prepared in all weather, rain or shine. Absences can negatively impact the connection, learning, curricular goals, and safety practices both in the class and in the outdoors. Furthermore, arriving on time and attending regularly will prepare your child for success later in life. Excused absences/tardies would include illness and/or family emergencies.

Children should arrive between 8:00 and 8:10 and be seated in the classroom ready to begin learning at 8:20. This will allow your child to organize material and settle into the classroom. Consistent attendance is essential to your child's educational progress. Frequent absences and habitual tardiness disrupt not only your child's daily program but interrupt the learning of others.

In accordance with ORS 339.925, all school-aged children are required to attend school unless exempted by law. The beginning of the school day is an important part of your child's day and sets the educational stage for the rest of the day. Being on time to school develops an important habit and builds responsibility. Please plan vacations during school breaks.

Should your child be absent due to illness or family appointments, please call the office as early as you can. If we do not hear from you, the school will call to verify the absence. If no contact by phone is made, your child must have a written note explaining the absence upon returning to school to qualify as a possible excused absence. If your child is subject to a prolonged period of illness, please contact the principal to discuss options for providing continuance of your child's education while away from school. In the event of anticipated absences, please note that gathering missed work takes teacher time. Please be respectful by allowing ample notice.

Students should take responsibility in this process and be involved in gathering, completing, and turning in missed work.

The expectation of the Ashland Public Schools is that student will maintain a 92% attendance rate or higher, inclusive of excused absences. This means a student should miss no more than 12 days per school year, including both on-campus and off-campus days. Students should be tardy no more than 12 times per year. Placement at JMMS is a privilege, as spots are limited and there is often a wait list. In the event a student exhibits a pattern of absence or tardiness, a Child Study Team (CST) referral may be initiated, at which time the child's placement at JMMS will be evaluated.

Returning to school after a significant injury or illness

If your child experiences a significant illness or injury, please call the school office and ask to speak with the district nurse **prior** to having them return to school. This will help to ensure the necessary documentation and arrangements for care are in place. Examples of when to speak with the district nurse are **anytime** your child:

*** Is hospitalized OR receives a new diagnosis of a significant health condition.**

*** Has an Extended Illness and will be missing a number of school days.**

The district nurse will need a note from your Health Care Provider when there is a question about: (1) the implication of a diagnosis for the others in school (for example, is the child contagious?) and/or (2) a care plan for a child who may require special accommodations.

***Has an Orthopedic Injury and/or requires an Orthopedic Device** (including, but not limited to, casts, braces, splints, crutches)

The district nurse will need a note from your Health Care Provider clearing your child to return to school. The Health Care Provider's note will advise the district nurse as to the progression of activity allowed after an orthopedic injury and any restrictions or accommodations needed in the school setting.

*** Has Surgery and/or Stitches**

The district nurse will need a note from your Health Care Provider clearing your child to return to school as well as any activity restrictions or accommodations needed in the school setting.

If you are unsure if you need to notify the school, please call the main office or the district nurse directly at 541-482-1611 extension 3105.

School Closure Due to Severe Weather or Emergencies

If the schools are unable to open due to inclement weather or for any special condition, the local radio and T.V. stations will be notified by 6:00 a.m. Also check the district website at www.ashland.k12.or.us for updates. An emergency may result in a 2 -hour delay or full day closure depending on the situation. If weather should develop during the day that threatens

the safety of travel for students, parents will be notified as soon as possible. Parents are urged to establish an alternate place for their children in case of an emergency. Please tune in to the following stations: KAKT, KBOY, KCMX, KTMT, KMED, KRWQ, KISS, KLDZ, KZZE, KCNA, KSOR, KRTA, KAJO, KLDR, KRRM or channel 12, 5 or 10. If snow days occur, school could be extended at the end of the year. If you register your contact information on PowerSchool, you can receive automatic notifications on school closures through SchoolReach by e-mail, phone and text. Parents are strongly encouraged to update their current contact information.

Parent Teacher Relationships

Fundamental to a successful school are the relationships between parents and teachers. These adults hold significant and separate roles in the lives of children. The job of the staff at John Muir is to develop the academic skills of each child, yet we recognize that learning occurs within relationships, and teachers must be more than curriculum guides. Collaboration with parents is needed for areas like behavior expectations, homework and field trips.

