



Early Childhood Special Education



2025-2026 FAMILY HANDBOOK

KALAMAZOO RESA
INSPIRING EDUCATIONAL EXCELLENCE

TABLE OF CONTENTS

INTRODUCTION

Welcome 1

Statement of Intent 2

School Calendar 3

Special Education Glossary 4

BEING HERE

Attendance 5

School Closings & Delays 6

Busing & Transportation 6

School Security 6

Support Services 7

YOUR INVOLVEMENT

Parent-Teacher Conferences 8

Volunteers and Classroom Visits 8

HEALTH & SAFETY

Medication Policy 9

Child Illness 10

Emergency Procedures and Drills 11

Head Lice 12

Immunization 12

Parent Notification of Accidents, Injuries and Incidents 12

COVID-19 Safety 12

PRIVACY & PROCESS

Individual Education Plan (IEP) 13

Family Educational Rights Privacy Act (FERPA) 14

Recording of District Meetings Involving Students and/or Parents (Policy 2461) 14



WELCOME FAMILIES!

Dear Parents and Guardians,

Welcome to West Campus Early Childhood Center! We are sure that you will feel part of our school family in no time at all.

At West Campus, you can expect helpful, compassionate staff that is willing to help you understand your child’s strengths, needs, and ways to teach the skills that will help him or her be as independent as possible. You can expect regular communication from us in a variety of ways. Since communication is a challenge for most of our students, you will receive communication from your child’s teacher regularly, so that you know what is happening in class and in our building. We expect that parents will communicate important information with us as well. Knowing how your student is doing at home helps us design instruction to meet their needs, and we can get you connected with resources if you need help.

The information in this student handbook is designed to help you understand our policies and procedures and to give you access to resources. Please don’t hesitate to contact us if you have suggestions, questions or concerns. We are here to help.

Sincerely,

Jennifer Sova

Jen Sova
Program Administrator
(269) 250-9640

Statement of intent

The Student Handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information for you. Please become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, we encourage you to contact us.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines should control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board’s policies and the School’s rules. If any of the policies or administrative guidelines referenced herein is revised, the language in the most current policy or administrative guidelines prevails.

Kalamazoo RESA
2025-2026
11 Month WC ECSE
Calendar

July '25						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

August '25						
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September '25						
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October '25						
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November '25						
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30						

December '25						
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January '26						
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February '26						
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March '26						
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29	30	31				

April '26						
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May '26						
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24	25	26	27	28	29	30
31						

June '26						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

	No Students/No Staff		Comp Day/No Students/No Staff		Student Count Day
	Professional Development/No Students		Family Engagement/No Students		

