



Ricardo Flores Magón Academy

Student and Family Handbook

2017-2018

Table of Contents

[The Mission of Our School](#)

[Our Guiding Values](#)

[Hours of Operation](#)

[School Calendar & Closings](#)

[Attendance Policy](#)

[Before and After School Care](#)

[Sports and Clubs](#)

[Volunteer Hours](#)

[School Fees](#)

[School and Family Partnership – Communication](#)

[Parent Booster Committee](#)

[Nursing Services & Medication](#)

[School Uniforms](#)

[Student Records](#)

[Grading Scale](#)

[Homework](#)

[Independent Reading](#)

[iReady & Google Classroom](#)

[Make-Up Work](#)

[Promotion to the Next Grade](#)

[Special Education](#)

[Instructional Program for English Language Learners](#)

[Multi-Tiered Systems of Support \(MTSS\)](#)

[High School Counseling and ICAP](#)

[School Food Charging Program](#)

[Restorative Justice Approach](#)

[Behavior Interventions](#)

[Anti-Bullying Policy](#)

[Detention](#)

[Communications/Grievance Policy](#)

[Enrollment Policy](#)

[Parent & Family Engagement Policy](#)

[School Accountability Committee](#)

[Board of Directors](#)

[Notification of Rights under FERPA for Elementary and Secondary Schools](#)

Revolutionary Education Compact

For Parents & Guardians:

- I will make sure my student(s) will be at school every day and arrives at RFMA every day by 8:30 a.m. and remain at RFMA until 3:15 p.m.
- I will make sure that my student follows the RFMA dress code and is in uniform every day.
- I will make sure my student completes his/her homework and reading log requirements every night by monitoring my student's schoolwork, homework, and grades on a regular basis.
- If necessary, we will make sure our student attends any academic interventions required.
- I will work 10 hours, per student, per year of volunteer time at RFMA.
- I will contact the school immediately if my child will not attend on any given day and I will make sure to pick up his/her homework and schoolwork for any days missed.
- I commit to attend the required parent/teacher conferences, grade level meetings and family events during the year.
- I have read and I understand and I agree to the RFMA Family Handbook.

For Students:

- I will arrive at RFMA every day by 8:30 a.m. and remain at RFMA until 3:15 p.m.
- If necessary I will to any academic interventions required..
- I understand the Ricardo Flores Magón Academy values and mission, and I commit to always do my best to follow them.
- I will follow the RFMA dress code and be in uniform every day.
- I commit to give my full respect and my full attention to every task.
- I commit to do my homework every night, bring it neatly to school, and turn it in at the appropriate time.
- I commit to meeting behavioral expectations at Ricardo Flores Magón Academy and during all school events that take place on and off-campus.
- I commit to speak regularly with my parents and guardians about my progress at school, my grades, my assignments, and my behavior.

RFMA Educator Commitment:

- I will be at Ricardo Flores Magón Academy from 7:45 A.M. to 4:30 P.M. every day.
- I will apply all rules and policies consistently and fairly.
- I will speak with the parents/guardians of my magonistas with reasonable frequency to communicate any feedback.
- I will maintain the highest standards of academic performance and appropriate conduct.
- I will do my part to ensure that the Ricardo Flores Magón Academy is a safe environment for all students and community members.
- I will teach with uncompromised urgency and I will do whatever it takes for our Magonistas to learn and prepare for college.
- I will attend mandatory parent/teacher conferences.
- I will teach and uphold the Mission and Values of RFMA.
- I will attend all professional development sessions so that I continue to refine my craft for our Magonistas.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

The Mission of Our School

The RFMA *Colectivo* takes absolute responsibility to prepare all students for high school, college, and life – regardless of home language or background – by employing high expectations, a profound passion for teaching and learning, and an emphasis on social consciousness. *Magonistas* succeed not by chance, but rather through hard work, preparation, and urgency. By embracing our cultural heritage, RFMA educators work collectively to inspire our students to be champions in the classroom, on the tennis court and chess board, in college, and beyond.

Our Guiding Values

Along with our high academic expectations, we have high cultural and behavioral expectations for all of our students. We expect that each Magonista will not only work to be the best student they can be but the best person they can be. We want to prepare your student to be a conscious citizen of the world. We expect each student to learn and apply these values during their tenure at RFMA and to continue to exhibit them as they move forward in their academic careers and in life. Magonistas are:

Dignified/Digno

Magonistas act with self-respect and respect others. They act with integrity and know that they will do what is right, regardless of the circumstances; they seek and speak the truth.

United/Unidos

Magonistas will work together to meet their collective social, intellectual and cultural goals. They understand that they are a part of a community and they work to educate and create a more just society.

Problem Solvers/Solucionista

Magonistas use their logic and reasoning skills to solve all problems in a thorough and peaceful manner to create positive change.

Humble/Humilde

Magonistas are willing to listen and understand that another's reasonable opinions or views deserve respect. Magonistas are generous and they always value their roots. They are confident in their abilities and in the beauty of their community, but they are never arrogant.

Diligent/Diligente

Magonistas always give the maximum effort in anything they do. They never leave a task unfinished and always take ownership of an issue.

Hours of Operation

RFMA front office operates from 8:00 A.M. until 4:30 P.M., Monday through Thursday and Fridays from 8:00am- 2:00pm. Students are required to arrive at school on time (by 8:30 A.M. at the latest) and to remain in school until dismissal at 3:15 P.M MTRF, and 1:30PM on Fridays.. It is very important that you send the strong message to your student that timely attendance at school is extremely important.

If your student requires breakfast, the must arrive prior to 8:25 A.M. Breakfast will be served beginning at 8:10 A.M. and will be closed at 8:25 A.M.

School Calendar & Closings

Please see the RFMA School Calendar for the scheduled school days for the current school year. A calendar will be provided during registration and is also available on the school's website (www.magonacademy.org). Please note that we do not follow a traditional calendar. Be sure to review RFMA's calendar carefully and contact the school if you have any questions.