In all conversations, the John Muir staff is committed to supporting parents and families. The same is asked from you. We believe in direct communication. When it becomes important to clarify concerns about academics or behavior, we want to meet with you to discuss these issues while always keeping the best interest of the child at the core of our conversation. Sometimes it is important to have another staff member involved in these conversations to add clarity and insight. Besides the scheduled Parent/Student/Teacher conferences, we will arrange a conference with you when we see a need arise or at your request. Please respect the work time of staff members by scheduling an appointment for these conferences. To respect the private lives of staff members, please use the school phone number and staff emails to make contact.

If at some point, you have a complaint about staff members, school organization or decisions made at school, we ask you to address the complaint directly to the individual staff member involved. You are welcome to invite another staff member to these meetings. It is our goal to keep our communication with you direct, open and clear.

Grade Level

Each child learns according to his or her own interests and ability, life experiences, family circumstances, emotional state and curiosity. Standards and guidelines, grade-levels and rankings provide only gross averages for learning scales. Children in John Muir School learn in classes of mixed ages. We refer to the grade level of your child as a measure of tracking their time with us. Curriculum material is not delivered in strict accordance to grade level. We do not refer to books as a "sixth grade level", nor do we talk of your child's progress and achievement according to grade level.

Academic Progress and Assessment

Report cards serve to inform parents of the academic progress and effort of their child. At John Muir, we want to report succinctly and accurately without these unintended lessons. Report cards will be standards-based, not grade-based.

Teachers will clearly set skill, effort and behavior expectations. Progress assessment will be made at intervals throughout the year. Parents, students and teachers will meet to discuss progress and set goals.

During Parent/Student/Teacher conferences in October and March and in reports mailed home in February and June, John Muir teachers will note your child's progress compared to state standards, as well as your child's individual ability, effort and achievement.

Lunches

Children may bring a lunch from home or purchase a school lunch. School lunches will be provided through Ashland Middle School cafeteria. A menu will be available each month. Lunch costs \$2.40. Prices are subject to change upon School Board approval. Students may purchase breakfast/lunch on a daily basis, or for a week or more at a time. Students are expected to pay in advance so no charges occur. Every child has a computerized lunch account. Each day that your child eats lunch, that amount is deducted from his/her account. Any money left at the end of the month is carried over to the next month. At the end of the school year, any money left in your child's account will carry over to the next school year. Free and reduce priced meals are available. To apply, please pick up an application in the office.

Please do not send items to school that require warming. Please supply your child with forks or spoons. Our staff will be busy supervising during lunchtime and will not be available to prepare your child's lunch. At John Muir, children learn about recycling and sustainable living choices. We ask parents to strive to meet these school goals. Utilizing reusable containers and bags, avoiding packaging and asking your child to bring home uneaten items will help us to teach and live these goals. In accordance with School Board policy and to support healthy eating habits, please reserve candy, chocolate, soda, and caffeinated items for outside of school. When children are on a field trip, we ask them to bring a lunch. They should try to bring reusable containers and be prepared to pack up and bring all of their lunch waste home. The school can provide a field trip lunch for individuals, given 24 hour notice.

Classroom Parties

Arrangements for classroom parties must be made with the classroom teacher. Invitations to private parties must be distributed outside of school to ensure that children are not excluded. A newly adopted School Board Policy encourages the health and welfare of our students by eliminating sweets and unhealthy snacks in all classrooms. Individual birthday celebrations are discouraged completely and classroom teachers may have one general birthday celebration per month providing the snacks follow healthy guidelines for nutritional content. Please do

not bring cupcakes or other sugary sweets to school for your child's birthday. Feel free to contact the office for a copy of the school board policy or if you have questions.

Extra Curricular Activities and Lessons

While we believe that life experiences broaden a child's knowledge base and enhance learning, we ask that you schedule lessons outside of the school day. Regular pullouts for outside activities disrupt your child's learning and community relationships.

Outdoor Education

Each Friday and many other times throughout the year, our classrooms move outside. Rain, snow or sunshine, the children hike, observe, study and learn in the outdoors. These experiences are essential to building concepts about science. **We expect children to attend these trips, including overnights, the same way they attend indoor classes.** JMMS values safety above all else. Therefore, students must demonstrate personal responsibility at all times. In the event a student shows a pattern of unsafe behavior, a Child Study Team (CST) referral will be initiated, at which time the child's placement at JMMS will be evaluated.

Outdoor Fee: John Muir requests an outdoor fee at the time of registration, which varies by grade. The fee helps cover the cost of transportation to and from off-campus sites, equipment maintenance, equipment rental (when applicable), guide services (when applicable), and food on overnights. No student will be denied an education because of his/her inability to pay supplementary fees.

