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# Reading Public Schools

*Instilling a joy of learning and inspiring the innovative leaders of tomorrow*

August 2018

Dear Reading Public School Families:

I hope that you had an enjoyable summer. Welcome to the 2018-19 school year! Each year, we are required by Federal, State, and local laws and policies to distribute certain informational flyers which are meant to inform you about your rights and your child's rights in a public school setting. The purpose of this letter is to inform you about where you can access that information and how you make any necessary changes to current demographic information. This information is very important because they provide us with contact information in case of an emergency, as well as, permissions that allow your child to fully participate in educational activities.

This year for the first time, we will be asking you to make any demographic changes to your child's information online via the parent portal. If you are already registered through the portal, you will be receiving a specific email in the next few days with how to review and make those changes. This will replace the pupil information card that you have completed annually. If you are not registered for the portal, please contact your child's school to get further guidance.

In order to conserve paper, we are only distributing to you the information that you either need to complete and return or is required by law or school committee policy for us to distribute to you in paper copy. Those forms will be given to your child on the first day of school. This the medical permissions and other permissions that are required under Massachusetts General Law or School Committee policy. Please complete the forms that are sent home and your parent portal information no later than **Friday, September 7<sup>th</sup>**. You can also print paper copies of these forms on the Reading Public School District Website, <http://www.reading.k12.ma.us/district-information/first-day-school-fliers/> or pick up paper copies at your child's school.

In addition, some informational flyers will not be distributed by paper and will also be posted on the link above. If you would prefer to have a paper copy of these flyers, please contact Linda Engelson, the Administrative Assistant for the Superintendent, at 781-944-5800 or by email at [linda.engelson@reading.k12.ma.us](mailto:linda.engelson@reading.k12.ma.us).

Please take a few moments to read these important fliers located at <http://www.reading.k12.ma.us/district-information/first-day-school-fliers/> :

1. **School Committee Policy ACAB/ACAC on Harassment, Discrimination, Bullying and Hazing-**  
This policy has been updated to reflect the Massachusetts Anti-Bullying and Gender Equity Laws.

2. **Notification of Rights under FERPA**-This letter describes the Family Educational Rights and Privacy Act (FERPA) which affords parents and students over 18 years of age certain rights with respect to the student's education needs.
3. **Directory Information**-FERPA requires that the Reading Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Reading Public Schools may disclose appropriately designated "directory information" without written consent unless you have advised the District to the contrary. This letter describes the directory information and the process and has been updated since last year.
4. **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**-This letter explains the Protection of Pupil Rights Amendment (PPRA), which affords parents certain rights regarding our conducting of surveys, collection and use of information for marketing purposes, and certain physical exams.
5. **Asbestos Hazard Emergency Response Act (AHERA) and Children Families and Protection Act**-This letter outlines procedures to notify parents and faculty under the Asbestos Hazard Emergency Response Act (AHERA) and the Children Families and Protection Act (Use of Pesticides).
6. **Acceptable Use Policy and Internet Safety Agreement for Students**-This document explains in detail the Reading Public Schools Acceptable Use Policy and Internet Safety Agreement for Students. Parents should read this policy carefully with their child and sign on the Pupil Emergency Card. This document has been updated to reflect the changes that have occurred in the cyberbullying aspect of the Massachusetts Anti-bullying law.

If you have any questions, please do not hesitate to contact the Superintendent's Office or your child's school. We look forward to working with you and educating your child during this upcoming school year.

Sincerely,

*John F. Doherty*

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