RFMA will only close school in cases of extreme weather conditions. In such situations, we will generally follow the decisions by the Denver Public Schools and the Westminster District with regard to school delays and closings. Please note that RFMA does not do "delayed start" days. RFMA, however, reserves the discretion to delay or close school even if neither the Denver Public Schools nor the Westminster District decide to delay or close school. In either case the school will send a notification via RFMA's phone app to all parents and guardians as well as an automated call. If you have further questions or would prefer you can call the school's main telephone number: (303) 412-7610, visit the school's website or social media pages, and please also listen to local radio and television stations.

Attendance Policy

In order to prepare every Magonista for college, every Magonista *must* be at RFMA every day and *on time*. If your Magonista is not here or consistently arrives late, it is difficult for us to honor our commitment to prepare them for college. Absences and/or tardiness, amount to lost learning time and lost learning time leads to gaps in overall learning and understanding of skills and concepts.

Additionally, Colorado law requires that each child between the ages of 6 and 17 shall attend public school unless otherwise excused. It is the obligation of every parent to ensure that every child under the parent's care and supervision between the ages of 6 and 17 be in compliance with this statute (C.R.S. 22-33-104).

If your Magonista is absent or tardy, you need to do and/or understand the following:

1. Call the automated message machine by 9:15am, (303-412-7610) to explain why your child is absent and/or why they will be late. You may also report absences using the RFMA app. Please follow-up with sending a note with your child explain why they are absent or late.
2. If your Magonista is out sick for more than 2 days, you must bring a note from a doctor, nurse, or clinic staff member upon their return.
3. Three tardies will be counted as one absence.
4. If your Magonista is late to school, you *must* come into the front office and sign him/her in or they will remain marked absent for the entire day.
5. Early withdrawal from school before the end of the school day is considered a tardy and withdrawal constituting more than 2 hours but less than 3.5 hours will be considered a half-day absence and any withdrawal of longer than 3.5 hours will be considered a full day absence.

Colorado law defines a child to be habitually truant if the child is between the ages of 6 and 17 years and has *four unexcused* absences from public school in any one month or *ten unexcused* absences during any school year (C.R.S. 22-33-107).

The following shall be considered excused absences:

1. A Magonista who is temporarily ill or injured, or whose absence is approved by the administration of the school on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside school hours.
2. A Magonista who is absent for an extended period due to physical, mental or emotional disability. The school may require suitable proof regarding the absence including written proof from a medical source.
3. A Magonista who is attending any school-sponsored activity of an educational nature with advance approval of the administration.
4. A Magonista who is absent in observance of an established religious holiday.
5. A Magonista whose absence is approved by the School Administration at the request of the parent or guardian.
6. A Magonista is in out-of-home placement (defined by C.R.S. 22-32-138(1)(e), is absent due to a court hearing or is participating in court-ordered activities, such absences shall be excused.

If a Magonista is habitually truant or is exhibiting a pattern of unexcused absences RFMA will take the following steps:

1. After two consecutive unexcused absences, RFMA will call the parent or guardian to find out why their Magonista is not in school
2. After three unexcused absences in a month or five total unexcused absences in the year, RFMA will contact parents or guardians to remind them of RFMA's attendance policy.
3. After four unexcused absences in a month or ten unexcused absences in a year, RFMA will require a meeting with parents or guardians along with their Magonista to sign an attendance contract with the school social worker.
4. If the pattern of unexcused absences does not improve after the signing of the attendance contract, RFMA will file a truancy petition in the county court in which the child resides. This will require the parent or guardian to appear before a judge to explain why their child is not complying with Colorado's School Attendance Law. RFMA is also required to report the family to the county department of human services for educational neglect.
5. Habitually truant Magonistas may be considered for retention.

We would like to thank you for your support and understanding of this policy in advance. We hope that your child will achieve a 100% attendance record here at RFMA. In doing so, we can be successful in remaining on the road less travelled to college and beyond!

Before and After School Care

RFMA offers an after school care through springboard kids. General information: www.springboardkids.com, call 800-341-3177 or please find more information on www.magonacademy.org.

Sports and Clubs

Students are encouraged to participate in either a club or sport. Sports dismissal time is 5:30 p.m. and may vary depending on games and/or events. Students are required to change into athletic clothing for sports and should come to school prepared. Participation in a sport is a privilege that is earned by demonstrating adherence to RFMA's values. Before a student is granted the privilege of taking part in practices and games they must have passing grades in all of their classes. Additionally, they must not be under any behavioral intervention as outlined in the RFMA behavior matrix. Please be sure to understand the athletic agreement if your child participates in a sport.

Volunteer Hours

Parents are required to complete 10 hours of volunteer service per year and per student at RFMA. There are a number of different ways to fill your volunteer requirements.

Some examples are:

- Help in the kitchen
- Help clean lunch room (after breakfast or lunch)
- Organize uniform closet
- Donate used uniforms
- Donate food on Fridays
- Chaperone for field trips
- Help teachers in their classrooms
- Volunteer during big events
- Donations for any events

There is a set \$80 fee per student for any amount of unfilled volunteer hours (1-10). If you would like to volunteer please contact the front office.

