

## **ANNUAL NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 448. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:
  - a. we have your prior written consent for disclosure;
  - b. the information is considered "directory information" and you have not objected to the release of such information; or
  - c. disclosure without your prior consent is permitted by law.
    - The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. 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); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (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 or duties.
    - The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education if you believe that Unified School District No. 448 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
5. The right to obtain a copy of Unified School District No. 448 policies for complying with FERPA. A copy may be obtained from Scott A. Frisen, 119 S. Main, Inman, KS 67546.

**Directory Information:** For purposes of FERPA, Unified School District No. 448 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 448 at 119 S. Main, Inman, KS 67546 on or before August 18, 2023. If a refusal is not filed, Unified School District No. 448 assumes you have no objection to the release of the directory information designated.

**Recruiting information:** Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

## **NOTICE OF PARENT AND STUDENT RIGHTS UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT OF 1990**

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. Please keep this explanation for future reference.

### **You have the right to:**

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling condition;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluations or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students;
6. Have your child receive special education and related services if she/he is found to be eligible under the individuals with Disabilities Education Act (I.D.E.A.);
7. Have evaluations, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;

8. Have transportation provided to and from an alternate placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluations educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. Receive a response from the school district to reasonable requests for explanation and interpretation of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for the amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. Request an impartial due process hearing through the district's grievance procedure related to decisions or actions regarding your child's identification, evaluations, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the district ADA/ Section 504 coordinator listed below. The person in this district who is responsible for assuring that the district complies with Section 504 is the school district's ADA and Section 504 Coordinator, Scott A. Friesen, 119 S. Main, Inman, KS 67546.

### **IMMUNIZATION REQUIREMENTS FOR ENROLLMENT**

The Hepatitis B and varicella (chicken pox) vaccination school entry requirement includes students entering kindergarten or first grade for the 2023-2024 school year. This requirement is based on KAR 28-1-20.

The Kansas Department of Health and Environment (KDHE) will be implementing this requirement for school entry in stages by adding one grade level per school year in order to phase in all children enrolled in Kansas schools for these additional vaccinations. This is in addition to the other vaccines required for all children enrolled in Kansas schools.

Additionally, all students who have not gotten their Td Booster (Tetanus/Diphtheria) they cannot attend until it is done and the district's nurse has documentation of it.

New students also are required to bring their state issued birth certificate (not the one given at the hospital) and/or their social Security card. If you have questions concerning health requirements for enrollment, please contact the USD 448 nurse.

### **STATE LAW FOR KINDERGARTEN AND FIRST GRADE ENTRANCE**

A student must be five (5) years of age on or before August 31, 2022, to enroll in kindergarten and must be six years of age on or before August 31, 2023, to enroll in the first grade. If the child has completed kindergarten in a public school in another state the six-year age may not apply. A birth certificate, completed Kansas certification of immunization, and proof of identity (birth certificate) is required for students entering USD No. 448 for the first time.

All students under the age of nine enrolling in a Kansas school for the first time must present the results of a recent health assessment.

### **USD 448 POLICY ON FREE TEXTBOOKS**

Any patron who is unable to pay the textbook fee may make application for free textbooks under any one of the provisions listed below:

1. The child is in a foster home.
2. The child is receiving income through social welfare
3. The family income is within the eligibility guidelines used for determining free lunches.

The policy on free textbooks applies only to those fees listed under textbooks and consumable and does not apply to weekly readers, programs, or other fees. To apply for the free textbooks, you will need to complete the Free and Reduced form and mark the box beside the free textbook request.

### **TITLE I PARENT NOTIFICATION**

The Elementary School currently receives Title I funds provided by the Federal Government. These funds provide support to the school to hire additional instructors, pay extra costs of curriculum needs, help fund summer school, and provide teacher in-service education. As a condition of receiving Title I funding, a school district must send an annual notification to parents, informing them of their right to request information about the qualifications of their child's teacher. If you would like specific information about the qualifications of staff members at Inman Elementary, please contact Stephen Jowers at the Central Office at 620-585-6441 or e-mail him at [sjowers@usd448.com](mailto:sjowers@usd448.com).

Currently all of the instructors at Inman Elementary meet the Federal and State Guidelines of High Qualified.

### **NOTICE OF NON-DISCRIMINATION**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Inman School District are hereby notified that this district does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Inman School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Scott A. Friesen, 504 Coordinator at the Inman Central Office, telephone number 585-6441, who has been designated by the Inman School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

**ANNUAL NOTICE OF AUTHORIZED STUDENT DATA DISCLOSURES**

In accordance with the Student Data Privacy Act and board policy IDEA, student data submitted to or maintained in a statewide longitudinal data system may only be disclosed as follows:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- Purpose, scope and duration of the data-sharing agreement;
- Recipient of student data use such information solely for the purposes specified in agreement;
- Recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- Student data shall be destroyed when no longer necessary for purposes of the data sharing agreement or upon expiration of the agreement, whichever occurs first.
- A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental Entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. "Aggregate data" means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student’s parent or legal guardian has consented in writing;
- Directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- Any information requiring disclosure pursuant to state statutes;
- Student data pursuant to any lawful subpoena or court order directing such disclosure; and
- Student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary education institution with the student’s written consent.

As a parent or legal guardian, I acknowledge that I have been provided with notice of authorized student data disclosures under the Student Data Privacy Act.

I consent to the district disclosing student data concerning my students which is submitted to or maintained in a statewide longitudinal database and which is defined as directory information under the Student Data Privacy Act as necessary. If I choose to revoke my consent, I recognize that I may do so at anytime by putting such request in writing and submitting it to the Superintendent at Inman USD 448, 119 S. Main, Inman, KS 67546.

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Date

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Parent or Guardian