

**PARK RIDGE PUBLIC SCHOOLS  
PARK RIDGE, NEW JERSEY**

**September 2019**

**Dear Parents, Guardians, and Students:**

The following information is sent to inform all parents, guardians and students of regulations and procedures relative to the availability of pupil records, equal educational opportunity and substance abuse.

**SCHOOL RECORDS AVAILABLE TO PARENTS AND ADULT STUDENTS**

Schools maintain data relative to the education of each pupil. The required records and additional information such as grades, standardized test results, health statistics, attendance, etc. are available to the parents and adult students. Arrangements for access can be made by contacting the school.

Federal and State legislation regarding pupils' records provides certain rights to parents. These rights include provisions for the maintenance, security, conditions of access and the right to appeal parts of the records.

Educational, occupational and military recruiters have access to student information directory pursuant to statutes. Any adult pupil or parent may request in writing to the superintendent to be excused from participating in all recruitment programs or having their name appear in student information directories for recruitment purposes.

Copies of the complete law and details regarding local procedures are available in the school offices upon request.

**BOARD OF EDUCATION RESOLUTION OF EQUAL OPPORTUNITY**

Consistent with Federal and State requirements on non-discrimination, the Park Ridge Board of Education hereby affirms its responsibility to continue to provide all students with equal educational opportunity and all employees equal employment opportunity regardless of race, sexual orientation, color, creed, religion, sex, ancestry, national origin, social or economic status and non-applicable handicap.

Inquiries on this resolution may be directed to Mr. Troy Lederman, Affirmative Action Officer, 2 Park Avenue, Park Ridge, New Jersey.

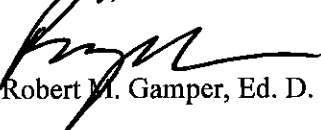
**SUBSTANCE ABUSE: DRUGS, ALCOHOL AND TOBACCO**

The Park Ridge Board of Education recognizes that misuse of drugs, alcohol, and tobacco is a serious problem. Therefore, it has approved curriculum to inform students of the dangers of use of these substances and administrative procedures for evaluation and treatment of students suspected of being under the influence of alcoholic beverages or a controlled substance.

Copies of N.J. State Law, Park Ridge Board Policies and Administrative Procedures are available in school offices on request.

Further information on any of these regulations can be obtained by contacting any of the school administrators.

Sincerely,

  
Robert M. Gamper, Ed. D.