School Fees

Item	Amount	Purpose	Participation	Voluntary or Mandatory ¹
Textbook & Classroom Library	\$15	To cover the cost of purchasing and replacing textbooks and reading books.	Books are necessary for classroom participation and instruction.	Mandatory for students to receive the materials.
Technology	\$20	To cover the cost of maintaining Chromebooks, desktops, wireless access points, and repairing/replacing parts or machines when needed.	Technology is used in grades K-8 and is essential to a 21st Century Learning school.	Mandatory for students to receive the materials and access technology.
Classroom Art Supplies	\$15	Covers the cost of replenishing consumable art materials used in the classroom like: markers, crayons, colored pencils, construction paper, clay, paint, etc.	Materials are necessary for classroom participation and instruction.	Mandatory for students to receive the materials and expendable items from the school.
Field Trip	Variable	Covers the cost of securing transportation and entry for field trips.	Transportation and entrance is essential to participation.	Participating in a field trip is voluntary; however, if a student is attending then they need to pay the identified fee.
Yearbook	\$15	Support the cost of the production and printing of the yearbook.	Purchasing a yearbook is optional.	Purchasing a yearbook is voluntary; however, if purchasing then

¹ Students qualifying for free or reduced lunch under the federal poverty income guidelines, including homeless and foster students, are eligible to receive waiver of all mandatory fees, fines and charges, upon request. Teachers and Directors will make every effort to ensure that no student is denied the right to participate in field trips or other enrichment activity because of lack of funds. Families who believe they qualify for a fee waiver must contact the Director of Operations to make such a request.

				payment is required.
Continuation	\$25	Covers the cost of renting a location, providing continuation sashes, taking the annual Elitch's Trip, and the cost of printing diplomas.	Continuation is for the Eighth Grade class only.	Participating in Continuation is voluntary; however, if participating then payment is required.
Classroom Periodicals	\$5	Covers the cost of purchasing one periodical subscription for your student.	Periodical subscriptions are determined by the classroom teacher.	If your student's teacher elects to use a periodical in their classroom then participation is required.
After School Clubs	\$25/club	Covers the cost of materials needed for the club and partial payment of the club advisor.	Club participation is optional.	Participating in after school clubs is optional; however, if your student participates then the fee is mandatory.
After School Sports	\$35/sport	Covers the cost of a team shirt, league fees, practice equipment maintenance, referee fees, and some of the coaching stipends.	Sports participation is optional.	Participating in after school sports is optional; however, if your student participates then the fee is mandatory.
Volunteer Hours	\$80/child	Covers the cost of supplies, food, and materials used during school festivals and celebrations.	Paying the volunteer fee in lieu of donating hours is optional.	Donating time to the school is mandatory; however, a parent may decide to pay the fee in lieu of that.

School and Family Partnership – Communication

Communication between RFMA and parents is an integral element for an effective partnership. There are several ways that RFMA can and will communicate with parents throughout the year:

- **Ricardo Flores Magon Academy App:** In an effort to simplify access to important school information such as school closures, staff contact, student absence notification, weekly newsletter and much more we created the Ricardo Flores Magon app. Please search in Google Play or the Apple App store for “Ricardo Flores Magon Academy” and download to stay on top of everything RFMA.
- **Weekly Update:** Every Thursday, a weekly update from the school will be made available through our app and on our website. This will contain important information about the schedule/calendar, events, announcements, field trips, and other important reminders. **It is very important that you take the time to read the update in its entirety.**
- **Teacher Phone Calls:** When necessary and appropriate, teachers will speak with each of their students’ parents over the phone to describe how the student is progressing.
- **Social Media:** The Ricardo Flores Magón Academy will consistently update its website and its social media sites with important information and events. You may view this information at www.magonacademy.org or www.facebook.com/RicardoFloresMagonAcademy.
- **Progress Reports:** Halfway into each quarter (marking period), parents will receive ~~written~~ a printed Progress Reports from all of their student’s teachers. Progress Reports will not contain final grades; instead, they are an important mechanism for communication while there is still time to act to correct any problems before the end of the marking period. Parents must sign a form indicating that they have received and read all Progress Reports.
- **Parent/Teacher Conferences:** Three times a year, parents will be required to come to the school for conferences with their student’s teachers. Parents will receive a written Report Card, Attendance Report, Behavior Information, and Outstanding Fees report at the conference. These are important opportunities for parents to learn about their student’s progress and needs. Participation by parents at conferences is required.
- **Behavior Alert / Academic Alert:** If your student is experiencing a behavior or academic problem, RFMA will send home a written notice. Parents should make sure to review the concerns outlined in the letter with their student. RFMA asks parents to acknowledge their receipt of the notice by signing and returning to the school an acknowledgement form. Parents should contact the school if they have any questions or wish to discuss the issue.
- **Phone Calls / Notes:** Throughout the year, you may receive a phone call, note or e mail from a teacher or school administrator. If the message requires a response, please contact the school either by phone or in writing within 24 hours.

- **Meetings:** If the school requests a meeting with you and your student, we need to discuss something important with you. If you would like to schedule a meeting with a teacher or administrator, please contact them directly.
- **School Visitor Policy:** The school administration reserves the right to deny or limit visitor requests and it reserves the right to schedule visits for certain dates and times that it believes are appropriate. All visitors must enter through the front door (located on Lowell Blvd), upon arriving visitors must sign in at the Main Office. Visitors will be escorted within the school by RFMA staff. Upon departure visitors must sign out and exit out the main entrance.
- **Parent Concerns:** RFMA has an open door policy and it welcomes comments and questions from parents or anyone else in the community. If you have a question, concern, or suggestion relating to a school policy, academic grade, discipline decision, or anything else, we invite you to contact the school to schedule a meeting with your student's teacher, the Director of Elementary School, Director of Middle School, or the RFMA Board of Trustees, as appropriate. The RFMA Board of Trustees has adopted a Communications Policy and the Board asks that you pursue your question, suggestion, or concern through the process outlined in that policy, which is discussed below. RFMA welcomes the conversation and commits to treating you and your concern, question, or suggestion in a professional and respectful manner. We understand that, as parents, you have strong opinions about issues concerning your student, but we ask that you return the favor by addressing any issue professionally and respectfully.
- **Messages/Voicemail:** If you have an emergency and need to get a message to your student or his or her teacher, please call both the main office line and leave a message on the teacher's voicemail. RFMA teachers check their messages once a day after school.

Parent Booster Committee

The Parent Booster Committee is committed to assisting and supporting the school by raising money for the school and implementing bonding activities for the students, parents, staff, and Board of Directors. They will meet once a month, and everyone is invited to attend. If you are interested in joining, please contact the front office for more information.

Nursing Services & Medication

RFMA offers limited nursing services for its students. However, it is always best to have your family doctor or health center look into any problem that your student may have.