Special Education Glossary



- ADA - Americans with Disabilities Act
- ADD - Attention Deficit Disorder
- ADHD - Attention Deficit Hyperactivity Disorder
- ARC - Organization that advocates with and/or on behalf of persons with developmental disabilities and their families
- ASD - Autism Spectrum Disorder
- CBE - Community Based Education
- CBI - Community Based Instruction
- CI - Cognitive Impairment (WAS formerly known as EMI,TMI and SMI)
- CIL - Center For Independent Living
- CMH - Community Mental Health
- CP - Cerebral Palsy
- CTC - Community Transition Council
- DD - Developmental Disability
- DDI - Developmental Disability Institute
- D/HH – Deaf/Hard of Hearing
- ECDD - Early Childhood Developmental Delay (WAS formerly known as PPI)
- EI - Emotional Impairment
- EMI - Was Educable Mentally Impaired (Now known as COGNITIVE IMPAIRMENT CI)
- ESY - Extended School Year
- FAPE - Free, Appropriate Public -Education
- FIA – Was Family Independence Agency (Now Michigan Department of Health and Human Services)
- HI - Hearing Impairment
- ICC - Interagency Coordinating Council (LICC: local; RICC: regional; SICC: statewide)
- IDEA - Individuals with Disabilities Education Act
- IEE - Independent Educational Evaluation
- IEP - Individualized Educational Program
- IEPT - Individualized Education Program Team
- IFSP - Individual Family Service Plan
- ISD - Intermediate School District
- LD - Learning Disability
- LEP - Limited English Proficiency
- LDA - Learning Disability Association
- LEA - Local Education Agency
- LOF - Letter of Finding
- LRE - Least Restrictive Environment
- MCD/RS - Michigan Career Development/ Rehabilitation Services
- MDE,OSE/EIS - Michigan Department of Education, Office of Special Education and
- Early Intervention Services
- MET - Multi-Disciplinary Evaluation Team
- OCR - Office of Civil Rights
- OHI - Other Health Impairment (WAS formerly known as POHI)
- OSEP - Office of Special Education Programs
- OSERS - Office of Special Education and Rehabilitation Services
- OT - Occupational Therapy
- P&A - Protection and Advocacy
- PA 45I - Michigan Special Education Regulations
- PAC - Parent Advisory Committee
- PE - Physical Education
- PI - Physical Impairment (WAS formally POHI)
- PLAAFP - Present Level of Academic Achievement and Functional Performance
- PLEP - Present Level of Educational Performance
- POHI - WAS Physically and Otherwise Health Impaired (NOW known as PI or OHI)
- PPI – WAS Pre-Primary Impaired (Now known as EARLY CHILDHOOD DEVELOPMENTAL DELAY ECDD)
- PSA - Public School Academy (Charter Schools)
- PT - Physical Therapy
- SLI - Speech and Language Impaired
- SMI - Was Severe Mentally Impaired (Now known as COGNITIVE IMPAIRMENT CI)
- SSI - Supplemental Security Income
- SXI - Severely Multiply Impaired
- TBI - Traumatic Brain Injury
- TC - Teacher Consultant
- TMI - Was Trainable Mentally Impaired (Now known as COGNITIVE IMPAIRMENT CI)
- VI - Visual Impairment
- VR - Vocational Rehabilitation

Being Here



Attendance

It is important for students to attend school every day for learning to be continuous. On the day that an absence occurs, the parent/guardian must contact the school office to request that the child be excused. As per district policy excused absences include:

- Illness
- Extreme emergency or death in the family
- School related and approved activities

Parents are asked to contact the main office prior to the start of the session to report a student absence. The attendance line is (269) 250-9640. When you call please state:

- The date
- Your name
- The child's name
- Teacher's name
- Reason for absence

Any health concerns or infection should be reported to the school as well. As part of school policy, we ask that a child be fever-free for 24 hours prior to returning to school after illness. If the school has not received notification of a child's absence by midday, the secretary will call the family to verify attendance.

After **3 consecutive absences without notification**, the parent must contact Dean Transportation to request a pickup.

After **2 consecutive weeks out of school**, a formal letter will be mailed to the family encouraging contact with the teacher about barriers to consistent attendance.

After **20 absences**, a second letter of concern will be sent. Administration will contact the family to schedule a meeting

In cases where absences are due to extended or chronic health conditions, modifications may be made to the notification scheduled. Please contact school personnel if a long-term absence is needed.

School Closings and Delays

In the event of severe weather, West Campus ECSE classrooms will close if Kalamazoo Public Schools are closed. Local school closings are announced on the radio, television and online.

Please note, you will not see a message on these channels that West Campus is closed.

Busing and transportation

West Campus ECSE and Head Start transportation services are contracted through Dean Transportation.

Keep Child Information Card (CIC) updated, especially phone numbers and emergency contact information. Children will ONLY be released to an authorized person listed on the CIC and with a photo ID. Contact the receptionist at (269) 250-9640 and Dean Transportation (269) 250-9861 to make a change to your information.

Please allow transportation one week to make a change for pick-up or drop off locations.

School Security

The security features of our building are designed to control the environment in order to keep our students and staff safe. Security features include:

Door alarms that speak the words "Warning, door is open" when a door is opened without a key card. When this happens the office staff can see on a computer screen which door was opened. If our staff doesn't contact the office to let us know why the door was opened, we will send help to that area to be sure that a student didn't go outside unattended.

