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School Board Members

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Mrs. Ringler's Email..... CMRingler@park1.k12.wy.us
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Principal Clark and Westside ...Mr. Walker....754-9042
Westside Phone Number 754-5181
Superintendent of Schools754-2215

WEBSITE

The Powell School District and each school has a new website for parents' use. To access the school site, please go to: www.park1.net then click on schools and choose Clark Elementary.

Welcome

Dear Parent,

I would like to welcome you to the Clark Team. You and your child are now a part of the family which is housed at Clark Elementary for over 6 hours a day, 5 days a week, for approximately 35 weeks. You are entrusting your most valuable asset to us. We take this responsibility very seriously. We will do everything we can to make sure the school is safe and orderly and that the students leave us with a high self-concept and a strong academic background.

As a parent you are part of the team at Clark. It is only through your help that we can accomplish our goals. We welcome you to visit the school and the classroom, we hope you will occasionally eat lunch with your child, attend the open house, conferences and special activities. When your child sees you at school and hears your voice support for the staff and the standards we are teaching, it motivates your child to do his/her best at school.

We also expect you to call or ask about concerns that may arise. Most problems develop because of lack of communication. We promise to keep you as informed about school as possible.

The contents of this handbook are meant to be a guide. Please read and use this handbook so that we can work more closely toward our common goal: helping **your child become all that he or she can be.**

Remember that you are now a valuable family member of the Clark Community- **visit often.**

Brent Walker, Principal

CLARK PHILOSOPHY

Updated May 1998

Mission Statement

In a safe, orderly and positive environment, where learning is valued and differences are accepted, each child will achieve mastery of district standards and will develop and progress intellectually, socially, emotionally, and physically as an individual.

Rationale

Teaching and learning must embody more challenging goals. Students must be able to understand what they read, not just recite rules and definitions; they must be able to locate, retrieve, and interpret information, not merely memorize a set of facts; they must be able to identify and solve problems, not simply fill out worksheets; and they must be able to work collaboratively as well as alone.

Curriculum and instruction must change from an emphasis on isolated facts, skills, and coverage to a focus on integrated content, on the application of skills, and on the development of conceptual understanding. Teaching must change from dispensing information and rewarding right answers to creating activities that engage students' minds and present complex problems with multiple solutions.

For students to be successful at school they must have interpersonal skills, positive self-esteem and be both mentally and physically healthy. The Clark staff will make changes in teaching, learning and curriculum to insure student success.

Clark School Improvement Goals August, 2004

The Wyoming Department of Education, acting under state statute revised the school accreditation codes in 1996. One of the new areas reviewed during an accreditation visit is school improvement.

Every school in the state must have an on-going school improvement plan for their building. The plan must be systematic, have identified interventions, be measurable and involve staff, parents and community.

Schools also have the option of joining the North Central Association. This association will help schools develop their school improvement plan. Working with both the State Department of Education and North Central Association, a school can receive dual accreditation.

The current Clark School Improvement Goals are listed below.

Goal 1: Students will improve writing across the curriculum.

Goal 2: Students will improve in solving application problems including extended and constructed response problems.

Goal 3: Students will demonstrate competence in the general skills and strategies for reading a variety of literary texts and informational texts.

GRADING SYSTEM

The Primary Grades

Kindergarten, first, and second grades use a grading system based on how well the student is mastering the standards at that grade level. The Clark staff works toward the goal that all the students will master all the standards. It is at these grades that students learn to apply and discover high level mathematical principles. They are developing the ability to spell, write, and to understand science and social studies concepts. The report card grade is one indication of how well the student is mastering these areas.

- E** is for **Excellent** – the student has mastered the concepts in a short time or in an outstanding manner.
- S+** is for **Above Average** - the student has mastered the concepts in a timely manner.
- S** is for **Proficient** – the student has mastered the concepts but it may have taken more time or it may not be at the depth of the Excellent work.
- S-** is for **Partially Proficient** – the student is showing some ability to learn the concepts and is making some progress toward mastery.
- U** is for **Unsatisfactory** – the student is not making progress toward mastery.

Third grade is often characterized as a transitional grade. Students are learning to use reading skills as a tool for learning. Other areas are becoming more specific in content with more emphasis on relationships between the academic areas and the concepts. Third grade teachers use the same scale for grading as the 4th and 5th grades.