The following is a list of reasons why a student would be sent home:

TEMPERATURE CHECK: If temperature is 100 or higher

HEAD INJURY: If any time a student has a head injury we ask parents to seek a professional opinion

CUTS.BRUISES: If cut is too deep or too big

VOMITING: If students throws up (staff always checks temperature)

If your student requires medication during school hours, we will assist by administering the medication. **However, medication cannot be given by RFMA staff unless a parent completes an “Administration of Medication” form required by the State Health Department.** This policy applies to all medicine, including aspirin, Tylenol, inhalers and other over-the-counter medicines. You may obtain all necessary forms from the front office.

All student medicines will be kept in a locked cabinet. The school will keep a detailed log of all medicines that are administered by the front office staff.

School Uniforms

All students must come to school in the RFMA uniform every day. If a student arrives at school out of uniform, parents will be called and asked to bring in a uniform before the student is sent to class. RFMA has a required school uniform for several very important reasons:

- Uniforms unite RFMA as a community.
- Uniforms reduce distractions.
- Uniforms instill equality.
- Uniforms look professional.

Shirts/ Sweatshirts	
<p>Elementary School:</p> <ul style="list-style-type: none"> ● Students must wear the RFMA collared shirt, sweater, or sweatshirt, no exceptions. ● <u>Shirts worn under the required uniform shirts must not be visible and remain tucked in at all times.</u> ● White or black undershirts that remain tucked will be allowed. ● Students may only wear the red RFMA T-shirts on Fridays. 	<p>Middle School:</p> <ul style="list-style-type: none"> ● Students must wear button up shirts (no collared polos). ● Thursdays, students may wear any college attire. ● Fridays, students may wear green shirts, sports shirts, or RFMA magonista shirts. ● Sports shirts may be worn day of games or Fridays. ● Middle school students may only wear the RFMA embroidered sweater or zip up (no sweatshirts).
Shoes:	
<p>Elementary School:</p> <ul style="list-style-type: none"> ● Students must wear plain/predominately white or black tennis shoes/athletic shoes 	<p>Middle school:</p> <ul style="list-style-type: none"> ● Students must wear plain black or brown dress shoes or plain/predominately white or black tennis shoes/athletic shoes.
Pants/Shorts/Skorts:	
<p>Students must wear black or khaki colored dress pants or dress shorts. Jeans, leggings, sweatpants or jeggings are not acceptable. Shorts must knee length. Girls may wear black, khaki or RFMA knee length skorts. Pants must not be excessively baggy or tight.</p>	
Dress Down Day Dress Code:	

Clothing must be appropriate for school/learning. Students may not wear: ripped or torn clothing, thin strapped tank tops, inappropriate messages on clothing, tube tops/strapless dresses, crop tops, excessively baggy clothing, or shoes with heels. Students may not wear unnatural colored hair. The school reserves the right to contact parents if we determine the student arrived inappropriately dressed for school.

Accessories:

Students must not wear excessive or distracting jewelry. Necklaces must be small and tucked in at all times. Earrings cannot dangle. Boys may wear small stud earrings, no hoops. Students may wear bracelets as long as the number is not excessive or distracting and do not have explicit or unacceptable writing or messages on them. Gauge earrings are not acceptable. Hats are not to be worn inside. Students are not allowed to wear excessive makeup at RFMA. Students are not allowed to wear perfume or cologne.

Electronic Devices and Personal Items:

Students are not allowed to use electronic devices (e.g. cell phones, ipods, portable gaming devices, etc) in school or on school field trips or excursions. If a device is used during school, it will be confiscated from the student and held by the school administration until the parent comes to the school to pick it up. If students need to bring electronic devices because they walk home or participate in an after school activity they are welcome to check in their devices in the front office for the day.

RFMA strongly discourages students bringing valuables to school. They often serve as a distraction to students and can hamper a student's ability to learn. Also, the Ricardo Flores Magón Academy is not responsible for lost or stolen personal student items.

How to Purchase Uniforms

During various times of the year (summer, start of year, winter break, & spring break) RFMA will have an online store that will sell packet and single pieces of all uniforms through www.DenverAthletic.com . Parents also have the option of purchasing the RFMA Elementary uniform components (shirts, sweatshirts, shorts) in the school office between the hours of 7:45 A.M and 3:45 P.M Monday through Thursday and 7:45am to 2:00pm on Fridays while supplies last. Middle School sweaters will need to be ordered online from Denver Athletic during the school store openings. Uniforms purchased at the school must be paid for by cash, or credit card, all online orders with Denver Athletic will need to be paid with a credit or debit card. For more information, please visit the front office.

Lost and Found

The school will keep a small lost and found box near the main office. Parents may come in any day between 8:10 A.M. and 4:15 P.M. to search the Lost and Found. At the end of every quarter items left in the box may be donated to a local charity.

Student Records

The school administration is in charge of student records and their control over those records is performed subject to, and in compliance with, the Family Education Rights and Privacy Act of 1974 (FERPA) and the

Colorado Open Records Act (CORA). FERPA protects the privacy of student education records and provides certain rights to parents of students who are under 18 years of age.

Pursuant to FERPA, the school administration may discuss, explain, and/or make available to the student or his/her parents any education record on file. If a parent would like to examine a student's record, the parent should submit a request to the Office Manager. Within a reasonable time, the parent will be allowed to inspect the file and request a copy of the information contained in the record. There are two different types of student education records and each type is treated differently:

Directory Information: Directory Information contains data about the student such as name, address, telephone number, date of birth, participation in activities, awards received, etc. This information may be made available to non-parents for certain, specific uses without the consent of the parent.

Confidential Records: Confidential Records include grades, evaluations, disciplinary actions, and health records. In general, confidential records will not be made available to any person outside of RFMA without the written consent of the parent.

RFMA currently contracts with the Colorado League of Charter Schools to export and upload student files into the student assessment database. The school has instituted a data security agreement with the organization that ensures the secure transfer, use, and maintenance of protected files that may contain non-directory information.

