

Annual FERPA Notice

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“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 of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) 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 or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 advise them 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 consent to disclosures of personally identifiable information contained in the student’s education records, except 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 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); a person serving on the School Board; 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. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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 20202-4605**

Compulsory School Attendance

In order to reduce the incidents of truancy, parents/guardians are hereby notified that:

Every child who has attained the age of six (6) on or before August 1 of each school year and is under the age of seventeen (17) shall attend public school for at least the following number of hours.

One thousand fifty –six (1056) if secondary school pupil;

Nine hundred sixty-eight (968) if an elementary school pupil in a grade other than kindergarten;

Nine hundred hours (900) if a full-day kindergarten pupil;

Four hundred fifty hours (450) if a half day kindergarten pupil;

(Except as otherwise provided in CRS 22-33-104)

EDUCATIONAL RIGHTS OF HOMELESS CHILDREN AND YOUTH

Students have a right to:

- ***GO TO SCHOOL, NO MATTER WHERE THEY LIVE OR HOW LONG THEY HAVE LIVED THERE***
- ***CHOOSE BETWEEN THE LOCAL SCHOOL WHERE THEY ARE LIVING, THE SCHOOL THEY ATTENDED BEFORE THEY LOST THEIR HOUSING, OR THE SCHOOL WHERE THEY WERE LAST ENROLLED.***
- ***ENROLL IN SCHOOL IMMEDIATELY, WITHOUT PROOF OF RESIDENCY, IMMUNIZATIONS, SCHOOL RECORDS, OR OTHER DOCUMENTS.***
- ***GET TRANSPORTATION TO THEIR SCHOOL OF ORIGIN***
- ***GET THE SCHOOL SERVICES THEY NEED***
- ***BE FREE FROM HARASSMENT AND ISOLATION; AND***
- ***HAVE DISAGREEMENTS WITH THE SCHOOL SETTLED QUICKLY.***

FERPA Compliance Guidelines for Teachers

The following guidelines are offered to assist teachers in complying with the confidentiality requirements concerning student education records under the Family Educational Rights and Privacy Act (FERPA) and the Colorado Public Records Act. For purposes of these guidelines, "education records" are defined to include all records, files, documents and other materials that are maintained by the School District and that contain personally identifiable information on any student, as well as the personally identifiable information itself.

What Teachers Cannot Do

1. Disclose education records to other School District employees who do not have a legitimate educational interest in the education records for purposes of carrying out their authorized duties, as determined by the School District.
2. Disclose education records to college-level student teachers, consultants, or authorized community volunteers or agents who do not have a legitimate educational interest in the education records for purposes of carrying out their authorized duties, as determined by the School District.
3. Disclose education records (including student addresses and/or telephone numbers) to persons who are not School District employees, college-level student teachers or authorized community volunteers or agents, unless permitted to do so by the building principal.
4. Disclose education records (including student addresses and/or telephone numbers) to other students. This includes allowing any student to see both the name and grade on another student's work that has been recorded in the teacher's grade book or is otherwise being maintained by the School District as it is being handed back from the teacher.
5. Display work with a student's name or other personally identifiable information on it, if the work shows the student's grade, corrections or other markings used to calculate a grade that has been recorded in the teacher's grade book or is otherwise being maintained by the School District.

Widefield School District 3

INCLEMENT WEATHER PROCEDURE

DISTRICT 3 WILL:

- make inclement weather decision(s) based on students' safety,
- collect data at the earliest appropriate time,
- make the decision as to whether schools will be open and announce no later than 5:30 am by calling radio stations and TV stations.
- not penalize students if parents keep them home or pick them up from school early on questionable snow days.

IN THE EVENT THE DECISION MADE EARLIER IS TO OPEN SCHOOLS AND THE STORM WORSENS UNEXPECTEDLY, DISTRICT 3 WILL:

- inform the same media as stated above that schools will dismiss students early,
- keep buildings open as long as necessary to evacuate all students safely,
- announce that if an early dismissal occurs, afternoon kindergarten, afternoon activities, and evening events will be cancelled.

PARENTS ARE EXPECTED TO:

- be responsible for custody of children,
- listen to the news broadcasts on stormy days,
- decide whether or not to send children to school on threatening, stormy days.

IN THE EVENT THE DECISION MADE EARLIER IS TO OPEN SCHOOLS AND THE STORM WORSENS, PARENTS ARE EXPECTED TO:

- know that students may be dismissed earlier than normal.
- listen for an early dismissal announcement,
- make sure children know what to do and where to go if dismissed early,
- not rely on telephones to make last minute arrangements for their children. (Lines tend to malfunction during storms.)

OPT-OUT FORM FOR STUDENT IMAGE PUBLISHING

Classroom activities and school events are sometimes photographed or videotaped by the school or media groups (newspaper, television, university, district public relations, etc.) In addition, the district or school may want to post articles, video or photography on district or school websites.