Personal Equipment Note: The John Muir School is not responsible for any personal equipment or property that is lost or damaged on any off campus activity, including overnights. JMMS will not assume responsibility for or 'borrow' any personal items for off-campus activities, including overnight trips. If a student brings a personal item and loans it to another student and there is subsequent loss of damage, parents and students will arrive at reparations without involvement of JMMS.

Parent Volunteers

We welcome and depend upon parent volunteers. Each teacher will establish and communicate times when classroom volunteers are useful. You are always welcome to visit. All volunteers must complete a Volunteer Registration Form available at the District Office located at 885 Siskiyou Blvd. or at the John Muir School. This includes a background check that may take up to two weeks to complete. Please sign the volunteer log located in the office area every time you volunteer.

Phone Calls

We ask that children make after-school arrangements for pick up, activities and social events from home. John Muir School does not have a full time office manager. In case of emergency, please call Ashland Middle School, 541-482-1611.

Toys and Electronic Devices

Each teacher will set their own policy regarding toys for sharing. Generally, we ask that children keep expensive, electronic or breakable items at home. Some families want their children to carry cell phones. These must be turned off and kept in the child's backpack or locker during the day. Older students may use electronics for academic purposes with teacher permission. Parent-student communication should be made using the school phone. After-school cell phone calls must be made outside.

Pets

While we welcome native birds, mammals and insects to our outdoor campus, we ask parents and children to refrain from bringing pets or captured animals. Our goal is to teach children to honor animals by respectfully observing them in their natural habitat. According to school board policy, permission is to be obtained from the principal before bringing animals in to the school. For safety reasons, **no dogs are allowed on campus at any time**, with the exception of service dogs.

School Insurance

Information is available at registration and in the school office explaining insurance coverage available through a private carrier. Your child is not automatically covered by school insurance. Coverage can be arranged for school time or through a 24-hour plan.

Admissions

Parents may apply for entry into John Muir School at grades K-8. Students are admitted on a space available basis, and a lottery is held if more students apply than can be accommodated.

Maintaining a balance of gender, special needs, and grade level supersedes all enrollment priorities. Students must live within the Ashland School District Boundaries to be considered for enrollment.

Enrollment Priorities:

- Siblings of currently enrolled students (priority by date of family enrollment)

- All other applicants are selected by lottery based on grade level openings
- All children from a family will be enrolled whenever possible
- Open Enrollment applicants may request John Muir Magnet School and will be placed based on available space. Local residents take priority when space is limited during the first year a student is on open enrollment.

Administrative enrollment exceptions are based on family hardship and decided on a case-by-case basis. All applications are kept until fall in case there are unexpected openings over the summer. John Muir School will not maintain a waiting list beyond fall of the current year. Families who are not selected must reapply each year. If a parent chooses to un-enroll their child for any reason, it is understood that the student may return but only through the standard enrollment procedures. Former students are not given any additional priority in enrollment regardless of reason for un-enrolling.

Middle school aged students that have been accepted to either Willow Wind or John Muir in the spring must declare their intent to enroll in the program by April 30. Continuing students at both programs must also commit to continuing their attendance by April 30. Once this intent has been filed, students are expected to attend the program for a full school year beginning in the following fall. If families subsequently decide they wish to enroll in Ashland Middle School, this request will not be automatically granted, and will be subject to an administrative review on a space available basis to be determined in August.

Ashland School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex sexual orientation or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

Verification of Residency

Under Oregon law, students may attend the school district where their parents reside. To comply with state law regarding school attendance boundaries and to assure better emergency contact information for students, all students new to a school are asked to provide appropriate documentation of parental residency or, in the case of an emancipated minor, their own residency. This includes: students new to Ashland schools, students in grades K, 6 and 9, and students transferring from one school to another.

Appropriate Documentation

Two original documents from separate categories are required as proof of residency for registration. These documents must be dated within the last 30 days and reflect the home address of the parent/guardian and student:

1. Real Estate Documents [Current mortgage statement, escrow papers that show close of sale, grant deed, property tax bill, or rental agreement signed by both parties, with your name and address listed along with two consecutive rental payment receipts (within 60 days for new rentals)]

2. Other Official Documents:

- Financial Documents (bank statement, credit card bill, pay stub)
- Government Documents (Social Security, Unemployment Insurance, WIC, Oregon Health Plan)
- Insurance (home, rental, health or car)
- Current Utility: electric, gas, cable or water bill with your name and address listed

Please Note: Telephone bills and driver licenses are not accepted for proof of residency.

WHAT IF I DON'T HAVE NEEDED DOCUMENTS?

