

## **1.06 FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232 g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

\*Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

\*Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

\*Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- \*School officials with legitimate educational interest;
- \*Other schools to which a student is transferring;
- \*Specified officials for audit or evaluation purposes;
- \*Appropriate parties in connection with financial aid to a student;
- \*Organizations conducting certain studies for or on behalf of the schools;
- \*Accrediting organizations;
- \*To comply with a judicial order or lawfully issued subpoena;
- \*Appropriate officials in cases of health and safety emergencies; and
- \*State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, Address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

The Altus Public School District designates the following items as directory information:

- Student Name
- Address
- Telephone Number
- Electronic Mail Address
- Photograph Not Used in A Disciplinary Manner
- Videotape Not Used in a Disciplinary Manner
- Date of Birth
- Major Field of Study
- Dates of Attendance ("from" and "to" dates of enrollment)
- Grade Level
- Participation in Officially Recognized Activities and Sports
- Height and Weight of Members of Athletic Teams
- Degrees, Honors, and Awards Received
- The Most Recent Educational Agency or Institution Attended
- Student Work for Display at the Discretion of the Teacher  
(no grade displayed)
- Classroom Lists of Students
- Grade Level Lists of Students
- School-Wide Lists of Students

### **1.07 CIVIL RIGHTS COMPLIANCE**

The Altus School District does not discriminate on the basis of race, color, religion, national origin, sex, age, qualified handicap, or veteran status. The school district complies with federal and state regulations for implementing Title VI, Title IX and Section 504. Non-discrimination is practiced both in employment and in admission of students to school programs.

Inquiries concerning application of this policy may refer to the principal's office by phone at (580) 481-2167 or by mail at Altus High School, 400 N. Park Ave., Altus, OK 73521.

### **1.08 DISTRICT TITLE 1 PARENT INVOLVEMENT**

Altus Public Schools District Title 1 Parent Involvement/Right to Know Policy – Fall 2010  
To support student academic achievement, each school district that receives Title 1, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a

written parental involvement policy that contains information required by section 1118(a)(2) of the Elementary and Secondary Education Act (ESEA). The policy establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities, and is incorporated into the school's plan submitted to the State educational agency.

### **PART I. GENERAL EXPECTATIONS**

The Altus Public School District (APS) will implement programs governed by statutory requirements in the Elementary and Secondary Education Act (ESEA) and will be governed by the following statutory definition of parental involvement:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring –

- that parents play an integral role in assisting with their child's learning;
- That parents are encouraged to be actively involved in their child's education at school;
- That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- The carrying out of other activities, such as those described in section 1118 of the ESEA.

### **PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY**

- A. To be consistent with sections 1112, 1116, and 1118 of the Elementary and Secondary Education Act (ESEA), the APS will involve parents in the development of its parental involvement plan and the review/improvement processes.
  - An annual District Parent Advisory meeting is held to inform parents about their rights and to consult with them for input on planned programs, activities, the compact, and expenditures of one percent of Title 1, Part A designated for parent involvement.
  - Annual site Parent Advisory Meetings are held to inform parents about their rights and to gain input on the program review.
  - Written surveys gauge parent insight and satisfaction with programs.
  - Parent/student/school compacts provide for clear partnerships.
- B. To provide parents with technical assistance and materials, the APS will provide assistance and materials.
  - Resources, support, and technical assistance are provided through a parent involvement coordinator who manages a resource check out center, communicates with parents, arranges meetings, and supports research based parent workshops to address reading and math skill improvement.
- C. To coordinate and integrate parental involvement strategies in Part A, the APS will include Head Start, Parents as Teachers (OPAT), and State-operated preschool programs.
  - A collaborators meeting is held to discuss services for effective implementation and transition.

- Head Start, OPAT, and preschool age students are invited to the district parent workshops for building literacy and problem solving skill.
- D. APS will evaluate effectiveness of programs, identify barriers to greater participation, and look for better ways to involve parents.
- Parents evaluate the activities for feedback on needs and effectiveness.
  - Parents are surveyed about Title I services to determine strengths and weaknesses and make adjustments for improvement.
- E. APS will work to secure parent, school, community partnerships and improve student achievement.
1. Assist parents in fully understanding learning expectations and issues noted below:
    - State's academic content standards, achievement standards, and AYP results will be explained during beginning of the year open meetings at each site and at parent/teacher conferences.
    - The state and local academic assessments including alternate assessments are described at the open meeting when school begins and at parent/teacher conferences or during IEP meetings.
    - The requirements under *Parent Right to Know* are explained during the open meeting when school begins.
    - Classroom teachers explain how to monitor their child's progress at the beginning of the year meetings and during parent/teacher conferences.
    - Information is sent from each site on working with educators through newsletters and announcements.
  1. Materials and training are provided to help parents work with their children.
    - Materials are available for check-out from the Parent and Teacher Resource Center (PATRIC) at Eugene Field Center.
    - Literacy and math skill building workshops are held at the sites and at PATRIC to provide parents with strategies to use in the home.
  2. Staff members are provided assistance on reaching out to, communicating with, and working with parents as equal partners.
    - Teachers participate in Great Expectations training to enhance relations.
    - Teachers encourage flexible parent participation through conferences, interactive activities and volunteerism.
  3. Information is sent to the parents in a comprehensible format.
    - Annual report card is distributed in a simple format.
    - The second dominant language is Spanish so bilingual notices are sent for Title 1 meetings and workshops.

### **PART III. PARENTS RIGHT TO KNOW**

- A. The law gives parents the right to:

- Know if the child's school is placed on a list of Oklahoma State Low Performing Schools and reasons for designation.
  - Be involved in planning changes for improvement
  - Have a choice of attending another school (with priority given to the lowest performing students)
  - Be given the choice to stay at the given school as long as improvements are being made
  - Be informed of other learning opportunities if the school remains on the list for more than one year
- B. Parents have the right to know if the teacher(s) qualify:
- Under State qualification and licensing criteria; under emergency or provisional status
  - As a paraprofessional attaining the highly qualified status under NCLB
- C. Parents have the right to know about their child's achievement level on State and other assessments.
- In terms and language (if feasible) that parents can understand.
- D. Parents will be advised if a student has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.
- E. Parents will be contacted by the teacher if the child qualifies for more intensive services when
- A child does not meet reading and/or math state standards on State assessments
  - Or if a child is in danger of not meeting State standards and has been referred by a teacher
- F. Parents may refuse services from Title 1:
- If a student is receiving services from another program, parents may sign a student out of Title 1 services
  - Parents refusing Title 1 assistance for reasons other than service from another program may be releasing the Altus Public Schools from the responsibility of making certain the child meets state standards and accept the responsibility themselves.