This form applies to classroom activities and school events that are not open to the public. Public events such as sporting events, theatre productions, etc. are open to the public and are not covered by this form.

This form does not apply to yearbooks or school publications such as class newsletters which are not posted on the school or District website unless the appropriate box is checked below.

If you DO NOT want your child's photograph, video and/or electronic image to be published for news media or school publicity purposes, please complete this form and return it to your child's school by the first day of school. If you have turned in this form with the appropriate box(es) checked below, then if your student's image appears in any photograph or video that will be released by the media or District public relations, the image will be blurred or pixilated before release.

NOTE: Under FERPA, student photographs can be considered directory information, which is information that does not require written consent from the parent or eligible student prior to disclosure. FERPA requires the district to notify parents and eligible students of their right to refuse disclosure of directory information. 34 C.F.R 99.37(a)(2). The district must specify a "period of time" for parents/eligible students to tell the district not to disclose directory information. 34 C.F.R. 99.37(a)(3). Ideally, the deadline stated in the above paragraph of this exhibit will match the deadline for nondisclosure of directory information stated in accompanying policy JRA/JRC, Student Records/Release of Information on Students.

I do NOT wish to have my child's photograph or videotaped image used for purposes of news coverage or school district publicity.

I do NOT wish to have my child's photograph included in the school yearbook.

Parent/Guardian Signature

Student Name

School Name

Student's Current Grade Level

Date

Medicaid

As a Medicaid provider, Widefield School District 3 will access Medicaid eligibility information for students enrolled in Widefield School District 3 from Health Care Policy and Financing (HCPF). HCPF is the designated Medicaid agency in the state. Directory information of name and date of birth will be released to HCPF to verify Medicaid Eligibility of students in the District. The description of health and health-related services delivered to Medicaid eligible students will be released to Medicaid and/or the District claiming agent for proper administration of the program.

NOTICE CONCERNING DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Widefield School District No. 3 ("the District"), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the 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 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

If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 20th each year. The District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Opt-Out- Personal Identifiable Directory Information

Parents / Guardians:

In Widefield School District #3, the practice regarding release of appropriate information about students has been to publish the names in various school publications or on a list posted in the school regarding the following: Student's name, date, and place of birth, participation in activities and sports, awards, honor roll, scholarships, photographs, etc.

A parent/guardian may elect to disallow directory information of this type listed above.

The parent /guardian may notify the principal to that effect by means of appropriate communication and /or by using a form that may be picked up in the office.

Parent Opt-Out For Information to Military Recruiters

Names, addresses and home telephone numbers, as well a directory information, of secondary school students will be released to military recruiting officers within 90 days of the request unless a parent/guardian or eligible student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the district in furnishing this information will be paid by the requesting service. (Refer to form JRA/JRC-E2)

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

**Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED)—

1. Political affiliations or beliefs of the student or the 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 a lawyer, 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.

**Receive notice and an opportunity to opt a student out of—*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive 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, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**Inspect, upon request and before administration or use—*

1. Protected information surveys of students;
2. Investments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Widefield School District No. 3 will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Widefield School District No. 3 will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Widefield School District No. 3 will also directly notify parents and eligible students, such as through U. S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

*Collection, disclosure, or use of personal information for marketing, sales or other distribution.

*Administration of any protected information survey not funded in whole or in part by ED.

*Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

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

MEMO

TO: Principals
FROM: Connie Florell and Joe Garrett
RE: Red Flag Days
DATE: Effective Date October 2017

Consistency in the use of the red flag day will assist our parent community.

We request that you adhere to the following guidelines regarding red flag days:

- The Red Flag Temperature will be 25 degrees *including* wind chill. This is for all schools *prior* to the start of the school day.
- Each school will have the flexibility to determine when they will take children out for their daily recesses - this may be when the temperature is between 10 and 25 degrees *including* wind chill.
- Communicate this information to your staff and parent community in your newsletters, mailings, and handbooks.
- The Weather Channel: This is the site we use at the district level to make weather related decisions.

School of Choice & Boundary Waiver Information

If you **live within** Widefield School District 3 boundaries and plan on attending a school other than your home school, you must complete a School of Choice Permit Application. Applications are available in the offices of all District 3 schools. They must be completed and returned to the school you wish to attend by the **last school day in February**. A copy of your child's most recent transcript or report card will be required.

If you are currently attending a school in District 3 on a School of Choice of Permit and would like to continue your education in District 3, you must reapply and return the permit to the appropriate school by the **last school day in February**. A copy of your child's most recent transcript or report card will be required.