FOURTH AND FIFTH GRADES

Fourth and fifth grades use a percentage scale for grading. This scale represents the percent correct of required work in that subject area during the nine weeks. Reading has become an important tool for learning. Language, writing and spelling are now tools to express how well a student has mastered a concept. There are also skills that continue to be developed. Science and social

studies continue to develop as tools to understand the world around the student.

THIRD GRADE

A	90 to 100
B	80 to 89
C	70 to 79
D	60 to 69
F	0 to 59

An F is only given after all efforts to help the student master the standards have failed. Students who earn an F are provided a variety of options which include; more time at school to receive extra assistance, individual assistance during the day, assistance at recess, and assistance from support instructors. Parents are notified early if a student is falling into the F range. Parents are asked for their suggestions and assistance to improve the student's grades to mastery level.

PERFORMANCE STANDARDS

Clark School is continuing with full implementation of the District Performance Standards. These standards are areas of knowledge each student is expected to acquire at their particular grade level. Within each area of knowledge (Language Arts,

Social Studies, Math, Science, Fine & Performing Arts, P.E., Health & Safety, Humanities, Foreign Language, and Applied Technology) assessments have been developed and will be used to measure the students' attainment of the standards. Your child's progress on the standards will be communicated to you by the teacher through parent conferences and progress reports.

SUMMER SCHOOL

It is the intent of the administrative and teaching staffs of the Powell Elementary Schools to provide additional time and individualized instruction for students who are behind or lack basic skills sufficient to be successful in attaining the high academic standards established by PCSD #1 in the areas of language arts and mathematics (K – 5) and Science and Social Studies (3 – 5). The summer school program has been established to provide extra time for mastery of basic skills in math, language arts, science, and social studies. Students who have not satisfactorily met their grade level performance standards will be required to attend the

program. Failure to attend or satisfactorily complete grade level performance standards could result in student retention.

Student At-Risk Plan Revised 05/03

“There is nothing so unequal as the equal treatment of unequals”. Joseph Renzulli

Developed by the At-Risk committee, Beth Wipplinger, Cathy Ringler and Brent Walker on March 24, 1998 and revised March 1999. The Clark Philosophy adopted in 1991 which was revised in May 1998 and May 2003 is the guide for this at risk plan.

Philosophy

At Clark Elementary, we are committed to work as a team to provide a quality learning environment in which our students can acquire mastery of district standards and mature academically, socially, emotionally, and physically.

At-Risk Identification

Students “at risk” in Wyoming are defined, according to State Board of Education Rules and Regulations, as individuals of school age who appear likely to fail economically, socially, and academically. At Clark the staff

has also identified students who easily achieve district standards as being “at risk”.

Identification

Identification of students will take place through the District adopted BIT (Building Intervention Team) referral process. Referrals of At-Risk students to the BIT team may be by teacher, administrator, parent or student.

All cases referred will be considered and evaluated on the following criteria.

1. Students who have been provided teaching and re-teaching activities and still have not demonstrated mastery of adopted performance standards.
2. Students whose performance on norm-referenced, standardized tests is below the national average.
3. Students who consistently meet or exceed expected levels on adopted performance standards on pre or initial assessment.
4. Students who demonstrate through daily use and assessment that they have Limited English Proficiency.

5. Students whose environment places them in a position to experience domestic violence.
6. Students whose behavioral record in the classroom and /or on the playground indicates they are experiencing social dysfunction.
7. Students who are of Native American heritage.
8. Migrant Students.

At-Risk Interventions Currently in Place

Social and Behavioral needs:

- a. DARE - Drugs and Alcohol Resistance Education
 - b. Counseling (group and individual)
 - c. Mentoring (peer and cross-age)
 - d. Discipline plan (building, classroom, individual procedures which are standardized, emphasize positive interaction with students, and strive to educate regarding acceptable behaviors)
- Time to Teach

Emotional needs:

- a. Counseling
- b. Therapy groups
- c. Individualized discipline plan

Academic needs:

- a. After school tutoring
- b. Noon catch-up/tutoring
- c. Title I
- d. Special Education
- e. Mentoring
- f. Accelerated Reading Program
- g. Volunteers
- h. CCC Lab
- i. Summer School

Enrichment interventions:

- a. CCC Lab
- b. Accelerated Reader

Classroom Interventions

It is in the classroom where the first interventions take place. When the teacher feels she can no longer meet the

additional needs of an at-risk student due to time constrictions, number of students in the classroom or the severity of the needs she will complete a BIT referral on the student.