In some cases, you may not have the documentation you need to register. Our office manager will work with you to help you. You may be referred to the District Student Services Department for support in addressing your child's school needs.

If you are an unaccompanied youth, reside in a substandard residence or do not have a permanent residence, you can register for school and may be eligible for additional supports to enroll in and attend. Additional information is available through the school district office.

Behavior Policy

Behavior philosophy:

We believe in building a strong community and encouraging older students to model positive behaviors for our younger students. First and foremost, we practice prevention through relationships. We use a Restorative Justice approach to reinstate a sense of harmony and well-being for all those affected by a hurtful act. We also believe in the practice of developing internal motivation in children, rather than relying on external motivators.

At John Muir School, we understand that our students will occasionally make poor choices. We see this as an opportunity for growth and guidance. Our behavior philosophy is built on this concept and our responses are geared toward learning rather than punitive dissuasion.

We believe that all are accountable for their actions and we work to empower a sense of moral obligation in our students. We hope to guide students to positive choices first and uphold a high standard of kindness and respect. Our staff will work to meet the needs of every student, addressing issues early to minimize subsequent acting out behaviors.

Clearly stated expectations:

- We expect every member of the JMS community to behave in a way that fosters respect of self and others, builds a safe learning environment for all, and shows kindness to others, nature, and the world in which we live.
- We expect every member of the JMS community to honor each as an individual and celebrate that which makes each unique
- We expect every member of the JMS community to live up to these ideals and expect others to live up to them as well.

School Response:

In the event that a student makes a poor choice, the following progression will occur:

- Conversation with adult discussing what happened, what you were thinking and feeling at the time, what the impact has been, and what needs to happen to make it right
- Positive re-direction
- Natural learning consequences/restitution

If a child does not respond to our pro-active approach to behavior guidance, the following will occur:

- Parent phone call
- Administrative involvement
- Consequences will be appropriate to behavior and age and may include loss of privileges, in-school suspension, and/or out-of-school suspension. Consequences will be documented in our database.
- Fighting, theft, violation to property of school or others, insubordination, behaviors that result in physical injury, and/or striking a staff member and/or another child may result in in-school suspension and/or out-of-school suspension for an extended period of time at the discretion of the principal.

Chronic Behavior Issues:

If a student is not responding to the JMMS behavior system and responses, a Child Study Team (CST) referral may be initiated. During the CST process, a student behavior plan may be set and the appropriateness of placement at JMS may be discussed.

Ashland School District Behavior Policy

Harassment (sexual, cultural, racial) of students or staff is prohibited in the Ashland School District. Any student who is subject to or knows of harassment or menacing shall notify his or her teacher or the principal. Serious or repeated infractions of this policy may result in suspension or expulsion.

Threatening behavior, bullying, harassment or intimidation is unacceptable. Anti-bullying curriculum is taught to elementary children and discussed in classrooms on a regular basis. At no time is bullying acceptable or tolerated. Cyber bullying that occurs off campus may be disciplined if it causes substantial and material disruption to the learning environment or poses a credible threat. It is our intent to create safe, inclusive environments on all school campuses.

Board policy states that the unlawful possession, use, sale, or supply of any alcohol, narcotic, marijuana or any illegal drug, or any substance purported to be a drug, on or about the school premises or at any school-sponsored activity is prohibited. The policies are also interpreted to include drug paraphernalia. This rule applies K-12; however, elementary principals may use discretion with students based on each child's unique circumstances.

Weapons, replicas of weapons, and antique weapons are strictly prohibited from school grounds.

Discipline of Students with Disabilities

When a student being served by an individualized education program (IEP) engages in conduct that would warrant suspension of more than ten days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than ten days or expel a disabled student or terminate educational services for any behavior that is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

Student Dress Code

In the interest of safety and modesty, students should wear appropriate clothing to school. Any clothing with symbols, words, or pictures that promote the use of drugs or alcohol, are violent in nature, or are sexually explicit are not allowed. Bathing suits, bare midriffs, visible cleavage, shorts shorter than knuckles with arms at sides, and attire that reveals undergarments is also inappropriate clothing. Appropriate shoes are required for games, sports and all outdoor activities. Hoods are only allowed outside for warmth. Hats may be permitted based on individual classroom policy.

Student Fees

The school board recognizes the need for student fees to fund certain school activities. John Muir requests a \$20.00 art/project fee at the time of registration. No student will be denied an education because of his/her inability to pay supplementary fees.