Key Card Access: Staff have KRESA name tags that have a computer chip that allows them to open all of the doors with key card access. Without a card, these doors will not open during the school day.

One visitor entrance: All visitors must enter through the front doors and come into the office before going into the building. The office has a door that allows access to the rest of the building that can only be unlatched by the receptionist. This is also where student drop off/pickup occurs for both ECSE and Head Start Programs.

Support Services

West Campus has many professional staff that provide quality support services for our students.

Health Services are provided by registered nurses. Our nurses are responsible for review of all medical and health records, screen for basic immunizations, and supervision of the medical/health needs of students. The nurse is also responsible for attending to all emergency situations, accidents, and illnesses and for dispensing medications.

Psychological Services are provided by our school psychologist whose responsibility is to assess and certify students to qualify for special education services and to help provide information regarding present levels of academic and functional performance.

Speech & Language Services are provided by a team of speech and language pathologists that works directly with students and staff within individual classrooms providing a variety of language experiences and materials suited to meeting the varied communication goals of students. Picture Exchange Communication System, sign language, symbol systems, and augmentative communication devices are all a part of our program.

Physical Therapy (PT) is provided by our physical therapists, who assess the needs of the students and carry out individual therapy prescription/treatment. In addition, the PT serves as a consultant to classroom staff - training them in proper exercising and positioning

of physically involved students. The PT is assisted by physical therapist assistants (PTA). The PT's and PTA's deliver direct therapy but also train staff in procedures to be used in the classroom for maintaining a student's abilities or physical status.

Occupational Therapy (OT) is provided by Occupational Therapists whose responsibility is to assess students and develop and implement treatment plans, which are driven by the selected IEP goals. The Certified Occupational Therapy Assistants (COTA) assists the OT. The OT and COTA carry out occupational treatment programs related to sensory-motor, fine motor, visual perceptual skills and activities of daily living. The OT and COTA consult with classroom staff and provide adapted equipment to integrate these attained skills into the student's daily routine.

Social Work Services are provided by a school social worker who serves as a home/school /agency liaison related to home environment behavior management techniques and may assist in obtaining social services available in the community.

Additional support for West Campus ECSE students is provided by instructional paraprofessionals as mandated by State of Michigan Rules and Regulations.

Your Involvement

Volunteers and Classroom Visits

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the District, it is necessary to invoke visitor controls.

At West Campus, parents should make a request to visit/observe in their child's classroom at least 24 hours in advance, with an administrator, unless another agreement has been made between a parent/guardian and administration. This is because a parent visitor is often a challenge for the child, as they can be confused as to whether they are staying at school or going home with the parent. In some children this can cause major upset. Planning is key, and there are ways we can assist parents so that they observe the class in such a way that their child does not see them or know they are there. The priority is to not disrupt the learning environment on a regular basis.

Any person who volunteers to work with the District shall be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check and the Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program.

We are fortunate to have high school co-op students, high school work experience students, university practicum students, university teacher interns, and community volunteers assist within the building. Parent volunteers are also always welcome! Volunteers are required to complete a volunteer application and submit to a background check before volunteering (see above). Parents who want to volunteer regularly must also complete the volunteer application and submit to a background check.



PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held twice per year, once in November and again in March. This is a time to review classroom expectations and discuss progress on goals for each student. If parents would like a meeting outside of this scheduled time, please contact our office at (269) 250-9640 to make a request.



Health & Safety

Medication Policy (2780)

This policy is intended to cover all students. It includes students with disabilities who have an Individualized Educational Program (IEP). The following definition of “medication” is adopted for use in the Agency: “Medication, includes prescription, non-prescription, and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin.”

Whenever possible, medications for students should be administered by parent(s)/guardian(s) at home. As a service to the family, the Superintendent shall establish procedures for the administration of medication by school personnel in circumstances where such administration is deemed necessary for the student’s wellbeing by the student’s parent(s)/guardian(s) and physician.