Regular classroom planning and instruction will be aimed at ensuring all students will achieve the district adopted performance standards. Students who fail to meet the performance standards or easily achieve the performance will be identified as being at-risk.

Classroom use of Teacher Assistants

There are teacher assistants working in the building. They are assigned to help with specific students and tasks. Some of the duties include:

- One-to-one conferences with students
- Computer lab supervisor while small groups are doing word processing, keyboarding, and drill activities.
- Helping Kindergarten through second grade students with Accelerated Reader tests.
- Helping with data collection/management pertaining to standards.
- Helping supervise the students.

Noon Catch-Up Program

The Noon Catch-up Program is a 30-minute program which takes place during the noon hour every day. It is staffed by the teachers and is in two sections, primary and intermediate. Students are sent (no choice) and allowed (by choice) to go to the noon program. The intent is to give students time to complete work that was supposed to be done at home.

Daily Schedule

<u>Student's Day</u>	8:50-3:30
Recess – Morning	10:15-10:30
Lunch Time & Recess	12:00-12:50
Recess – Afternoon	2:30-2:45

School begins at 8:50 a.m. We request that students not be dropped off at the school before 8:45.

Calling School

Please try to limit phone calls to the school. If it is necessary to contact your child or the teacher, please call during recess, lunch or before/after school.

Students' Security

To help ensure the safety of our students while they are at

school, all doors will be locked during the day. Please ring the bell and someone will let you in.

Attendance Policy

Academic success is directly related to the amount of time spent in the classroom. There are certain valuable lessons that are lost when a student is not in attendance.

The district policy allows a student ten (10) days each semester to be used for any emergency or prearranged absence. A student who exceeds the ten (10) day limit will be considered to be "at risk" and will be required to make up time in a manner determined by each educational level.

If your child will not be in school, please call the teacher in the morning to let them know your child is at home. We care about our students and we are concerned when we don't know where they are. Your phone call lets us know they are safe.

Field Trip and Excursion Permission Slip

We require a field trip permission form to be signed by the parent for every student. This gives us permission to take students on field trips that are part of our curriculum. It also allows us to seek medical treatment from a doctor and/or hospital if a student is injured on the trip. Every

effort will be made to contact the parent before treatment is given.

Cost of Special Activities

There are some field trips provided to students that require participation fees. Examples of these include the fifth grade Adventure Education Camp and the fifth grade ski day. Parents should **always** feel comfortable in contacting the principal or the classroom teacher if there is a need for financial assistance to participate in any extra-curricular activity.

Cold Weather

Students should plan and dress appropriately for the weather. Students will be going out to recess unless it is below zero with a wind.

Clark's Discipline Program

In 1999, the principal surveyed the staff, parents, and students to see if our discipline plan was being effective. The survey indicated we had a good discipline plan but it was not as effective as many would like. A committee researched different discipline plans and attended a workshop in Billings on a discipline plan called Time to Teach. In April the entire staff and all interested parents

were invited to be trained in the Time to Teach model. Six Westside parents attended, they then became part of the committee to develop the discipline guidelines as outlined in the Time to Teach model.

Time to Teach is a model that is based on the premise that expected behaviors need to be systematically taught. An instructional approach to discipline introduces and fortifies essential skills that every student must have in order to be a successful learner and sets the stage for successful classroom management.

During the first days of school all students are taught the expected behaviors. Behaviors taught range from the way to behave when the teacher is teaching to lunchroom and playground behavior. Students are even taught how to walk down halls, get drinks and how to line-up.

There are three critical elements for dealing with student non-compliance.

1. The first element centers on reducing or eliminating warnings and/or repeated requests with early intervention.
2. The second element focuses on an extinction process or contingent withdrawal of attention when a problem behavior occurs; a time-out.

3. The final element centers on a combination of procedures to achieve self-directed behavior and behavioral momentum called REFOCUS.