John Muir also requests an outdoor fee at the time of registration that varies by grade. The fee helps cover the cost of transportation to and from off-campus sites, equipment maintenance, equipment rental (when applicable), guide services (when applicable), and food on overnights. No student will be denied an education because of his/her inability to pay supplementary fees.

Site Council

The Site Council is mandated by the Oregon Education Act for the 21st Century. Duties of the council include promoting professional development plans for school staff, improving the school's instructional program, developing and coordinating the School Improvement Plan, and administering professional development grants-in-aid. The Council includes teachers, parents, classified staff, and building principal. Council meetings are open meetings and parents are always welcome. Site councils exemplify collaboration with a focus on promoting school renewal projects that affect student learning. Minutes from each meeting are posted on the "Parent Information Board" and posted on our school website. It is the responsibility of the Site Council to communicate to the Ashland School District School Board. The responsibilities of the council are defined by Oregon law and Ashland School Board policy.

Parent Teacher Collective (PTC)

PTC is an active organization and a vital part of our school program. If you are interested in taking an active part, be sure to let the school know or call the PTC president or the school office. PTC invites all parents to participate. The day and time of the PTC meetings will be posted when school begins.

District Internet and e-mail Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in Board policy on student conduct and discipline and procedures on Internet use, copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures: sexual, drug, violence or alcohol related
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Violations may result in a loss of access as well as other disciplinary or legal action.

Communicable Disease

Parents of a student with a communicable or contagious disease are asked to telephone the principal and/or school nurse so that other students who have been exposed to the disease can be alerted. A student with certain school-restricted diseases is not allowed to come to school while the disease is contagious.

This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (*) below, the restriction may be removed by a school nurse. These diseases include chicken pox*, diphtheria, measles, meningitis, mumps*, lice infestations*, whooping cough, plague, rubella, scabies*, staph infections*, strep infections* and tuberculosis

Medications Administered at School

Medication means "...any prescription or over-the-counter medication." This includes, but is not limited to: vitamins and food supplements; eye, ear and nose drops, inhalants, medicated ointments or lotions, aspirins, cough drops, and antacids. All medications, prescription or over the counter, must be brought to the office by the parent/guardian, in their original container and clearly labeled. If the student is taking the medication at home, medications can be issued by the druggist in two separate bottles.

The following is required:

- Written instructions from the physician providing the name of the student, name of the medication, dosage, time to be given, method of administration.
- The authorization form which includes written instructions for administering medications must be completed and signed by the parent/guardian in the school office.
- Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school after the end of the school year will be destroyed.

Self-Medication

Students in grades K-12 are permitted to self-medicate prescription and nonprescription medication upon written request of the parent and building principal permission. In the case of prescription medication, permission from the physician or other licensed health care provider is also required. Such permission may be indicated on the prescription label. Contact the district nurse if your child needs immediate access to their medication and it requires self-administration. All medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to nonprescription medication.

Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosages, the student may carry one package. Sharing or borrowing medication is strictly prohibited. For students who have been prescribed bronchodilators or epinephrine, parents need to provide back up medication for emergency use by that student. Back up medication will be kept at the student's school in a location to which the student has immediate access.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action.

Contact the school office for additional information and forms.

When Is My Child Sick Enough To Stay Home?

A child who is sick will not be able to perform well in school and is likely to spread the illness to other children and staff. We suggest making a plan for childcare ahead of time so you will not be caught without a comforting place for your child to stay if he/she is ill. Some of the following are guidelines from the Oregon Department of Education:

You should not send your child to school if he/she has:

- Fever in the past 24 hours, >100.5 - Your child must be fever free for 24 hours without the use of fever reducing medication prior to returning to school.
- Vomiting in the past 24 hours-Your child should be symptom free for 24 hours without the use of medication prior to returning to school.
- Diarrhea in the past 24 hours,(3 watery or loose stools in one day with or without fever)- Your child should be symptom free for 24 hours without the use of medication prior to returning to school.
- Any rash with or without fever
- Stiff neck or headache with fever
- Unusual behavior change, such as irritability, lethargy or somnolence
- Jaundice (yellow color of the skin or eyes)
- Skin lesions that are “weepy”(fluid or pus filled)
- Colored drainage from eyes
- Brown/green drainage from nose with fever >100.5.
- Difficulty breathing or shortness of breath; serious, sustained cough
- Strep Throat (must have been taking an antibiotic for at least 24 hours before returning to school)
- Head lice –If your child has live lice, they should be treated with an appropriate lice killing shampoo/product prior to returning to school. Your child may return when all live lice are eliminated. Please notify the school office if you have found/treated your child for lice. All information is kept confidential and the school has a process in place to follow.
- Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as a persistent cough, with or without presence of fever or the student requires more care than the school can safely provide.