The pupil’s parent(s)/guardian(s) must provide the school with written permission and a written request to administer medications to their child. Written instructions from a physician, which include the name of the pupil, name of the medication, dosage of the medication, route of administration, and time the medication is to be

administered to the pupil must accompany the request and be kept on record by the school. The parent(s)/guardian(s) request/permission and a physician’s instructions for administration shall be renewed annually.

Any and all “biohazards” generated, such as, but not limited to: sharps, bandages, gauze, towelettes, and discarded live or attenuated vaccines, due to the administration of medications by school personnel shall be disposed of in accordance with the Michigan Medical Waste Regulatory Act, 1978 PA 368, R 325.1545(10).

The school administrator will designate an individual(s) responsible for administering medications to pupils at that school. A school administrator, teacher or other school employee authorized to do so by the school administrator, may administer medication to a pupil in the presence of another adult employee pursuant to written permission of the pupil’s parent(s)/guardian(s), and in compliance with, the written instructions of a physician. Where the individual administering the medication is a licensed registered professional nurse, or when an emergency threatens the life or health of the pupil, a second adult need not be present.

9

Storage and Access to Medications

All medication shall be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company with the pupil’s name, the name of the medication, dosage, and the frequency of administration. Medications shall be stored in a school location that is kept locked. However, emergency medications may be stored in an area readily accessible to the individuals designated to administer them. All controlled-substance medications will be counted and recorded upon receipt from the parent(s)/guardian(s). The medication shall be recounted on a regular basis (monthly or bi-weekly) and this count shall be reconciled with the medication administration log/record.

Child Illness

ECSE requires that families keep their child home when they are ill. If your child will not be attending class, please contact classroom and transportation staff. If your child becomes sick at school, classroom staff will contact you to pick-up your child. Children cannot attend class until the following symptoms have subsided for a minimum of 24 hours:

- Temperature of 100.4 (F)
- Diarrhea 2 or more times in 24 hours
- Vomiting
- Any type of unidentified rashes and has other symptoms of illness or fever
- Any type of weeping sore that cannot be covered with a waterproof dressing
- Persistent, intense coughing

Exceptions will be made with a doctor’s note indicating that the child is not contagious and can attend school safely. If a child is diagnosed with a communicable disease, they will be temporarily excluded from attending the program. A doctor’s note clearing the child to return to school will be required. For questions regarding your child’s health, or our Health policies, please contact the administrative office at (269) 250-9640.

It is important to us that we do everything we can to keep our students as healthy as possible throughout the school year. We need your help to make this happen.

We have many students with weakened immune systems, and they can become ill easily.

Illness, Non-COVID Related

Keep your child home until their fever has been gone for 24 hours without medicine.

Keep your child home for 24 hours after their last vomiting or diarrhea episode.

If your child’s illness requires an antibiotic, they must be on the antibiotic for 24 hours before returning to school.

Illness, Covid-related

Call a medical provider to be evaluated. If diagnosed as a probable COVID-19 or test positive they should call their local health department and make them aware of their diagnosis or testing status.

If symptoms are present, a minimum of 10 days since symptoms first appeared and 3 days without fevers and improvement in respiratory symptoms must have occurred before returning to school (or as directed by a medical professional). 14 days if the student had close contact with an individual diagnosed with COVID-19 but the student has not developed symptoms.

If your child has a negative COVID test, they may be released by the physician, and provide a return to school form, signed by your child’s physician.

If your child has been seen by the Emergency Department, has tested positive for COVID, has had surgery, or has been in the hospital due to illness, transportation will be stopped and he/she will require a “Return to School” form completed and signed by the treating physician prior to him/her returning to school. This form must be in the school office for a nurse’s review before transportation will be reinstated for your student. This form can be obtained from school or on KRESA’s website.

In the event you are not able to obtain a Return to School form, you may have the doctor write a note that includes the date your child may return to school and if he/she has any restrictions. This information helps us to ensure your child’s medical needs are being met. The form/note can be faxed to 269-250-9648.





