

Lake Co School District 7
Annual Parent Notice
Right to Request Teacher Qualifications

School: Fremont/Union/A.D. Hay Date: 8/14/17
(mm/dd/yyyy)

Our school receives federal funds for programs that are part of the *Elementary and Secondary Education Act (ESEA)*, as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child's education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher.

We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high-quality education. You have the right to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- b. if state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status;
- c. if the teacher is teaching in the field of discipline for which they are certified or licensed;
- d. if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and
- e. if your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.

Our staff are committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request information about your child's teacher(s) or paraprofessional(s), or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact the following person at your child's school:

Name: Susan Warner Title: Principal
 Email: warners@lakeview.k12.or.us Phone: 541-947-2136

Thank you for your interest and involvement in your child's education.

Sincerely,

Susan Warner
 Name

Principal
 Title

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services. It provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding non-discrimination policies and to coordinate compliance efforts:

Name: _____ Title: _____
 Address: _____
 Telephone: _____ Email: _____

Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

OFFICE USE ONLY			
Student ID #:	Date Distributed:		

L a k e C o S c h

Testing Policy Letter to Parents

School Year: 2 0 1 7

Date: _____
(mm/dd/yyyy)

Dear Parent or Guardian:

Our District receives federal funds for education programs that are part of the *Elementary and Secondary Education Act (ESEA)*, as amended (2015).

This law requires that all States adopt challenging academic standards and tests based on those standards. There must be at least three levels of scores for students who take these tests. This includes tests in mathematics, reading or language arts, science, and any other subject chosen by the State. States are required to develop English language proficiency tests for students who are English learners. Proficiency in a language is a measure of a person's ability to understand and communicate in that language or in a person's preferred mode of communication. Furthermore, States must develop alternate tests for students with the most significant cognitive disabilities. A school district may also request State approval to use a locally selected test for high school students that is different than the State test.

These academic tests provide important information that help teachers, schools, school districts and states identify students' strengths and weaknesses. Test results and other information are used to improve academic and language instruction for students. These tests are also used to identify schools that may be in need of extra support to improve student achievement. It is the goal of the district to have all students participate in state and local testing.

You have the right to request to receive any State or District policy about student participation in any of these tests required by the ESEA. If you request this information, the district must provide it to you.

If you have any questions about the benefits of State testing, District testing, or both, please contact this person:

Name: Tara Counts Title: District Testing
Address: 500 S. I Street Lakeview OR 97630 Coordinator
Telephone: 541-947-2287 Email: countst@lakeview.k12.or.us

Please see the next page for a list of State and District tests.

Lake Co School District 7
State and District Tests
School Year: 2017-2018

During this school year, students in our school will take the following tests:

State tests:

- Smarter Balanced Grades: 3-6
- OAKS Science Grades: 5
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____

School District tests:

- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____

L a k e C o S c h

Testing Policy Letter to Parents

School Year: 2 0 1 7

Date: 8/14/2017
(mm/dd/yyyy)

Dear Parent or Guardian:

Our District receives federal funds for education programs that are part of the *Elementary and Secondary Education Act (ESEA)*, as amended (2015).

This law requires that all States adopt challenging academic standards and tests based on those standards. There must be at least three levels of scores for students who take these tests. This includes tests in mathematics, reading or language arts, science, and any other subject chosen by the State. States are required to develop English language proficiency tests for students who are English learners. Proficiency in a language is a measure of a person's ability to understand and communicate in that language or in a person's preferred mode of communication. Furthermore, States must develop alternate tests for students with the most significant cognitive disabilities. A school district may also request State approval to use a locally selected test for high school students that is different than the State test.

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You have the right to request to receive any State or District policy about student participation in any of these tests required by the ESEA. If you request this information, the district must provide it to you.

If you have decided you do not want your child to participate in the State testing, please contact the person below to request the Test Refusal Form. Please note that a new Test Refusal Form must be submitted each school year.

If you have any questions about the benefits of State testing, District testing, or both, please contact this person:

Name: Tara Counts Title: District Testing Coordinator
Address: 500 S. I Street, Lakeview OR 97630
Telephone: 541-947-2287 Email: counts@lakeview-K12.or.us

Please see the next page for a list of State and District tests.

Lake Co School District 7
State and District Tests
School Year: 2017-2018

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- _____ Grades: _____
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- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____

School District tests:

- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____
- _____ Grades: _____

Lake Co School District 7
Schoolwide Title I Program Eligibility
School Year: 2017-2018

School: A.D. HAY/FREMONT/UNION Date: 8/14/2017
(mm/dd/yyyy)

Dear Parent or Guardian:

Our school qualifies to receive *Title I, Part A* funds under the *Elementary and Secondary Education Act (ESEA)* as amended (2015) for this school year.