ACADEMICS

Grading Scale

RFMA implements a traditional 10-point grading scale, except for the elimination of the "D". As part of the college-preparedness focus, RFMA believes any grade below 70% fails to demonstrate adequate mastery of a subject or topic.

- A: 100-90%
- B: 89-80%
- C: 79-70%
- F: 69% and Below

Homework

Homework is an essential part of RFMA's educational program: it is designed to reinforce skills taught in the classroom, to help students develop a deeper understanding of concepts, and to promote good study habits. You should expect homework loads to be aligned with grade levels:

Kinder & 1st Grade: 10 minutes/night

Second Grade: 20 minutes/night

Third Grade: 30 minutes/night

Fourth Grade: 40 minutes/night

Fifth Grade: 50 minutes/night

Middle School: 30 minutes of Reading/night + 30 minutes of other content work/night.

Homework will be assigned EVERY night at the Ricardo Flores Magón Academy. Homework must be completed in full and in accordance with RFMA's high standards for hard work and professional presentation. Parents, it is your responsibility to check your student's homework for completion each night.

If the homework is late, missing, incomplete, or shows a lack of effort or neatness, or if the reading log is not completed properly, then the student may face in-school consequences. Moreover, since bringing all necessary books and supplies is part of homework, students may also face consequences if they do not bring all necessary books and supplies. Parents may receive a phone call if their student has missed several assignments. We expect and need parent support to make sure all the homework gets done according to RFMA's standards.

Independent Reading

Research shows that the #1 way to improve a student's reading skills is to have them READ, READ, READ. The students who read frequently outside of school will become the best readers in their class, will perform at the highest levels on reading tests, and will generally earn the highest grades in non-reading classes as well. Supporting your student's independent reading at home is the #1 way to help him or her improve the speed, accuracy, vocabulary, and comprehension of his or her reading.

Each student is required to **spend time reading every night** (including weekends and holidays), for which a parent signature is required on the reading log. The amount of time spent reading does correspond to your child's age and can look different based on where they are on the Learning to Read - Reading to Learn path. For example, reading a book to your child (in Spanish or English) absolutely counts as reading homework for our younger Magonistas. As does practicing the alphabet and playing letter/word games. For students, who have mastered the fundamentals of reading, we expect them to read for at least 20 minutes a night. If you have questions or concerns about what your child should be doing for their reading homework please contact their teacher.

If you would like assistance with the independent reading or any other part of the homework, please contact the school. RFMA has access to many resources and would be happy to help.

iReady & Google Classroom

To support Magonistas in their learning, RFMA purchases access to iReady for each student annually. The students use this learning tool in their classrooms on a daily basis to improve their Reading and Math skills. Because it is online, **families are encouraged to support their student in accessing their work at least three times a week for at least 20 minutes each session.** This additional work will accelerate their classroom learning. You will receive more information about your child's log-in information from their teacher. Learn more about iReady [here](#).

In addition to the work students are doing on iReady, many in upper elementary and middle school are working with the Google Suite to complete assignments through Google Classroom. Each RFMA student is issued a RFMA google email account through which they are able to access these platforms. RFMA believes that ensuring our students have exposure and experience working on laptops to complete work is essential to becoming a literate 21st Century learner.

***If your family requires access to a hotspot to support increased access to the internet in your home, or you are interested in being loaned a Chromebook over extended school breaks to support your student's continued learning, please contact the Director of Operations for more information.*

Make-Up Work

After returning from an absence, students are expected to promptly complete any missed assignments. The time generally allowed to complete this work will be the number of days the student was absent, except in the case of an extended illness. For example, if a student was absent for one day, then he or she will have one day to make up any missed work.

In the event of a planned absence, parents should notify the student's teachers and front office, several days in advance so that they can prepare a packet of work for the student to complete during the absence.

Promotion to the Next Grade

RFMA maintains high standards for promotion. Parents and students should not assume that a student will pass from one grade to the next: the student must earn promotion by demonstrating mastery of the required knowledge and skills.

Early in the Spring Quarter teachers will be asked to nominate students who have not demonstrated the required mastery for promotion. This will initiate a decision making process to determine if promotion is not in the best interest of the student, Parent and student input is vital. In making the final decision, input from various sources will be examined including test scores, grades, attendance, academic and social history. If at any time you have a question about the process, please reach out to your student's teacher or RFMA administration.

STUDENT SERVICES

Special Education

RFMA is subject to and complies with all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, including the Individuals with Disabilities Education Act ("IDEA"), the Colorado Exceptional Children's Educational Act ("ECEA"), Section 504 of the Rehabilitation Act of 1973 ("Section 504") and the Americans with Disabilities Act ("ADA"). RFMA strives to assure that all students who

qualify for Special Education, Section 504, and/or Gifted/Talented plans receive their Free Appropriate Public Education (“FAPE”).

RFMA uses the “inclusion model” to deliver Special Education services to students with Individual Education Plans (IEPs). Because RFMA is an inclusion model school students with Special Education will spend the majority of their school day in the general education classroom. RFMA believes that all magonistas have value and should contribute equally to the colectivo.

Instructional Program for English Language Learners

ESL Program Goals

- Provide a welcoming environment where students feel free to take risks and to explore the English language.
- Facilitate the development of English language development in order for students to participate fully in all general education activities.
- Facilitate the development of English language skills and comprehension in the areas of reading, writing, speaking, and listening.

Sheltered Instruction

Our Sheltered Instruction program involves a set of teaching strategies, designed for teachers of academic content, that lower the linguistic demand of the lesson without compromising the integrity or rigor of the subject matter.

Teachers adjust the language demands of the lesson in many ways, such as modifying speech rate and tone, using context clues and models extensively, relating instruction to student experience, adapting the language of texts or tasks, and using certain methods familiar to language teachers (e.g., demonstrations, visuals, graphic organizers, or cooperative work) to make academic instruction more accessible to students of different English proficiency levels.