If you live **outside** of Widefield School District 3 and wish to attend a District 3 school, a School of Choice permit must be completed and returned to the school you wish to attend by the **first Friday in May**. A copy of your child's most recent transcript or report card along with a copy of his/her birth certification and immunization record will be required.

If your student has **qualified for Special Education Services** a copy of the most recent or current Individualized Education Program (IEP) will be required.

A School of Choice Permit Application must be completed and returned every school year to the school you wish to attend.

If your student's application is received after the appropriate due date, his/her name will be placed on a waiting list.

Search and Seizure

Drug Dog Sweeps of Widefield School Buildings/Property

In our continuing efforts to ensure that our schools are safe and free of illegal drugs, Widefield School District will initiate a building program of random drug detection sweeps by utilizing trained, certified drug detection dogs and their police handlers.

Students, parents, and staff of each participating building will be informed of the district's intent to conduct drug dog sweeps prior to the initiation of this program. School assemblies and question/answer forums will be held in each affected school.

At unannounced times, under the direction of the building administration, a sweep of student lockers and or all parking lots will be conducted with the assistance of the El Paso County Sheriff's Department Canine Units. The sweep may occur during school hours or after hours. The police and dogs will in no way interact with students nor interfere with the normal building activities other than when sweeping school during school hours. Students may be instructed to not be in the halls for a short period of time.

In the event that a dog indicates on a locker or vehicle, the building or district administrator (or designee, such as a campus supervisor) will conduct a search of the locker or vehicle. If illegal substances are determined to exist, such evidence shall be transmitted to the police for possible prosecution. Parents of involved students will be notified of the investigation. The assigned school resource officer will be notified if any evidence of illegal substance is found and such evidence shall be tendered to the officer. In addition to implementation of applicable Widefield School District disciplinary actions, the identification of illegal substances could result in criminal prosecution.

Law enforcement officials may request a court issued search warrant authorizing law enforcement officials to search a vehicle parked on Widefield School District property, a locker or other physical location within a Widefield School District facility or a student allegedly in possession of illegal substances. If a search warrant is issued, the law enforcement officer executing the warrant shall notify the building administrator of the issuance of a warrant. Law enforcement officers will conduct any search pursuant to the search warrant. If illegal substances are discovered as a result of the warrant search, the law enforcement officers may arrest the alleged offender or issue a citation. Widefield School District will also implement applicable disciplinary actions, which may include parent/guardian contact, mandated suspension expulsion, and referral to counseling.

In the event a search warrant is issued, the property that is the subject of the search warrant is subject to the control of the law enforcement agency. In the event the search warrant is obtained for a locker, no one is permitted access to the locker and no contents may be removed until the law enforcement search has been completed. In the event the search warrant applies to an automobile parked on Widefield School District property, no one may enter the vehicle or otherwise remove any contents until the search has been completed.

If contraband other than illegal substances is found in the locker or vehicle, district procedures will be followed.

Again, we look forward to working with parents, students, staff, and local law enforcement agencies to do everything possible to assure a safe and drug-free educational environment.

ELEMENTARY ACHIEVEMENT SUMMITS
EARLY AND HALF DAY RELEASE TIMES

TO: Elementary Principals, Dennis Neal, Dave Gish, Eric Lance, John Roche, Bruce Brown, and Sam Davis
FROM: Connie Florell
DATE: June 10, 2020
RE: Half-Day Release Days 2020-2021 School Year

*Kindergarten roundup – May 7th, 2021

HALF DAY RELEASE TIMES	
French	11:55
Grand Mountain	12:00
King	11:50
Pinello	12:00
Sunrise	12:00
Talbott	12:00
Venetucci	11:50
Webster	11:10
Widefield El	11:55

May 20, 2021

May 21, 2021

**Secondary Achievement Summit
Late Start/Early Release for Secondary**

TO: Secondary Principals, Dennis Neal, Eric Lance, Vicky Rhines, Bruce Brown, Sam Davis

FROM: Joe Garrett, Kevin Duren

DATE: June 10, 2020

RE: Late Starts (2 ½ hours) for Secondary Schools 2020-2021

JUNIOR HIGH SCHOOL LATE START TIMES		
May 20	Watson Jr. High School	9:56
	Janitell Jr. High School	9:56
	Sproul Jr. High School	9:56

Grand Mountain will not have Late Start Times. Please Refer to Half Day Release Times

HIGH SCHOOL EARLY RELEASE TIMES		
May 20	Widefield High School	11:42
May 21	Mesa Ridge High School	11:42
	Discovery High School	12:30

JUNIOR HIGH SCHOOL EARLY RELEASE TIMES		
May 21	Watson Jr. High School	11:06
	Janitell Jr. High School	11:06
	Sproul Jr. High School	11:06

GRAND MOUNTAIN SCHOOL HALF DAY RELEASE TIMES		
May 20	Grand Mountain School	12:00
May 21		