

Public Notice Regarding Confidentiality and Child Find for Children with Disabilities in Need of Special Education, 504 Services, or Preschool Services

In accordance with the Family Education Rights and Privacy Act, written policies and procedures have been developed which describe the Calloway County School District's (CCSD) requirements regarding the confidentiality of personally identifiable information and Child Find activities. There are copies of these procedures in the Principal's office of each school, and in the Board of Education office. Copies of these Policies and Procedures may be obtained by contacting the Principal or the Director of Special Education. Stated in this notice is a summary of your rights under the Act. These rights are passed on to the student at age eighteen. For the purpose of this notice, the student 18 years or older, will be referred to as the "eligible" student (who is age 18 or who is attending a postsecondary institution). Parents, guardians, and eligible students may review and inspect all education records relating to that student by making a request to the Principal of the school where that student attends. The CCSD will presume that the parents have the authority to review and inspect records relating to their child unless the district has been advised in writing that the parent does not have legal authority under applicable state law governing such matters as guardianship, separation, and divorce.

The CCSD obtains written consent from a parent or eligible student before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA. Personally identifiable information is not released to another party unless there is written authorization from the parent or eligible student or there is a "Legitimate Educational Interest" as defined in the policies and procedures for confidentiality. A current list of employees' names and positions who have access to personally identifiable information is on file in each school. The CCSD has described in their policies and procedures the conditions under which personally identifiable information is released to another person without written parental consent. Any parent or guardian of a student, or any eligible student may challenge the content or accuracy of any material or entries in the student's educational records on the grounds that it is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. Requests to amend the records are submitted in writing to the Principal of your child's school.

"Directory Information" is information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to organizations and agencies whose with need for data is connected student help activities. The parent, guardian, or eligible student currently enrolled may request that all or part of the directory information be withheld. The request must be in writing to the Principal of your child's school within 30 calendar days after this notification has been distributed. The written request must specifically state what information may not be classified as directory information.

In accordance with federal regulation concerning the release or transfer of education records, it is the policy of this school district to forward education records on request to a school in which a student seeks or intends to enroll. Parents may obtain upon request a copy of the records transferred. The CCSD keeps child and youth records in a secure computer system and files in each school and in a centralized location.

For students who have been determined eligible for Special Education, educational records, will be destroyed at the request of the parents when they are no longer needed to provide educational programs or services. The CCSD may destroy the educational records of a child without parent request three years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The CCSD may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed.

Child Find for Students with Disabilities Under Individuals with Disabilities Act, Section 504 of the Rehabilitation Act, and Preschool

The Calloway County School District (CCSD) has an ongoing Child Find system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of Special Education or 504 services. This includes children who are not in school; those who are in public, private, or home school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 services. The CCSD will make sure any child enrolled in its district who qualifies for Special Education or 504 services, regardless of how severe the disability, is provided appropriate Special Education or 504 services at no cost to the parents of the child.

Parents, relatives, public and private agencies, and concerned citizens are urged to help the CCSD find any child who may have a disability and needs Special Education or 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number(s) of the parents or guardian; the possible disability; and other information to determine if Special Education or 504 services are needed. Letters and phone calls are some of the ways the CCSD collects the information needed. The information the school district collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for Special Education or 504 services. Children eligible for Special Education include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an impairment need Special Education services. Children eligible for 504 services include those children in a public elementary and secondary education program who have a current physical or mental impairment that currently substantially limits some major life activity which causes the student's ability to access the school environment or school activities to be substantially limited.

Children eligible for the State-Funded Preschool program include three- and four-year old children identified with disabilities and four-year old children who are at-risk, as defined by federal poverty levels up to 150%. Preschool children eligible for Special Education must have an Individual Education Plan (IEP) instead of a 504 plan to receive State-Funded Preschool program services.

Child Find activities will continue throughout the school year. As part of these efforts the CCSD will use screening information, student records, and basic assessment information it collects on all children in the District to help locate those children who have a disability and need Special Education or 504 services. Any information the District collects through Child Find is maintained confidentially.

The CCSD provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible. If you know of a child who lives within the boundaries of the CCSD who may have a disability, and may need but is not receiving Special Education or 504 services, please call or send the information to the District's Director of Special Education/504 Coordinator. If you know of a child who attends a private or home school within the boundaries of CCSD, who may have a disability, and may need but is not receiving Special Education services, please call or send information to the Director of Special Education. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the CCSD Director of Pupil Personnel or the Director of Special Education/Section 504 Coordinator. You may contact either of these individuals at (270) 762-7300. The hours for the Calloway County Board of Education are 7:30 a.m. to 4:30 p.m. and the office is located at 2110 College Farm Road, Murray, Kentucky 42017.