

LEGAL PUBLICATION

Fort Cobb- Broxton Public Schools

PO Box 130 Fort Cobb, OK 73038

405 643-2336 High/Middle School office

405 643-2334 Elementary office

405 643-2820 Superintendents office

Child Identification, Location, Screen, and Evaluation

This notice is to inform parents of the child identification, location, screening and evaluation activities to be conducted throughout the year by the Fort Cobb-Broxton School District in coordination with the 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 in K-12 who are suspected of having disabilities which may require special education and related services may be referred for screening and evaluation through the local schools. The Fort Cobb-Broxton School District coordinates 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 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 screening programs available to all children on a school wide or classroom basis; district wide testing; and the Oklahoma School Testing Program. Screening may include: review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments administered to or procedures available to and used with all children in a class, grade or school.

Readiness Screening

Personally identifiable information is collected on all kindergarten and first grade students participating in school-wide readiness screening 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.

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 except as otherwise provided by law. No child shall be educationally screened whose parent or legal guardian has filed written objection with the local school district.

- Educational screening is implemented for all first grade students each school year;
- Kindergarten 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 the date of such entry.

Evaluation

Evaluation means procedures used in accordance with federal and state 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 used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of 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 the Family Educational Rights and Privacy Act (FERPA) and other relevant state and federal laws and regulations and the Oklahoma Special Education Handbook. The Fort Cobb-Broxton School District has developed and implements a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the policy from any school principal or from the superintendent's office.

In accordance with FERPA, the Fort Cobb-Broxton School District ensures that the parent or eligible student has a right to:

Inspect and review the student's education records within 45 days of the day the Fort Cobb- Broxton School District receives a request for access;

Request the amendment of student education records the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy rights;

Consent to disclosures of personally identifiable information contained in the student's education records, except when FERPA authorizes disclosure without consent;

File complaints with the United States Department of Education concerning

alleged violations of FERPA;

Obtain a copy of the FERPA policy adopted by the Fort Cobb- Broxton School District upon request to any school principal or the superintendent's office.

Before any major identification, location, screening or evaluation activity, schools shall provide notice to parents. Accommodations for other languages or means of communications will be provided as needed. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

For further information contact: Natalie Lierle

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405 643-2820