Multi-Tiered Systems of Support (MTSS)

At Ricardo Flores Magon Academy, the MTSS model of problem solving is defined as a three tiered system of interventions matched to Magonista needs through the on-going analysis of data at the classroom, school, and state levels in order to increase the academic and behavioral functioning of all students.

The purpose of the MTSS team is to develop, implement, and oversee a system of research-based academic and behavioral interventions at the classroom, group and individual level. In addition, the team will collect and analyze data on an on-going basis to ensure the efficacy of these interventions and that all Magonistas are continually demonstrating academic and behavioral growth. The team will foster a culture within the school of accountability for the success of all students and a problem-solving model to meet that goal.

High School Counseling and ICAP

The Ricardo Flores Magón Academy will assist our Middle School magonistas with the transition to high school. One of the purposes of the High School Placement Advisor is to develop relationships with high achieving high schools around the Metro Denver region so that our magonistas may continue to receive outstanding educational services as they transition to high school. The High School Placement Advisor will also serve as an academic guide. The Advisor will provide information regarding high school choices and requirements to Middle School magonistas.

As required by the State of Colorado, each Middle School student will be required to participate in the *College in Colorado* ICAP program. This ICAP program is designed to create individual academic roadmaps for students. These roadmaps allow students to understand the necessary academic requirements of high school graduation and acceptance into a four-year college or university.

Furthermore, the High School Placement Advisor will maintain communication with alumni and be a resource in their transition to whatever post-secondary path they may come to choose.

School Food Charging Program

Breakfast is offered free of charge to all students; K-8. Magóniastas may incur a debt up to \$7.00 and lunch loans are not available on a la carte items. The \$7.00 loan limit applies regardless of student eligibility status.

These lunch loans are to be repaid immediately, as the RFMA Nutrition Services Department will not be able to extend further credit beyond the \$7.00 loan. Once your student's account becomes negative, he/she will be asked to make a call home. If the balance is not brought to zero that day then you will receive an automated reminder call three times a week until the debt is paid off. In order to ensure that no student goes through the day without food, any student who has reached the \$7.00 loan limit will be provided an alternate lunch and access to the community share basket. If the use of the alternate lunch becomes a problem then the Director of Operations will be contacted to assist in resolving the problem.

Payments can be made in the front office from 8:10 a.m. until 4:15 p.m. Mondays through Thursdays and until 2:00 p.m. on Fridays. RFMA accepts cash or credit cards but does not take checks. You may also make payments online at www.MySchoolBucks.com.

Parents are highly encouraged to use the *My School Bucks* website even if your student receives free or reduced meals. The website allows you to make payments ahead of time for meals and a la carte items, allows you to track your child's meals and snack, and can send you email notifications about low balances. To set up an account, go to www.MySchoolBucks.com. Click on "Sign Up Today" to create an account. If you need assistance or have questions, please contact the Director of Operations at (303) 412-7610.

Each student will be required to pay for meals if they participate in RFMA's lunch program. However, student(s) are **not** required to participate in the lunch program. Your student may bring a sack lunch from home. Ricardo Flores Magón Academy does provide microwaves for students in Grades Four and above. However, this is a privilege and if your student abuses it then they may lose access.

If you have applied for a Free or Reduced lunch, your student will be charged for lunch until your application is processed and the school is notified of your student(s) acceptance into the program.

DISCIPLINE

Restorative Justice Approach

RFMA believes in using a restorative justice approach to discipline. Restorative justice is a communal approach to solving problems and managing conflict. Instead of focusing on the breaking of rules, the focus is on the harm done and who is responsible for that harm. Using the process of a formal restorative justice conference, the individuals involved come together in a *circle* to provide opportunities for those affected by this behavior to be heard. Those individuals and representatives of the RFMA Community meet in a formal restorative justice conference to determine how to repair the harm and determine next steps. Parents or guardians may be asked to participate in this process with their students to help resolve conflict or change behavior. Restorative justice practices are not meant to be used in all behavioral situations. Restorative justice techniques require permission from all parties to participate in a formal restorative circle. By establishing a culture of restorative justice, RFMA hopes to promote positive means of communication and behavior through this practice. Please see **Appendix A: Behavior Matrix**.

Behavior Interventions

As stated above not all behaviors can be address through a restorative justice approach. RFMA uses a behavior matrix (see appendix) to determine consequences to behavior that threaten the safety of others or harm our community. The purpose of using this approach is to ensure all students are treated fairly and uniformly. The ultimate goal of any behavioral intervention is to ensure the safety of all students and staff.

Anti-Bullying Policy

Bullying means any written or verbal expression, or physical or electronic act or gesture, or pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student.

Bullying is prohibited against any student for any reason.

If the harassment is based on race, color, national origin, sex, or disability and is sufficiently serious that creates or may create a hostile environment, RFMA will address the problem using the guidelines set forth by the U.S. Department of Education's Office of Civil Rights.

Consequences for Bullying

RFMA will take appropriate disciplinary action for students who bully including those who take retaliatory action against someone who reports in bullying. Consequences for bullying are handled according to RFMA's

behavior matrix (see appendix A) listed under *Detrimental Behavior (09)*. The following factors will be considered when determining an appropriate intervention.

1. The age, development, and maturity levels of the parties involved
2. Degree of harm to the student
3. The circumstances surrounding the incident
4. Nature, intent, and the severity of the behavior(s)
5. Context in which the alleged incident(s) occurred

Reporting bullying at Ricardo Flores Magón Academy

Everyone is responsible for creating an inclusive and safe environment for students. It is the responsibility of everyone in the RFMA community to report any incidents of bullying. Staff should be on the lookout for bullying at all times and supervise areas where bullying may occur. Parents, guardians, family and friends are encouraged to report any acts of bullying immediately. Reporting bullying can be accomplished by contacting any member of the RFMA staff, either in person, telephone or via email. Additionally, community members can contact the school using Facebook or the school's Twitter account @MagonAcademy.