Returning to School After a Significant Injury or Illness

If your child experiences a significant illness or injury, please call the school office and ask to speak with the district nurse **prior** to having them return to school. This will help to ensure the

necessary documentation and arrangements for care are in place. Examples of when to speak with the district nurse are **anytime** your child:

- Is hospitalized OR receives a new diagnosis of a significant health condition
- Has an **Extended Illness and will be missing a number of school days**
 - The district nurse will need a note from your Health Care Provider when there is a question about: (1) the implication of a diagnosis for the others in school (for example, is the child contagious?) and/or (2) a care plan for a child who may require special accommodations.
- Has an **Orthopedic Injury and/or requires an Orthopedic Device** (including, but not limited to, casts, braces, splints, crutches)
 - The district nurse will need a note from your Health Care Provider clearing your child to return to school. The Health Care Provider's note will advise the district nurse as to the progression of activity allowed after an orthopedic injury and any restrictions or accommodations needed in the school setting.
- Has **Surgery and/or Stitches**
 - The district nurse will need a note from your Health Care Provider clearing your child to return to school as well as any activity restrictions or accommodations needed in the school setting.

If you are unsure if you need to notify the school, please call the main office or the district nurse directly at 541-482-1611 extension 3105.

Immunization

Schools are required by Oregon law to monitor immunizations among students. The decision to immunize is a parent's choice. Your decision affects not only the health of your child, but also the rest of your family, the health of your child's friends, & their families, classmates, neighbors, & community. Immunizations serve to protect children against significant and debilitating diseases that can result in permanent disabilities and in some cases, death. Due to the potential gravity of consequences in the event of an outbreak, we want you to make the most informed choices you can for your child. While state laws provide for non-medical exemptions, concerned parents should still consider the consequences of not immunizing their children.

Medical exemption

A medical exemption requires that the parent or guardian provide a written statement by a physician or authorized representative of the local health department indicating that there is a medical condition which prohibits the student from obtaining a vaccine or vaccines. In addition the parent must update the school CIS form.

Nonmedical exemption

A nonmedical exemption can be claimed in one of two ways:

1. Talk to a health care practitioner. The practitioner can sign a Vaccine Education Certificate that you must submit to your child's school if choosing a nonmedical exemption.

OR

2. View the online vaccine education module. It can be accessed at: www.healthoregon.org/vaccineexemption. After viewing, print a Vaccine Education Certificate at the end of the module and turn it in to the office at your child's school.

While parents have the right to vaccinate or not vaccinate their child, we strongly encourage you to consider the risk for your child as well as other members of the community should you choose not to vaccinate. The following resources have evidence-based information and may help you in making your decision. American Academy of Family Physicians, Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics, and Ashlandchild.org.

If you have any questions regarding immunization requirements in the school setting please talk with your school building office manager or call the district nurse, Belinda Brown RN at: 541-482-1611 ext. 3105

Consequences of not immunizing your child

- Without immunizations your child is at greater risk of catching one of the vaccine-preventable diseases, many of which still have a presence locally as well as worldwide.

Pertussis or “whooping cough” is an extremely dangerous disease for infants. It is not easily treated & can result in permanent brain damage or death.

Measles is dangerous and very contagious. During the 1989-1991 U.S. measles epidemic, approximately 55,000 cases & 132 deaths (mostly children) were reported.

Diphtheria is an infectious disease of the nose & throat that can lead to serious breathing problems, heart failure, paralysis, & for 5-10% of those that contract it, death.

Hepatitis B infects about 80,000 people, primarily young adults, each year.

Tetanus kills 21% of those that contract it.

- Without immunizations your child can infect others.

Children who are not immunized can transmit vaccine-preventable diseases throughout the community.

Unvaccinated people can pass diseases on to babies who are too young to be fully immunized.

Unvaccinated people pose a threat to children & adults who can't be immunized for medical reasons. This includes people with leukemia or other cancers, HIV/AIDS & other immune system problems, and persons receiving chemotherapy, radiation therapy, or large doses of corticosteroids.

Unvaccinated people can infect the small percentage of children whose immunizations did not “take”.

- Without immunizations your child may have to be excluded at times from school. During disease outbreaks, non-immunized children may be excluded from school until the outbreak is over, both for their own protection & for the protection of others.

School exclusion during an outbreak is determined by the county health officer & not the school district or parent. School exclusion during an outbreak can potentially be for an extended period of weeks or months.

