

WASHINGTON WEST SUPERVISORY UNION  
NOTICE OF SECTION 504 COMPLIANCE

In compliance with Section 504 Act of 1973, the Washington West Supervisory Union provides this notice to all employees, beneficiaries, and the citizens who reside in the member towns of Duxbury, Fayston, Moretown, Waitsfield, Warren and Waterbury.

1. Washington West Supervisory Union is responsible for identifying, evaluating, and affording access to appropriate educational services if a student is found 504 eligible.
2. Washington West Supervisory Union and member districts do not discriminate against otherwise qualified individuals who may have handicapping conditions in admission and/or access to education or employment in its programs and activities.
3. Any individual with a complaint or concern regarding Washington West Supervisory Union's compliance with Section 504 may seek a resolution through Donarae Dawson, Director of Student Support Services, WWSU, 340 Mad River Park, Suite 7, Waitsfield, VT 05673.

WASHINGTON WEST SUPERVISORY UNION  
NOTICE OF CHILD FIND PK-12 STUDENTS

The Washington West Supervisory Union is interested in locating pre-school age children (birth-5 years) who may have developmental delay in the areas of speech/language, social adjustment, adaptive behavior, self-care, gross/fine motor coordination, and/or cognitive development **AND** any school-age children who have handicaps who are not currently enrolled in school. All children are entitled to receive an education, regardless of handicap, at public expense. It is possible that the Washington West Supervisory Union may not be aware of all children residing in our towns who may have handicapping conditions eligible for services. If you know of a child living in the towns of Duxbury, Fayston, Moretown, Waitsfield, Warren or Waterbury who might be eligible for educational services and is not in school, please contact Donarae Dawson, Director of Student Support Services, WWSU, 340 Mad River Park, Suite 7, Waitsfield, VT 05673 or call (802) 496-2272, ext. 113.

WASHINGTON WEST SUPERVISORY UNION  
NOTICE TO PARENTS

In compliance with federal requirements under the Protection of Student Rights Act (PPRA), this is to provide parents with notice of specific parental rights of request with regard to the following:

1. Policy on the rights of parents upon request to inspect any survey created by a third party (a survey funded by a non-U.S. Department of Education source). If the third-party survey involves questions related to political affiliations, mental or psychological problems, sexual behavior and attitudes, illegal or anti-social behavior, critical appraisals of family members, income, or privileged relationships, such as doctors or lawyers, parents may opt their children out of its administration. This requirement also applies to the collection, disclosure, or use of student information for marketing purposes.
2. Secondary schools are to provide, upon request from military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone numbers. Parents may request in writing that their child's name not be on the list.

Policies and procedures are available at all schools in the Washington West Supervisory Union or at the Supervisory Union office, 340 Mad River Park, Suite 7, Waitsfield, VT 05673.

ANNUAL NOTIFICATION OF RIGHTS OF PARENTS  
AND ELIGIBLE STUDENTS CONCERNING EDUCATION RECORDS

- TO: All parents of students, and to eligible students\* currently attending schools in the Washington West Supervisory Union and its member districts (including its member districts):
1. As the parent of a student enrolled in a school in a member district of the Washington West Supervisory Union, or as an eligible student, you have the following rights with respect to your child's (or, if an eligible student, your own) education records:
    - a. To inspect and review the student's education records;
    - b. To seek amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;
    - c. To provide consent prior to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law allows disclosure without your consent;
    - d. To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of law with respect to your rights under the Family Educational Rights and Privacy Act (FERPA). A complaint may be made in writing to the Family Policy Compliance Office, U.S. Department of Education, 4512 Switzer Building, Washington, D.C. 20202-4605.
  2. The procedure for exercising your right to inspect and review education records is available at the Washington West Supervisory Union office and each member school site.
  3. The procedure for seeking amendment of education records is available at the Washington West Supervisory Union office and each member school site.
  4. The supervisory union and its member districts have a policy of disclosing educational records to school officials with a legitimate educational interest without prior consent. A "school official with a legitimate educational interest" is defined as follows: any teacher, administrator, other professional or service provider employed by or contracted with the district to provide educationally-related services (including, but not limited to, consultants, attorneys, auditors, insurers, evaluators, support staff, substitutes, assigned student teachers, interns, volunteers, teacher's aides), or a school board member who needs information relating to a particular student in order to carry out his/her official duties for the district.
  5. The supervisory union and its member districts forward education records to other agencies or institutions that have requested records and in which the student seeks or intends to enroll.

This Annual Notification of Rights is only a summary of rights. Your rights to inspect and review education records, and the school district's duty to have your written consent prior to disclosure of personally identifiable information, are subject to limitations. Further details are contained in the school district's detailed student record policy and procedures, and in State and federal law.

\*You are an eligible student if you are at least 18 years of age or are attending an institution of post-secondary education.