Bullying vs Student Conflict

It's important to differentiate between bullying and normal student conflict. Bullying is repeated, unwanted acts of aggression and involves a power differential, whether real or perceived. Conflict is a disagreement between two or more students that usually can be resolved through mediation or restorative justice techniques. When a RFMA staff member becomes aware of bullying, either by a student report or by witnessing the incident, the RFMA staff member ***must immediately inform a member of senior administrative staff or the school social worker.***

Detention

Detention will be assigned to students who have failed to meet homework, reading log or the behavioral expectations at RFMA and to students who do not complete any required in-class assignments. Detention takes place during the student's scheduled recess time if an infraction occurs during the morning hours or after school if an infraction occurs in afternoon hours. RFMA has two detention times so that consequences for infractions are immediate and understood by every student. Students who did not complete their homework, reading log or required in-class assignments will be required to complete homework and/or assigned work during detention. Students who are serving detention for failing to meet behavioral expectations will be expected to write a reflection regarding which RFMA values they failed to meet. If a student is required to attend after school detention, we will notify parents and guardians by 3:45pm. If a student is assigned to after-school detention, **attendance is mandatory**. Students that are assigned to attend after school detention must stay for the entire time, (4:15pm to 4:45pm).

Communications/Grievance Policy

The Ricardo Flores Magón Academy is committed to addressing ideas, proposals, criticisms, complaints, grievances, suggestions, and accolades ("Issues of Concern"). The RFMA Board of Directors has adopted a

communications process designed to fairly and efficiently address Issues of Concern. Therefore, the RFMA Board of Directors asks that parents, personnel, staff, and community members follow this process with regard to Issues of Concern.

- Step 1: If you have an Issue of Concern that relates specifically to someone else in the RFMA community, we ask that you attempt to resolve the issue by communicating directly with the person who is the subject of the concern.
- Step 2: If Step 1 is unsuccessful, or if you have an Issue of Concern relating to curriculum, grades, or teacher conduct, we ask that you schedule a meeting with the appropriate Director to address the concern. If you are unsure who that might be, please contact the Director of Operations.
- Step 3: If Step 2 is unsuccessful, or if you have an Issue of Concern about the school that is broader than curriculum, grades, or teacher conduct, we ask that you schedule a meeting with the Executive Director to address the concern.
- Step 4: If Step 3 is unsuccessful, you may address your Issue of Concern through the Board of Directors. The Board of Directors requests that you submit your Issue of Concern in writing to the Main Office at least 7 days prior to the next Board of Directors' meeting. This will ensure that your Issue of Concern will be placed on the agenda for the upcoming meeting. If you choose, you may also present your Issue of Concern to the Board of Directors in person, during the public comment section of any board meeting. But please be aware, the public comment section of each meeting is limited in duration. The Chairperson of the Board will determine the manner by which Issues of Concern will be addressed during the Board meeting. The Board has the authority to render a final decision.

Enrollment Policy

Anti-Discrimination Statement

Ricardo Flores Magón Academy (RFMA) welcomes all students and strives to create and maintain a diverse student population. Enrollment is open to any child who resides within the state, except as limited by CRS 22-30.5-507(3). Student recruitment and enrollment decisions shall be made in a nondiscriminatory manner. In all cases, student recruitment and enrollment decisions shall be without regard to disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or need for special education services in accordance with federal and state laws and constitutional provisions.

Enrollment Eligibility

Placement in a Kindergarten or 1st Grade program is determined by the student's age as of October 1st of the incoming year. Placement in all other programs is determined by the grade level which corresponds to the grade level in which the student would be entering in his or her former RFMA.

Enrollment Process and Timelines

Each year, RFMA will establish and make publicly available an Enrollment Timeline. Families seeking to enroll must submit a completed Letter of Intent form by the last Friday before Spring Break as set forth in the Enrollment Timeline for enrollment in the subsequent RFMA year. RFMA will use a variety of means to promote its enrollment process. The Enrollment Timeline, Letters of Intent forms, and instructions for submission of Letters of Intent will be posted on the RFMA's website by the fall of the preceding RFMA year. RFMA will also use social media, community partnerships, parent newsletters, and other sources to promote the enrollment process.

Waitlist Procedures

Letters of Intent are accepted on a rolling basis throughout the RFMA year for enrollment in the subsequent RFMA year. On the last Friday of each April, the RFMA will determine whether it has received more applicants than available seats. If the RFMA has received more applicants than available seats, the RFMA will place students on a waitlist on a first-come, first-served basis determined by the date the Letter of Intent was received. Priority enrollment will be granted to students in the following order:

1. Currently enrolled students, provided that the family notify the RFMA of their intent to re-enroll in accordance with the Enrollment Timeline and procedures;
2. Siblings of currently enrolled students, which includes children whose primary guardian(s) are also the primary guardian(s) of other children already enrolled in the program (in the case of joint custody, primary guardians must have custody at least 50% of the time). This could include half-siblings, step-siblings, adopted siblings, cousins, nieces, or nephews being cared for by grandparents, etc.;
3. Children of RFMA Employees, which includes children of staff or faculty members that work at least half-time, have full or joint custody of the child, and who started work on or before the first day of RFMA of the year in which they are submitting the application. The number of children of employees given priority enrollment shall not exceed 20% of the total enrollment. In the case that more than 20% of the enrollment is employee children, priority within this group is given to children of full-time staff.

Upon determination of admittance through the enrollment or waitlist process, RFMA will attempt to contact the family using the contact information provided on the Letter of Intent on the same day that seat availability is determined. If the family cannot be reached on the same day, RFMA will continue to attempt to contact the family for the next four business days. If the family cannot be reached during that time, they will forfeit their child/children's enrollment and the child/children will be placed at the bottom of the wait list. Notification to families will be made in the preferred language or mode of communication indicated on the Letter of Intent.

Students offered admission who confirm their intent to enroll must complete an enrollment packet within ten days after the verbal confirmation. School supply and activity fees are required to be paid in full, or a payment plan established, by the date established by the enrollment timeline. Families of students eligible for Free or Reduced Price Lunch may be eligible for a waiver of said fees and should contact school administration.