In addition to the dangers of disease itself, school exclusions can cause hardships for many families who rely on the supervision of a school program to allow employment for parents during the school day.

If you are considering not immunizing your child, we encourage you to consult with your health care provider to learn about immunizations, the diseases they may prevent, any risks they may present for your child and your child's best options for well-being.

For additional information, check out the Oregon Department of Health and Human Services on the web at

<http://public.health.oregon.gov/PreventionWellness/VaccinesImmunization/Pages/index.aspx>

Additional Resources:

www.Ashlandchild.org

Children's Hospital of Philadelphia & CDC website

<http://www.vaccine.chop.edu/>

Center for Disease Control(CDC) vaccine safety web site

www.cdc.gov/od/science/iso/about_iso.htm

Information adapted from Jackson Co. Health Dept., California Dept of Health Services and IAC.

Food Allergies

Some children's systems may be unable to tolerate certain types of foods. In order for us to be responsible in caring for students in the cafeteria, state guidelines require a doctor's written statement in regard to those allergens to be avoided. This statement must be kept on file and cafeteria staff alerted to this situation.

Transportation

John Muir families are responsible for all transportation to and from school. However, if someone other than their parent transports John Muir students to a school-sponsored event or field trip, the following requirements must be met:

1. A permission slip must be signed by the parent authorizing another adult to transport the child.

2. All drivers must complete the Volunteer Registration, DMV and Insurance Verification forms available in the office. The driver's name will appear on a master list once all forms have been completed and clearance from the DMV and the Ashland School District main office has been granted.
3. Each driver must have his or her driving record researched by the DMV and faxed to the John Muir Office prior to driving on a field trip. All drivers must be 21 years of age or older.
4. Passenger side air bag safety regulations must be followed when assigning students to vehicles.
5. Each person in the vehicle must have his or her own seat belt. Oregon law (ORS 811.210) requires a person who weighs 40 pounds or less must be properly secured with a child safety system. Students weighing more than 40 pounds but are shorter than 4'9" tall, must also be in a child safety system that elevates the child so that a safety belt properly fits the person.

What Do I Do If My Child Needs Help?

Ask your child's teacher about the Child Study Team (CST). The CST is a group of school professionals that work to help families, students and teachers meet the needs of each child by reviewing the child's school performance, relevant medical or personal considerations, learning style, behavior, development and social skills. Parents are invited and encouraged to participate as team members in the process of finding solutions that work for their child.

A CST can 1) make suggestions for specific strategies to help a child, 2) connect families with outside service agencies and supports, or 3) refer a child for an educational disability evaluation that can result in the identification of a student for a 'Section 504' plan or Special Education. The CST also serves as a review committee for Talented and Gifted referrals and identification.

Section 504: If your child has a disability, but does not need special education, the school can develop a 'Section 504' plan to provide your child with reasonable accommodations to help them be successful at school. For more information, please contact your child's teacher or the principal to see if a 504 plan is appropriate for your child with a disability.

Special Education

Students with Disabilities:

Special and regular educators work together to provide an educational environment that will provide all children access to curriculum. If your child is eligible to receive special education services under IDEA (Individuals with Disabilities Education Act), or if you suspect your child may be eligible, you may have additional rights defined by federal law. Please ask your school office manager for a copy of the Parental Procedural Safeguards for parents with IDEA eligible children.

Legal Notices to Parents of Students Eligible or Potentially Eligible for Services under I.D.E.A.:

By law, parents of students eligible for special services under IDEA who do not believe the district can provide a free appropriate public education (FAPE) and who are seeking public funding for a unilateral private placement are required to provide the district with prior notice before making such a placement if they wish to pursue their due process rights. Notice may be provided at a student's last IEP meeting prior to the unilateral placement, or in writing a minimum of ten days prior to placement.

Parental Placement in Private School or Obtaining Private Services

While parents are free to choose private schooling or additional services (such as tutoring) from a private individual or organization, the District has no obligation to pay for such services or schooling. If the parent wants the District to consider making a placement for the child in a private school or with private services, parents must give the District written notice and opportunity to propose other public school options prior to making the private placement or obtaining private services.

Homeless Students

Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held.

Talented and Gifted

Our District TAG Program is designed to provide education for students who are academically talented and/or intellectually gifted in all academic areas. The program attempts to develop the full potential of each and every student. Children may be nominated as Talented and Gifted through State Assessment results, Individual or Group Administered Intelligence Testing, parent referrals, student self-referral and/or teacher referrals. Each student nominated for the program is presented to the school TAG committee for further evaluation under district and state guidelines. The job of the TAG team is also to brainstorm academic strategies to support individual Talented and Gifted students in the classroom. You, as parent, are encouraged to be part of this process.