Emergency Procedures & Drills

Our school complies with all fire safety laws and will conduct fire drills in accordance with State law. Emergency procedures have been developed through consultation with our county disaster coordinator. Per state law, information about the dates of safety drills is available on the Kalamazoo RESA website following completion of the drills. Specific instructions regarding how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. All students will be supervised and assisted. The alarm signal for fire drills consists of prerecorded spoken warning and flashing lights (in common areas).

Lockdown drills in which the students are restricted to the interior of the school building and the building is secured will occur in accordance with State law. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an announcement via the PA system.

Tornado drills will be conducted using the procedures provided by the State. Students will remain in the building in the event of a tornado watch. They will be moved to a designated safe area during a warning or tornado sighting. During these watches and warnings, students remain in their wheelchairs, so that we can quickly get them to safety. In case of a tornado warning (or actual tornado), students will not be released from school until we are notified that it is safe. The alarm signal for tornadoes is a pre-recorded spoken warning and lock down drills will be announced via the paging system.

PLEASE DO NOT CALL THE SCHOOL FOR INFORMATION DURING AN EMERGENCY.

It is important that we keep our lines clear to receive incoming messages. West Campus has developed a Critical Incident Response Guide. This guide establishes procedures to be followed in the event of an incident that threatens the safety of students and staff. Details have not been released for security reasons. If you would like further information, please contact administration at 269-250-9409.

Head Lice (8515)

If a student is found to have a head lice infestation, they may remain in school until the end of the school day. Immediate treatment at home is advised. The student will be readmitted to school after an approved treatment and with appropriate documentation of the treatment. Parents should remove nits daily and treat if live lice are observed.

Parents/guardians have the ultimate responsibility for their children. This includes becoming educated about head lice, performing regular checks on all individuals in the home, treating a child with head lice as soon as possible, and committing to following through until there are no longer signs of an infestation. Our staff are available to assist with any educational needs or advice regarding headlice treatment and prevention.

Copies of this policy, along with District rules and regulations governing headlice control and advice to parents(s)/guardian(s) on head lice control in the home, will be distributed to students and parent(s)/guardian(s) in a manner to be determined by the Superintendent or their designee.

PARENT NOTIFICATION OF ACCIDENTS, INJURIES AND INCIDENTS

Two-way communication between home and school is our top priority. If your child is involved in an accident or injury during the school day, program staff will immediately contact you by phone. If we are unable to reach you over the phone and it is an emergency, program staff will proceed to contact your emergency contacts that are listed on the enrollment form.

Immunizations (8480)

The Board requires that all students be properly immunized pursuant to the provisions of the Kalamazoo County Health Status Code and the Immunization Status Regulations.

Students who do not meet the immunization requirements on the opening day of school shall be suspended from school by the Superintendent in accordance with District administrative procedures. Transfer students shall be permitted four weeks of attendance without proof of immunization.

Exemptions to the immunization requirements shall be granted only for medical, religious, or other reasons specified in the County Health Status Code.

Preschool students will not be permitted to attend school if they have not completed their immunization requirements as required by Michigan state law except as provided in the administrative rules for this policy.

New students enrolling in Michigan schools for the first time will be required to meet State of Michigan immunization requirements upon entrance to school except as provided in the administrative rules for this policy.

COVID-19 Safety

We recognize there are still questions and concerns related to sending your child to school amid the Coronavirus (COVID-19) pandemic. Our first priority is your child's health and safety. We created and implemented our preparedness and response plan during the 2020-2021 program with high success. The plan includes safety procedures for the protection of our students, families, and staff. These include monitoring symptoms of COVID-19, practicing social distancing when possible, proper hygiene and sanitation and the use of safety equipment. We will continue to implement enhanced safety protocols to provide high-quality in-person programming. If needed, we will communicate any updates or changes to the response plan or programming.

