

2017 – 2018 ANNUAL NOTICE OF FERPA RIGHTS
TO KANSAS PUBLIC SCHOOL DISTRICT PATRONS

Kansas Public Schools, in accordance with 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. They are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. * Parents or eligible students should submit to the school principal or special services director 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, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend a record should write the school principal or special education director, clearly identify the part of the record they want changed, and specify why it should be changed.

If the District decides not to amend the record as requested by the parent or eligible student, the District 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 privacy of personally identifiable information in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception with 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 outsourced services or functions it would otherwise use its own employees to perform (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 a parent, student, or other volunteer assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/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.

*The district intends to forward records on request by officials from another school district.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by The District for non compliance 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, D.C. 20202
1-202-260-3887

Directory Information may be released without parent permission. Examples include: A playbill, showing your student’s role in a drama production; yearbook. “Directory Information” includes a student’s name, address, telephone listing, date and place of birth, major field of study, participation in recognized activities and sports, weight and height of members teams, dates of attendance, degrees, and awards received, and the most recent previous educational institution attended by the student. This district may release directory information, if you do not want directory information released, you must submit your request in writing to the Principal or to the Special Services Director.

2017 - 2018

**NOTICE TO PARENTS REGARDING
CHILD IDENTIFICATION, LOCATION, SCREENING, & EVALUATION**

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the Kansas Public Schools in coordination with Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

REFERRAL

Preschool children ages 3 through 5 and students enrolled K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Local school districts and with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through age 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area-wide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

SCREENING

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments.

(1) Readiness Screening

Personally identifiable information is collected on all kindergarten and first grade student's participating in school wide readiness screenings to assess readiness for kindergarten and first grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.

(2) Educational Screening

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the State provides educational screening. No child shall be educationally screened whose parent or legal guardian has given written objection with the local school district. *Educational screening is implemented for all kindergarten grade students each year. *Second grade through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.

*Students entering the public school system from another state or from within the state without previous educational screening shall be educationally screened within 6 months from date of entry.

EVALUATION

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures administered or procedures used with all children in a school, grade, or class. Written consent from the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies & Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school district's administrator.

**2017 - 2018 CHILD FIND
NOTIFICATION**

NOTICE TO PARENTS:

Do you know of a child in your home or community who may be disabled in any way? Public Laws provide for the education of all children regardless of the type or severity of the disability. Your school district, Kansas Public Schools, is interested in locating these children so that an appropriate education can begin as soon as possible.

We are searching for children who may be in need of these educational services, they may be physically, emotionally and/or intellectually disabled. All children birth to age twenty-one are covered under the law. Education should begin early so the child can achieve maximum potential.

PLEASE CONTACT:

Renee Cochran
Special Services Director
Kansas Public Schools
P.O. Box 196
Kansas, OK 74347
918-868-2567

All information will be handled in a confidential manner.

**2017 - 2018 ANNUAL
CIVIL RIGHTS POLICY NOTIFICATION**

It is the policy of the Kansas Public School District to provide equal opportunities without regard to race, color, national origin, sex, age, qualified disability, Veteran status & equal access to the Boy Scouts & other designated youth groups, in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment.

Inquiries concerning this policy may be referred to:

Renee Cochran
Civil Rights Compliance Coordinator
Kansas Public Schools
P.O. Box 196
Kansas, OK 74347
1-918-868-2567

All inquiries will be handled in a confidential manner!