Our school is eligible for the following:

Schoolwide Title I Program: Title I eligibility is based on the number of students in our school from low-income families. School staff members work with input from parents and the community to develop a Schoolwide plan. The purpose of this plan is to improve our entire educational program.

We look forward to your involvement in school activities and your child's education. You will receive information throughout the school year to keep you informed about your child's academic progress and the progress the school is making toward helping all children meet high academic standards. You will also receive invitations to meetings to discuss the Title I Schoolwide Program, Title I activities, and be asked to assist in the development, revision, and implementation of our Schoolwide Program Plan.

You are an important partner in our effort to provide the best education possible for your child. Please call the school if you have any questions or would like additional information.

Sincerely,

Susan Warner
Name

541-947-2136
Phone

Principal
Title

Warners@lakeview.k12.or.us
Email Address

Lake Co School District 7
Community Learning Center Information

English
Community Learning Center
Information

Date: 8/14/2017
(mm/dd/yyyy)

Dear Parent or Guardian and Community,

The *Elementary and Secondary Education Act (ESEA)* as amended (2015) provides funding under Title IV, Part B for 21st Century Community Learning Centers. The 21st Century Community Learning Centers program provides services outside of the regular school day to children and their families. This typically includes before school, after school and summer programs, but may include programs at other times as well. These services target students who attend low-performing schools to help them succeed in school.

21st Century Community Learning Center activities may include:

- Education programs that provide opportunities for academic assistance that may include tutoring to help students succeed in school;
- Other additional programs, services, and activities that may include:
 - Youth development activities;
 - Service learning (Service learning is a learning strategy that mixes meaningful community service with instruction and review of the community service experience. This strategy is intended to improve learning, teach civic responsibility, and strengthen communities.);
 - Nutrition and health education programs;
 - Drug and violence prevention programs;
 - Counseling programs;
 - Arts, music, physical fitness, and wellness programs;
 - Financial literacy programs;
 - Environmental literacy programs (These are programs that help students understand the physical world we live in and teach important life skills.);
 - Math, science, or career and technical education programs;
 - Internship or apprenticeship programs (These are programs where students work with a skilled professional to acquire skills and knowledge.); and
 - Other programs that help improve the regular educational experience of students.
- Opportunities for the families of students to meaningfully engage in their children's education; and
- Family literacy and other educational programs for parents and family members.

This letter is to inform you that there is a 21st Century Community Learning Center that is operating in our community.

Name of Center: Fremont / A.D. Hay / Union Elementary
Address: 500 S. I Street
City: Lakeview State: OR Zip: 97630
Phone: 541-947-2136 Email: warners@lakeview.k12.or.us
Website: Lake County Schools website

For more information, please contact the 21st Century Community Learning Center listed above.

Sincerely,

Susan Warner
Name

541-947-2136
Phone

Principal
Title

warners@lakeview.k12.or.us
Email Address

Lake Co School District 7

Family Educational Rights and Privacy Act (FERPA)
Annual Notice of Student Education Record Privacy

Dear Parent or Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student. At that time the student is an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

1. You have the right to examine and review the student's education records kept by the school. The school must allow this within 45 days of receiving a written request. The request should identify the record(s) to be examined. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to request access to your child's record:

Name of Staff: Susan Warner Phone: 541-947-2136
Email: Warners@lakeview.k12.or.us

You will be notified of the place and time the record(s) may be available for review.

2. You have the right to request that the school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record that you are requesting be changed, and (b) why it is inaccurate or misleading. If the school decides not to change the record, the parent or eligible student has the right to a hearing. A hearing is like a legal trial where evidence is reviewed to determine what should be done. After the hearing, if the school still decides not to change the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request a change to your child's record:

Name of Staff: Susan Warner Phone: 541-947-2136
Email: Warners@lakeview.k12.or.us

3. You have the right to control the release of your child's personally identifiable information from his or her education record. The school or district must, with certain exceptions, obtain parent written consent prior to the release of personally identifiable information from education records. The exception is that release of personally identifiable information without consent is allowable when it is released to authorized representatives of the school district with legitimate educational interests. This would be to:
 - a. a person employed by the district;
 - b. a person serving on the school board;
 - c. a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist);
 - d. a parent or student serving on an official committee, such as a grievance (complaint) or disciplinary committee or assisting another school official;
 - e. an official of another school district in which a student seeks to enroll;
 - f. an individual or agency responsible for audit, evaluation, or enforcement of compliance with state or federally supported programs.
4. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also release personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be released without prior consent if the categories to be released are designated and parents are given the opportunity to refuse to allow directory information to be released prior to it being released.

