

## **Windsor C-1 School District**

### **2015-2016 ANNUAL PARENT NOTIFICATIONS**

The Windsor School District, its Board of Education, Administration, teachers, and staff look forward to a wonderful school year. Please find enclosed in this document key information and notifications as we head back to school.

District Board of Education Policies as well as helpful parent and student school specific information can be found in our student handbooks on our District's website at <http://windsor.k12.mo.us>.

### **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION**

The Windsor C-1 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Any person having an inquiry concerning the District's compliance with the above regulations and established grievance procedures should contact the District's Assistant Superintendent, Mr. Jeff Buscher, at 636-464-4400.

### **PUBLIC ACCESS TO DISTRICT DOCUMENTS**

Ms. Linda Schober, the Secretary to the Board of Education, has been appointed custodian of district records. She is responsible for maintaining the District's public records as well as assuring access to the District's public records. Residents inquiring about District records should contact:

Ms. Linda Schober  
6208 Highway 61-67  
Imperial, MO 63052  
Telephone: 636-464-4400

For more information, please refer to Board Policy KBA.

### **INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having

a disability and in need of special education even though they are advancing from grade to grade. The Windsor C-1 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Windsor C-1 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Windsor C-1 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Windsor C-1 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Windsor C-1 School District Central Office, Highway 61-67, Imperial, Missouri 63052, between the hours of 8:00 a.m. and 4:30 p.m. Monday-Friday or for more information contact the District's Director of Special Services, Ms. Christin Holmes, at (636) 464-4400.

This notice will be provided in native languages as appropriate.

### **SECTION 504 OF THE REHABILITATION ACT OF 1973 PUBLIC NOTICE**

The District seeks to identify, evaluate and provide free and appropriate educational services to all qualified students with disabilities within the definitions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district program, including nonacademic services and extracurricular activities.

The District will provide a free appropriate public education to each qualified student with a disability in the District's jurisdiction. An appropriate education is the provision of regular or special education and related aids and services that are designed to meet the individual education

needs of students with disabilities as adequately as the needs of students without disabilities are met, and complies with applicable federal regulations.

For more information regarding the District's obligations under Section 504 more information contact the District's Director of Special Services, Ms. Christin Holmes, at (636) 464-4400.

### **NOTICE OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day a request for access is received.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records 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 school to amend their child's or their education record should write the school principal or District Superintendent 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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 typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the

school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve 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 or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Also, in accordance with Board Policy JO, a school official has a legitimate educational interest if the official is:

1. Performing a task that is specified in his or her position description or by a contract agreement.
2. Performing a task related to a student's education in accordance with the school official's position.
3. Performing a task related to the discipline of a student in accordance with the school official's position.
4. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
5. Maintaining the safety and security of the campus.
6. Under the direct supervision of a staff member and, with authorization from the district, assisting a staff member in performing his or her job.

\*Also, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. These records will be sent upon request of another school in which a student seeks to enroll in accordance with Missouri State Law.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Windsor 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

## **STUDENT EDUCATIONAL RECORDS/DIRECTORY INFORMATION**

FERPA requires that **Windsor C-1 School District**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education

records. However, the **Windsor C-1 School District** may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the **Windsor C-1 School District** to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.[1]

The District has designated the following information as directory information: (See Board Policy JO)

- **Students in kindergarten through eighth grade** – Student’s name; parent’s name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.
- **High school and vocational school students** – Student’s name; parent’s name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

[1] These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503(c), as amended.

**\*If you do not want Windsor C-1 School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 31, 2015, to the attention of your child's building principal or:**

Dr. Joel Holland, Superintendent of Schools  
Windsor C-1 School District  
6208 Highway 61-67  
Imperial, MO 63052

**NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS  
AMENDMENT (PPRA)**

The Board of Education has adopted Board Policy JHDA regarding student privacy, parental access to information, participation in surveys, and the administration of certain physical exams to minors. This policy can be reviewed on the District's website: <http://windsor.k12.mo.us> or upon request.

In accordance with the law, no student of the Windsor C-1 School shall be required to submit to a survey funded in whole or in part by a program of the U.S. Department of Education that reveals any of the following information without written consent of a parent:

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.

In accordance with the law, parents will receive prior notice and an opportunity to opt a student out of a protected information survey, physical screenings, or marketing activities in accordance with Policy JHDA prior to such activities. At this time, no such surveys or activities are planned or expected to be planned for the 2015-2016 school year.

**STUDENT ASSESSMENT**

The District has established a written policy on student participation in statewide assessments. Please find a copy of the policy at the link below. A copy of this policy is also available in the District's Central Office.

School Board Policy – Assessment Program

<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=IL&Sch=244&S=244&RevNo=1.11&C=I&Z=P>

**PROFESSIONAL QUALIFICATIONS OF TEACHERS**

Upon your request, our District is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and submit areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certificate or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, school districts must provide to each individual parent —

- Information on the achievement level of the parent’s child in each of the state academic assessments as required under this part; and
- Timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

### **SCHOOL NUTRITION PROGRAM**

The food services program provided by the District is designed to provide wholesome and appetizing school meals to district students. School meals contribute to good nutrition, which is vital to mental and physical growth during the formative years. As such, the food services program operates as an integral part of the total school program.

Meal prices shall be established annually by the Board of Education.

**\*The Windsor C-1 School District offers eligible students with nutritious school meals, snack and milk either free or at a reduced price if state and federal resources for school food programs are available. For the criteria for participation in this program and an application for free and reduced-price meals, please click here:**

Free and Reduced Meal Application  
<http://windsor.k12.mo.us/?p=2374>

### **HOMELESS STUDENTS**

The Windsor C-1 School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the District, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district

have access to a free and appropriate public education. For more information please see Board Policy IGBCA.

### **DISTRICT ACCOUNTABILITY REPORT CARDS**

A school accountability report card for each school building in the District and the District as a whole will be produced in accordance with law and made available to the public. The District will provide information included in the report card to parents, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the District.

### **HAZARDOUS MATERIALS**

The Windsor C-1 School District will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA). The District has had no issues with any asbestos-containing material; the District utilizes specifically accredited/certified persons to conduct inspections on all school buildings for asbestos-containing material.

Further information concerning the school district's procedures for asbestos control can be found in Board of Education Policy EBAB.

### **EARTHQUAKE SAFETY**

In accordance with Missouri law Section 160.455 RSMo, please click on the link below for information prepared by FEMA regarding earthquake safety at school:

Earthquake Safety at School - FEMA.gov  
<http://www.fema.gov/earthquake/earthquake-safety-school>

Please also see Board of Education Policy ECB, regarding emergency drills.

School Board Policy – Emergency Drills  
<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=EBC-2&Sch=244&S=244&RevNo=1.11&C=E&Z=P>