Refocus is when the student is directed to go to time out in another classroom or at the back of the classroom. During refocus the student must answer four questions, either in writing or orally, depending on the grade level.

1. What did I do? (What was I doing that interrupted the teacher's ability to teach)
2. What will I do next time?
3. What will I do when I rejoin your class?
4. Can I do it?

There are some behaviors that require immediate intervention. These behaviors are referred to as "absolutes," and we **never** use REFOCUS when an absolute has been violated. More severe consequences are used to deal with absolutes. The district has identified several absolutes: problems dealing with drugs/alcohol, weapons and sexual harassment. The consequences for these absolutes are either suspension or expulsion.

In working with the parents trained in Time to Teach, and using the results from the student survey, the Clark Staff has identified seven absolutes.

1. Sexual Harassment-Consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature. Any sexual harassment as defined, when perpetrated on any student or employee by a student or employee, will be treated as sexual harassment under policy

ACB, SEXUAL HARASSMENT.

2. Weapons- Type 1—Deadly weapon [as such term is defined in Wyoming Statute 6-1-104][a][iv]. Type 1 examples are firearms, explosive or incendiary material, knives etc. Type 2 weapon examples are chains, clubs, stars, etc. Type 3 weapon examples are belts, combs, pencils, pocket knives, files, compasses, scissors, pepper spray, mace, etc.

Any student who possesses, uses, transfers, carries, or sells a deadly weapon, (Type 1), while on the school campus or on any school bus or while in attendance at any school activity shall be suspended immediately from school and referred to the Superintendent. Said student shall be expelled from school for not less than one (1) year except that after reconsideration, the Board of

Trustees may modify the expulsion requirement on a case-by-case basis.

The student in possession of a Type 2 or Type 3 weapon shall be subject to administrative disciplinary action which may include suspension or expulsion of up to one (1) year. (See district policy #JFCJ for complete details)

3. Drug/Alcohol (See policy #JFCH-R)
4. Non-Compliance/Disrespect (Openly defies adult authority, running away, ignoring, verbally refusing)
5. Physical Abuse (purposely hurting another student)
6. Stealing
7. Verbal/Non-Verbal Abuse (threatening, obscene gestures, inappropriate language)
8. Bullying

Consequences to Clark's absolutes will be an administrative intervention. The interventions may vary from a partial day of in-school suspension to up to 3 days of out of school suspension depending on circumstances. Parents will be notified in either instance.

Clark Dress Code

Students are not to wear tank tops, tube tops, halters, etc. to school. Shorts and skirts are fine as long as the bottom hem meets or exceeds the student's extended fingertips when the arm is at his/her side.

Since this is a drug free zone, students are not permitted to wear hats or clothing to school that promotes drugs, alcohol, or violence.

Cafeteria Procedures

Due to federal regulations, food and milk are not to be given away or exchanged between students.

Clark Elementary has a closed campus during school hours. Students wishing to leave campus for lunch must bring a note from their parents. Students may not go to another student's home for lunch or to a restaurant unless accompanied by their parent/guardian.

Meal Program

Clark offers a hot lunch program to all students in grades 1-5 and breakfast to K-5 students who wish to participate. All students are issued an ID number to use for meals and milk. When students go through the serving line, they enter their number so only their account is accessed.

Breakfast is available for \$1.10 per day, while lunch is \$1.90 per day. Parents are encouraged to purchase tickets for **at least 10 days at a time**. The school keeps accounts for all students. Each time money is brought to the school, the student's account is credited. When a milk or meal is purchased, that amount is deducted from the account. This is all handled through a computer system which will only allow a student to charge up to two meals. Please keep track of the account and replenish when necessary. **Charges are discouraged.**

Students who wish to bring a cold lunch may purchase milk using their ID number. Please keep in mind that students who qualify for free or reduced meals must pay 25 cents for milk in excess of the milk provided with a hot meal.

Westside participates in the National School Lunch Program and therefore, free and reduced price meals are available to those families who qualify. Applications may be obtained from the school secretaries any time during the school year.

We encourage parents to have lunch with your child at school. However, when you do decide to join us, please call the office **before 10:00** am so the cooks will have ample servings on hand. The cost for adults is \$2.75 and a

ticket must be purchased in the office prior to entering the serving line.