RFMA will continue to enroll students from the top of the waitlist as positions become available up through the October Pupil Count Day. Upon notification of admittance, families will have two business days upon verbal notification to accept the position. RFMA will attempt to contact the family for only two business days. It is the responsibility of the family to submit and maintain accurate contact information.

Students on the waitlist who are not offered a seat and wish to be considered for enrollment the following year must submit a new Letter of Intent for the following year. The waitlist does not carry from year-to-year.

At the discretion of the Executive Director Leader and if there are seats available, the school may continue to enroll students after the October Pupil Count Day.

Students with Disabilities

RFMA does not discriminate based on disability or need for special education in any recruitment or enrollment decisions. Students admitted with an IEP or 504 Plan from a previous school shall be placed directly in a program that meets the requirements of such IEP or Section 504 Plan. An IEP Team meeting will be convened in accordance with state and federal law and CSI policies and procedures.

Denial of Admission

Students may only be denied admission to the extent permitted by law.

Parent & Family Engagement Policy²

Ricardo Flores Magón jointly developed this family engagement policy in consultation with school personnel, community members, and parents. This family engagement plan will be updated annually to meet the changing needs of parents and the school.

Part 1. POLICY INVOLVEMENT

RFMA will:

- Hold an annual meeting on Back to School night to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I and to explain the requirements of Title I, and the right of the parents to be involved;
- Offer a flexible number of meetings. A schedule of this year's meetings will be posted on the website no later than the last Friday of the first month of each school year;
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement

² *Please see *Revolutionary Education Compact* on the first page.

of the school family engagement policy and the joint development of the schoolwide program (if applicable);

- Provide parents of participating children:
 - timely information about Title I programs;
 - a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
 - if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and
- If the schoolwide program is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency. (if applicable)

School Accountability Committee

The School Accountability Committee (SAC) is a committee comprised of a Member of the Board of Trustees, parents, teachers, and community members that give advice and support to RFMA leadership with regard to finances, budgetary allocations, and school improvement plans (if applicable). The SAC consists of a member of the Senior Leadership Team, at least one teacher from the school, at least three parents with students at the school, at least one adult member of an organization of parents, teachers, and students recognized by the school, and at least one member of the community. The members of the SAC shall annually select from the parent representatives a chair of the committee. The SAC will meet quarterly. Its meetings are open to the school community. The SAC will ideally also have one parent representative from the Parent Booster Committee.

Board of Directors

The school's Board of Directors is accountable for the governance and operation of the school. The Board of Directors' responsibilities include setting and enforcing policies, assuring that the school is run in a manner consistent with its Mission Statement, and ensuring the school operates in compliance with all applicable legal requirements. The specific role and responsibilities of the Board of Directors are described in its By-Laws. The Board of Directors meets monthly, usually on the last Wednesday of each month. The school community and the public in general are invited to attend the board meetings. Notices and agendas for each Board Meeting are posted at the school and on its website.

Appendix A: Behavior Matrix

Processes and Process Owners

RFMA Safety Protocol: The *RFMA Safety Protocol* is a process to ensure the safety of students, teachers and staff. When an incident or behavior listed above triggers this process, the Executive Director, appropriate Director of School and School Social Worker must be notified immediately. Students involved in the incident should be immediately sent to the front office. If multiple students are involved in the incident, they should be placed in separate locations. Any student involved in this protocol *must* be supervised by an adult at all times. Emergency responders will be notified under the direction of the School Health Liaison or senior administrative staff. Law enforcement will be notified under the direction of senior administrative staff. An assessment of the situation by senior administrative staff will be performed to determine next steps in consideration of this matrix. School safety is the primary consideration in determination of appropriate responses. Suicide and/or threat assessments will be performed by the School Social Worker with

coordination and support of law enforcement. While this matrix will be used guideline for response, RFMA reserves the right to implement any intervention necessary, within legal means, to ensure school safety.

Restorative Justice: RFMA believes in using a restorative justice approach to discipline. Restorative justice is a communal approach to solving problems and managing conflict. Instead of focusing on the breaking of rules, the focus is on the harm done and who is responsible for that harm. Using the process of a formal restorative justice conference, the individuals involved come together in a *circle* to provide opportunities for those affected by this behavior to be heard. Those individuals and representatives of the RFMA Community come together in a formal restorative justice conference to determine how to repair the harm and determine next steps. Parents or guardians may be asked to participate in this process with their students to help resolve conflict or change behavior. Restorative justice practices are not meant to be used in all behavioral situations. Restorative justice techniques require permission from all parties to participate in a formal restorative circle. By establishing a culture of restorative justice, RFMA hopes to promote positive means of communication and behavior through this practice.

Process owners: There are various process owners in this matrix as follows:

- **Overall owners:** Ms. Taavialma, Ms. Arteaga, Ms. Gandarilla and Mr. Phelps
- **RFMA Safety Protocol:** Ms. Taavialma, Ms. Arteaga, Ms. Gandarilla and Mr. Phelps
- **Drug and alcohol assessment:** Mr. Phelps
- **Threat assessment:** Mr. Phelps
- **Suicide assessment:** Mr. Phelps
- **Behavior assessment:** Ms. Taavialma, Ms. Arteaga, Ms. Gandarilla, Ms. Santiago, Mr. Phelps
- **Behavior intervention decision-making:** While this matrix outlines consequences of student behavior, some decisions require assessment of the individual and analysis of the situation. Results from this information gathering will require decision making to best determine which interventions will impact student behavior. These decisions should be made by at least two of the following individuals whenever possible: Ms. Taavialma, Ms. Arteaga, Ms. Gandarilla and Mr. Phelps.

Appendix B: FERPA

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day the Ricardo Flores Magon Academy receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Ricardo Flores Magon Academy to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically 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 or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ricardo Flores Magon Academy 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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))