You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirements of FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Please Respond
in English

English
Family Education Rights and Privacy Act (FERPA)
Parent Request to Refuse Release of School Directory
Information Elementary or Middle School

L a k e C o s c h
Family Education Rights and Privacy Act (FERPA)
Annual Notice for Release of School Directory Information
Elementary or Middle School

Dear Parent or Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the release of personally identifiable information from your child's educational records. The exception is that the school may release some student information without written consent when the information is designated "Directory Information". The school may not release "Directory Information" if you have advised the district in a way that follows school district procedures that you do not want this information released. Using this form to make this request follows school district procedures.

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- a performance program, showing your child's role in a school production
- honor roll or other recognition lists published at school or in newspapers
- school or student directory
- the school or district website

Directory Information can also be released to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- other schools the student is seeking to attend (transcripts, etc.)
- state or federal authorities auditing programs, evaluating programs, or enforcing state or federal laws
- a court by order of a subpoena (legal request)

The school district has designated the following as Directory Information:

Student name	Dates of attendance
Telephone number	Grade level
Photograph	Awards or recognition received
Participation in school activities	Weight and height of athletic team members

If you do not want our school or district to release directory information about your child without your prior written consent, you must complete the attached form "Parent Request to Refuse Release of School Directory Information" by _____ to let us know which type of directory information you do not want released or request prior written consent prior to release.

We ask that you complete one form for each child and return the form(s) to your child's school. If you have any questions or concerns, please let us know.

Sincerely,

Susan Warner
Name
541-947-2136
Phone

Principal
Title
warners@lakeview
Email Address
• k12.or.us

Please Respond
in English

English
Family Education Rights and Privacy Act (FERPA)
Parent Request to Refuse Release of School Directory
Information Elementary or Middle School

Lake Co School District 7
Family Education Rights and Privacy Act (FERPA)
Parent Request to Refuse Release of School Directory Information
Elementary or Middle School

Name of Student: _____ Date: _____
(mm/dd/yyyy)

Name of Parent or Guardian: _____ School: _____

Use a separate form for each child you are requesting that school directory information not be released. Please return this form to:

School Name: _____

Attention: _____

Address: _____

City, State, Zip: _____

*Parent or Guardian: Please complete the section below and return the entire form to your child's school
Please mark either 1, 2 or 3 from the list below*

I am requesting that my child's school take one of the following actions regarding the release of school directory information.

- 1. Do not release ANY information about my child, including name, telephone number, grade level, etc.
- or
- 2. Do not release the following information about my child (select one or more):

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

or

- 3. Notify me for my prior written consent before any directory information is released about my child.

Signature of Parent or Guardian: _____ Date: _____
(mm/dd/yyyy)

Address _____ City: _____ State: _____ Zip: _____

Preferred method for school to communicate with parent: Phone Email

**Protection of Pupil Rights (PPRA)
Annual Notice to Parents**

Dear Parent or Guardian:

This letter is to inform you of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. Your consent is required before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal behavior, socially unacceptable behavior, behavior that implies your own guilt, or humiliating behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 - Religious practices, affiliations or beliefs of the student or parents; or
 - Income, other than is required by law to determine program eligibility.
2. You must receive notice and an opportunity to refuse to have your student participate in –
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, in depth 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. Exceptions are made for hearing, vision or scoliosis (spine disorder) screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, release, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. You may review, 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.

When a student reaches the age of 18 or is an emancipated minor (has independent status) under State law, the parent's rights transfer to the student.

The district has adopted policies, in consultation with parents, regarding these rights. These policies relate to arrangements to protect student privacy in the administration of protected information surveys and the collection, release, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any important changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to refuse to have his or her child participate in a specific activity or survey.

For activities scheduled after the school year starts, parents will be provided reasonable notice of the planned activities and surveys and will be provided an opportunity to refuse to have their child participate in these activities and surveys. Parents will also be provided an opportunity to review any relevant surveys. The following are specific activities and surveys covered under this requirement:

- collection, release or use of personal information for marketing, sales or other distribution;
- administration of any protected information survey not funded by the U.S. Department of Education; and
- any non-emergency, in depth physical examination or screening as described above.

Attached, if scheduled at this time, is a "Scheduled Activities and Surveys" notice. For your convenience, we have also attached a "Parent Consent or Refusal Response" form that must be returned to the office.

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605