Lost or Damaged Books

Curriculum books and library books that sustain damage beyond the wear expected through normal use will require replacement by the student. The principal will determine if a book meets this criterion. Students will be charged for damaged curriculum books on a five-year prorated scale based on the replacement cost. The book will remain in the school's possession. Lost books will be replaced using the same guidelines.

If a school library book is 10 years old or older, a replacement fee of \$10.00 will be assessed for the book. For a book nine years old or less, the assessment will be the replacement cost. Paperback books will have a \$3.00 replacement fee, regardless of age. This fee must be paid before the student receives his/her end-of-the-year report card. Students who have lost a library book will be permitted to continue checking out library books.

Once a month Clark students are transported to the Westside Elementary School Library to learn library skills and to check out books.

Lost and Found

Lost and found items are located in the box by the gym door. Parents and students are encouraged to check this box at any time. Labeling personal belongings is very helpful in locating lost items.

Illness/Injury while at School

Students who become ill or are injured at school will be administered first aid by the school nurse and/or other qualified personnel as soon as possible. If the student's illness or injury is determined to be serious, the parent/guardian will be notified. **Under no circumstance, will the child be sent home unattended.**

Medication

The staff at PCSD #1 realizes that it is sometimes necessary for a student to receive medication at school. These could either be prescription or over-the-counter medications and/or supplements. It is preferred that medication be administered at home whenever possible. However, we do realize the need for administration of such during school hours, in certain situations. In order to protect the students, parents, and school, PCSD #1 school board has adopted a policy covering the administration of medication/supplements at school.

A "Request for Administration of Medication" form is sent home the first day of school with your student requesting permission to administer over-the-counter medication (e.g. Advil, Tylenol, Tums and Cepacol throat lozenges) to your student during school hours, if the need arises. Students will not be given these medications without parental permission.

If your student will be in need of having any prescription medication and/or supplement on a daily basis at school, the parent will need to obtain the "Request for Administration of Prescription Medication" form, have the prescribing physician fill out the requested information and sign the form. The parent will also need to sign this form. If this form is not filled out, the medication will not be administered.

All prescription medication/supplement or over-the-counter medication that the parent is requesting the school to administer, **MUST** be in the original container/ package before it will be given. All medication will be secured in a locked cabinet. All medication will be administered to your child by either the School Nurse or the school's designee(s) at the designated time.

Both forms noted above are available from the school secretary. If your child needs to use an inhaler or nebulizer

at school, you will need to obtain the "Request for Administration of Prescription Medication" form and have your physician sign it.

Physical Education

Students have physical education twice a week. To ensure their safety and full participation, they are expected to wear tennis shoes or rubber-soled shoes. Sandals, boots and slip on shoes are not appropriate. Girls need to wear long pants or shorts. If a student is unable to participate because of illness or injury, a note from home is required. After two consecutive excused classes, a doctor's note is required if a child is still unable to participate.

Staying in During Recess

We want students to be in school, but sometimes due to illness, this isn't possible. To help a student return to school we will excuse him/her from recess for up to two days with a note from the parent. If a student needs to miss recess for more than two days, a doctor's release will be required. Students are expected to participate in all activities at school, and recess is a required activity.

School Parties

The School has three holiday parties. The holidays are Halloween, Christmas, and Valentine's Day. Parents are

generally asked to help with these parties.

We ask that invitations for parties held at home not be delivered at school. You may request a class roster with addresses from the teacher.

Playground Rules

Equipment:

- One person on the swing at a time.
- No one is to jump off the swings.
- Students may swing side to side as long as they are not interfering with another student.
- NO going down slides backward or head first.
- NO running up the slide.
- NO jumping off the platform.
- Jump ropes are for jumping, no tug-of-war.

Conduct:

- No tag (running on platform)
- Ask permission to go behind the building.
- No bodily contact; i.e. roughhousing.
- Use appropriate language. No name-calling.

School Closure Due to Inclement Weather

When weather or other conditions necessitate closing of school, the superintendent or his designee will make the

ultimate decision. It is desirable that input is received about conditions from teachers and bus drivers prior to making a decision, this can delay the decision; therefore, at least 1 hour is anticipated for planning purposes. The decision to close a given school in the district will be made based on the overall safety of the children in the Building and the District. Multiple school closures will be coordinated.