If you believe your child is academically talented or intellectually gifted, speak with your child's teacher about their observations of your child and how to initiate the referral process.

Student Education Records

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location of education records and district official responsible for education records. Notice will also be provided to parents of

minor students who have a primary or home language other than English. Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire-safe file cabinet in the school office. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Social security number;
13. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

Annual Notification of Rights under FERPA for Ashland Public Schools

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. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

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

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school 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 a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Annual Notice for Directory Information for Ashland Public Schools

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Ashland School District, with certain exceptions, obtain your written consent prior to the disclosure of

personally identifiable information from your child's education records. However, Ashland School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Ashland School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1)

If you do not want Ashland School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1, 2016. Ashland School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Footnotes:1.These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as

amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Annual Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) For Ashland Public Schools

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding;
 2. 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
 3. Activities involving collection, disclosure, or use of personal information obtained from studentsfor marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Ashland School District will review relevant Board Policies (JOA), in consultation with parents through building site councils, 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. Ashland School District will directly notify parents of these policies at least

annually at the start of each school year and after any substantive changes. Ashland School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Ashland School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and 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. Following is a list of the 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 not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may speak with the Director of Student Services, Ashland Public Schools, or file a complaint with: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D. C. 20202-5901

Title I Highly Qualified Staff Requirements

John Muir School qualifies for Title I funding under the federal No Child Left Behind Act (NCLB) of 2001. This Act requires that certain teachers and paraprofessionals meet specific requirements that qualify them as “highly qualified.” This public notice is verification that our school has met annual progress toward following NCLB requirements for highly qualified staff in rural areas. Copies of this verification are maintained at the district office and upon request, are made available to any member of the community.

NCLB requirements met:

- All teachers at John Muir are currently highly qualified.
- All paraprofessionals are highly qualified and assigned duties as required by federal rules and regulations.

You have the right to request information regarding the professional qualifications of your child’s classroom teacher and any staff member providing Title I services. If you request this information, the district will provide you with the following:

- State Licensing Information
- College degrees and certifications

If you would like to request this information, please contact the principal. Thank you for your interest and involvement in your child’s education.

Title 1 School Compact

This Compact is an agreement between the parent, teacher, and the student. It is our belief that students will have an opportunity for success when expectations are clear, consistent, and supported at home.

Student Expectations

- Come to school on time and prepared to learn.
- Treat others kindly, the way you would want to be treated.
- Do your personal best.
- Pay attention to safety. Be visible to adults.
- Ask for help if you are not sure.
- Take responsibility for your work at school and at home.

Teacher Expectations

- Provide a learning environment that brings out the best in students academically, behaviorally, and emotionally.
- Maintain a safe and respectful classroom community.
- Strive for strong communication between home and school.
- Communicate expectations and appropriate time frames for completion of work.
- Make learning fun, interesting, meaningful, and individualized.
- Support each student's potential.

Parent Expectations

- Communicate important information to the classroom teacher (home disruptions, concerns, etc.).
- Be familiar with policies on attendance, schedules, behavior, etc.
- Commit to daily attendance and punctuality (school starts at 8:20am, plan vacations during school recesses, support attendance on all outdoor education experiences and school days following those experiences).
- Take care of basic needs; breakfast, hygiene, medication, etc.
- Set aside daily reading practice at home.
- Establish a set homework routine.
- Read School and Classroom Newsletters. Be an informed parent. Call the school or e-mail the teacher for information.
- View yourself as a partner in your child's education.

Title IX

The John Muir School does not discriminate on the basis of race, color, religion, creed, national or ethnic origin, sexual orientation, age, pregnancy, disability, or sex, gender identity or expression, in the administration of any of its educational programs and services or in its employment practices.

Inquiries concerning the application of Title IX and its implementing regulations may be referred to the school's Title IX coordinator:

Rebecca Gyarmathy, Principal
100 Walker Avenue
Ashland, Oregon 97520
Email: Rebecca.Gyarmathy@ashland.k12.or.us
Phone: 541-482-8577

The Title IX Coordinator for the Ashland School District is Superintendent Suzanne Cusick. Inquiries or complaints may be directed to the District Office at 885 Siskiyou Blvd., Ashland, OR, 97520. Email: Suzanne.Cusick@ashland.k12.or.us
Phone: 541-482-2811.

Complaints may also be directed to:
Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

Rev. 11/03/2016