

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 local school district 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 in 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 the Regional Education Service Centers coordinate 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 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; interview, observations; and specially developed readiness of educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.

(1) Readiness Screening

Personally identifiable information is collected on all kindergarten students participating in school wide screening to assess readiness prior to entry into first grade. Results of the screening are made available to parents of legal guardians, teachers, and school administrators. No child shall be screened for readiness or evaluated without prior notice to the child's parent or legal guardian or whose parent or legal guardian has filed written objection with the local school district.

(2) Educational Screening

Educational screening includes accepted procedures for the identification of children who may have special learning needs and may be eligible for special education and related services in accordance with the Individuals with Disabilities Education Act (IDEA). Each school district in the State provides educational screening. No child shall be educationally screened without prior notice to the child's parent or legal guardian of 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.

*Second through twelfth grade students shall be screened as needed of 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 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 a procedure 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 of legal guardian for such evaluation must be on file with the local district prior to any child receiving an initial evaluation for special education and related services purposes.

Policy Notification of Rights under FERPA of Elementary and Secondary Institutions Smithville School

The Family Educational Rights and Privacy Act (FERPA) afford 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 principle (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principle 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 is inaccurate or misleading.

(3)The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District 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 perons or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.(NOTE:FERPA requires a school district to make reasonable attempt to notify the student of records request on request).

(4) The District will arrange to provide translation, upon request, of this notice to non-English speaking parents in their native language. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply 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

600 Independence Avenue, SW

Washington, D.C. 20202-4605

Complete Policy in on file in the office of Patty Burcham at:

Smithville School

P.O. Box 8

Smithville, OK 74957

SMITHVILLE SCHOOL SEEKS HANDICAPPED

Smithville Public Schools are continuing efforts to identify and locate all handicapped children who are not receiving public education or special services.

This is in accordance with the Federal Law which implements the Individuals with Disabilities Education Act, Part B and H (IDEA-B and H) and State Regulations requiring school districts to provide a free and appropriate education for all handicapped children.

Any person desiring more information should contact:

Melissa McDaniel

Special Education Coordinator

(580)244-3281