When closure is due to adverse weather, it is preferable to coordinate the Clark bus(es) that transport the middle and high school students to Powell with the Clark route buses. This will allow older students to be available for younger students for supervision and safety purposes.

When the decision is made, the radio stations in Powell and Cody are called at the same time the schools are notified. Parents are advised to monitor the radio stations when conditions may warrant early dismissal. Bus drivers will notify parents.

Student Visitors

We often have requests for a child to spend the day with one of our students while at school. We are glad to have these friends or relatives come for lunch, but we feel it is best if they do not spend the day.

Volunteer Program

The volunteers are a very vital force in the day to day operations of the school. Volunteers serve in a variety of roles to help ensure that a strong educational program is provided to each of the students attending Clark. A handbook for volunteers is available from the teacher. Please contact your child's teacher if you wish to help.

Right to Attend School

The public schools shall at all times be equally free and accessible to all child residents therein over six (5) years of age on or before September 15 of any year, and under the age of twenty-one (21).

INTERNET ACCESS AND EXPECTATIONS

The district's goal in providing Internet access is to promote educational opportunities and communication. The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges and/or other disciplinary actions. In accordance with District policy, the system administrator and teachers will deem what is inappropriate use, and their decision(s) will be final. The District may, at any time, deny, revoke, or suspend specific user access.

TITLE IX

Park County School District #1 does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504 and ADA may be referred to Park County School District #1, Ginger Sleep, Civil Rights Coordinator, 160 North Evarts, Powell, Wyoming 82435-2730, or (307)754-2215 or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, or (303)844-5695 or TDD (303)844-3417.

PUBLIC NOTICE TO PARENTS LEGAL GUARDIANS, AND ELIGIBLE STUDENTS

Park County School District #1, Powell, Wyoming, hereby announces the rights of parents, legal guardians, and eligible students under the provisions of the Family Educational Rights and Privacy Act.

1. Under the provisions of the Family Educational Rights and Privacy Act, you are granted the right to examine the educational records of local educational agencies. Upon receipt of the request, the educational agency has a maximum of forty-five (45) days in which to comply with that request.

2. Unless the school agency has received official or legal evidence to the contrary (divorce decree, contested custody, etc.), it may presume that either parent has legal right of access to the records of students and may honor the written request from either parent.

3. No portion of an educational record may be destroyed during the period of time when there is an outstanding request for the disclosure of those records.

4. It is permissible to require that the educational records be examined in the presence of a school district official. If you request a copy of the records, the request must be honored. (Costs of reproduction will be borne by the parent, legal guardian, or eligible student.)

5. If you feel that the contents of educational records are inaccurate, misleading, inappropriate, or in violation of privacy or other rights of students, you may request that the records be amended.

6. If the school agrees with the request, the records will be amended and you will be advised, in writing, of the amendment.

7. If the school does not agree with the request for amendment, you are advised that you have a right to a hearing on your request for amendment. The request should be made to the Superintendent.

8. If, after a hearing, the Board of Trustees determines that an amendment will be made, the records will be amended and you will be informed, in writing, of the changes.

9. If the hearing does not result in a record amendment, you are advised as a parent, legal guardian, or eligible student that you have the right to place a statement of disagreement in the educational records of the student. The disagreement statement must remain as part of the student record as long as the record is maintained by the school district. Any disclosure of the educational record must include the disclosure of the statement of disagreement.

10. Park County School District #1 will make available, to the public, directory information pertaining to students at Park County School District #1. Directory information includes the following: the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, the most recent previous educational agency or institution attended, and degrees and awards received. If you are unwilling to allow any or all of the above - described directory information to be released without your consent, you must notify the Office of the Superintendent within thirty (30) days from the date of this notice.

11. Any person having questions concerning the provisions of the Family Educational Rights and Privacy Act should contact the Building principal of each respective school. Records are kept at each school that the student attends.

LeAnne Kindred
Clerk, Board of Trustees

STUDENT PRIVACY PROTECTION AND PARENTAL RIGHT OF INSPECTION TO CERTAIN MATERIAL

The parents of a student enrolled in Park County School District #1 shall have the right to inspect, upon written request, a survey created by a third party before the survey is administered or distributed by the school to the student. Upon receiving such written request, the school shall provide the parent requesting such survey information a copy of the survey within two (2) business days of receiving the request. The school shall ensure that it will give a copy of the survey to the parent prior to administering or distributing the survey to that parent's child.