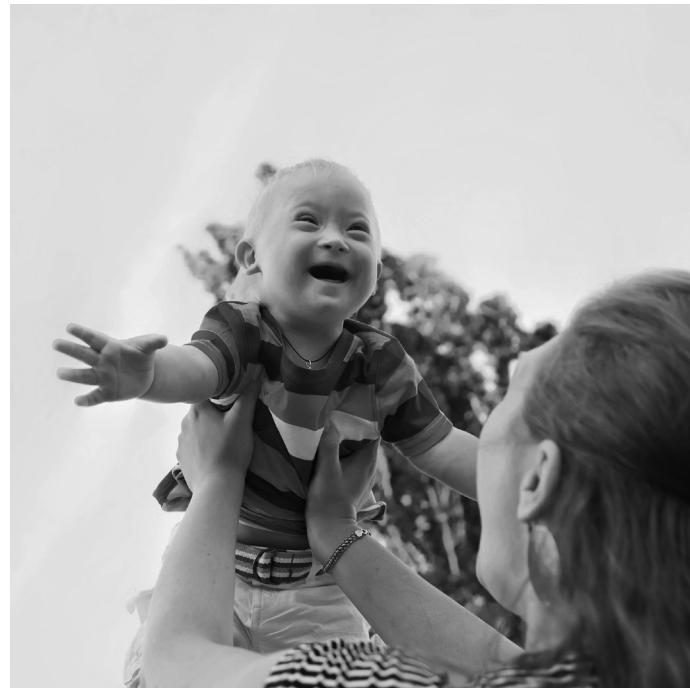
Privacy & Process

Individualized Education Plan (IEP)

An “Individualized Education Program” means a written plan for a child with a disability that describes the special education/related services the child will receive. The team that develops the IEP is comprised of the parents, school professionals, and the student when appropriate. The IEP Team meets at a mutually agreed upon time to develop the IEP. The IEP is a written record of the IEP Team meeting and must be reviewed at least annually.

The IEP includes:

- a statement of the child’s present level of academic achievement and functional performance;
- a statement of measurable annual goals, including short-term objectives related to: meeting the needs that result from the disability to enable the child’s involvement and progress in the general curriculum, and meeting each of the child’s other educational needs that result from the child’s disability.
- a statement of special education services and supplementary aids and services to be provided to the child, and any program modifications or supports provided by school personnel;
- an explanation of when the child will not participate with non-disabled children in the regular class and other activities;
- a statement of any accommodations the student needs to take state- or district-wide assessments;
- the projected date for initiation, duration, anticipated frequency, and location of programs and services;
- a statement of the child’s postsecondary vision and related transition activities, to be included in the first IEP to be in effect when the child turns 16; and
- a statement of how the child’s progress toward the annual goals will be measured and how the parents will be regularly informed of that progress.



Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 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 school;
- 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.

Public Law 112-278 (Uninterrupted Scholars Act, January 2013). This act permits educational agencies and institutions to disclose a student’s education records, without parental consent, to a caseworker or other representative of a State or local child welfare agency or tribal organization authorized to access a student’s case plan “when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student.”

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.

Recording of District Meetings Involving Students and/or Parents (Policy 2461)

Parents are permitted to audio record meetings with the District, provided they notify the District prior to the date of the scheduled meeting of their intent to record the meeting. If a parent provides the requisite notice and is permitted to audio record the meeting, they must use their own recording device and the District will similarly record the meeting.

Video recording any District meeting is strictly prohibited, with the exception of meetings open to the public under the Open Meetings Act.

Parents and students are expressly prohibited from using covert means to listen in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e. technology that allows a person off-site to listen to live conversations and sounds taking place in the location where recording without express written consent of the Superintendent. Any requests to place a recording device or other devices with one- or two-way audio communication technology within a student’s book bag or on a student’s person shall be submitted, in writing, to the Superintendent. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five days.

If the District audio records any meeting, the resulting recording shall become a part of the student’s educational record and will be maintained in accordance with State and Federal law.



West Campus Expectations

We are the O-W-L-S!



We try on our OWN



We use WORDS



We are SOCIAL



We stay SAFE