The District recognizes that students are not required to respond to surveys requesting certain types of information. Specifically, the student is not required to provide information regarding the following issues:

- political affiliations or beliefs of the student or the student's parent;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;

- illegal, antisocial, self-incriminating, or demeaning behaviors;
- critical appraisals of other individuals with whom respondent has close family relationships;
- legally recognized privilege or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's parents; and
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Upon the school's receipt of a survey requesting information described by any of the subjects above, the District shall, within a reasonable time before distributing that survey, give notice to parents of the students to whom the survey is directed. This notice shall inform the parents of their right to inspect the survey. The notice shall further notify the parents that their child is not required to respond to those particular subjects listed above. If a parent desires that his/her child shall not take the survey, that parent must notify the school in writing of his/her request.

Any parent of a student of Park County School District #1 may, upon written request of the parent, inspect any instructional material used as part of the educational curriculum for the student. Such written request shall be delivered to the principal's office. Upon receiving such written request, the principal or his/her designee shall respond to the

written request by notifying the parent when he/she may inspect the requested material. The principal or his/her designee shall respond within a reasonable time following the receipt of such written request and shall make the requested materials available for inspection within a reasonable time following receipt of such written request. The materials shall be open to inspection by the parent who requested such inspection during the normal business hours of the school.

From time to time, the District may deem it necessary to perform physical examinations or screenings on students. Such screenings may include, but not be limited to, hearing screening, vision screening, physical examinations, and other examinations or screenings for the general health and welfare of the students. Each year at the beginning of the school year, the District shall directly notify the parents of the specific or approximate dates during the school year when the physical examinations or screenings are scheduled or expected to be scheduled. The District may require students to obtain physical examinations prior to participating in any athletic or extra-curricular activities. The school shall notify the parents of any non-emergency, invasive physical examination or screening that is a) required as a condition of attendance; b) administered by the school and scheduled by the school in advance; and c)

not necessary to protect the immediate health and safety of the student or of other students. Parents who do not want their child to participate in such screening or examination must deliver written notice prior to the date of such scheduled screening or examination, and such written notice shall specifically state that the parent does not want his/her child to be subject to the particular screening or examination. The District may also perform physical examinations or screenings without notice to the parents in an emergency situation where a student has been injured in a manner which requires immediate attention.

Occasionally, the school may administer surveys involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing, for selling that information, or for otherwise providing that information to others for that purpose. The District shall notify parents at the beginning of the school year when such surveys may be administered or when they are expected to be scheduled. In the event of the administration of such a survey, the District will take measures to protect student privacy, such as using student codes rather than names or online surveys.

Each parent of a student at Park County School District #1 shall have the right, upon written request, to inspect any instrument used in the collection of personal information in the above paragraph before the instrument is administered or distributed to the students.

NCLBA Reference: Title X, Part F, '1061

Statutory Reference: 20 U.S.C. '1232(h)(c)(2)

Notification of Rights under FERPA For Elementary and Secondary Schools

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. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) 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 educational 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 School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School 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 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 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 contracted as its agent to provide a service instead of using its own employees or officials (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 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 School discloses education records, including disciplinary records relating to suspension and expulsion, without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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
400 Maryland Avenue, SW
Washington, DC 20202-5920

Park County School District # 1 will make available to the public directory information pertaining to students at Park County School District # 1. Directory information includes the following: the student’s name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, the most recent previous education agency or institution attended, and degrees and awards received. If

you are unwilling to allow any or all of the above-described directory information to be released without your consent, you must notify the Office of the Superintendent within thirty (30) days from the date of this notice.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- ◆ *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 1. Political affiliations or beliefs of the student or student=s parent;
 2. Mental or psychological problems of the student or student=s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- ◆ *Receive notice and an opportunity to opt a student out of -* Any other protected information survey, regardless of funding; Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- ◆ *Inspect*, upon request and before administration or use -

Protected information surveys of students;
Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School District has developed and adopted this administrative regulation/operational procedure in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. School District will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- ◆ Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- ◆ Administration of any protected information survey not funded in whole or in part by ED.
- ◆ Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

