

**Notification of FERPA Rights, Annual Notice of Non-Discrimination
and Child Find for Children with disabilities in Need of Special Education Services**
Public Notice
Caverna Independent School District
Cave City/Horse Cave

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after 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 records 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record that they believe is inaccurate should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 provide written consent before the school discloses personally identifiable information from the student's education records, except to 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(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

Directory Information:

The superintendent or the superintendent's designee is authorized to release Board approved directory information. Approved directory information shall be: student names and addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended by student. Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing on or before September 30 of each school year or within 30 days of distribution of the Student Directory Information Notification form which allows parents to so notify the school district.

Notice of Non-Discrimination

Students, their families, employees and potential employees of the Caverna Independent School District are hereby notified that the Caverna Independent School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment, vocational programs, or activities as set forth in compliance with federal and state statutes and regulations.

Any persons having inquiries concerning Caverna Independent School District compliance with Title II, Title IV, Title VI, Title IX and/or Section 504 may contact:

Caverna Independent School District
Cornelius Faulkner
Superintendent
or

Nathan Wyatt
Director of Pupil Personnel
1102 N. Dixie Hwy.
Cave City, Ky. 42127
270-773-2530

cornelius.faulkner@caverna.kyschools.us

nathan.wyatt@caverna.kyschools.us

Career and Technical Education Information

The Caverna Independent School District offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grade 9-12: Agriculture, Business and Office Technology, Information Technology, Health Sciences, Automotive Repair and Refurbishing, HVAC, CAD, CNA, and Welding. Persons seeking further information concerning the vocational education offerings and specific pre-requisite criteria or questions and request for additional information regarding these programs and laws may be should contact:

Caverna Independent School District
Cornelius Faulkner
Superintendent
1102 N. Dixie Hwy.
Cave City, Ky. 42127
270-773-2530

cornelius.faulkner@caverna.kyschools.us

To obtain this information in a language other than English, call 270-773-2530.

Child Find for Children with Disabilities in Need of Special Education or 504 Services

Caverna Independent School District keeps educational records in a secure location in each school and Board office.

The Caverna Independent School District obtains written consent from a parent or eligible student (age 18 or who is attending a postsecondary institution), before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.

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 Caverna Independent School District may destroy the educational records of a child without parent request five years after they are no longer needed to provide educational programs or services. Students referred, but not placed, records may be destroyed after one year.

Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The Caverna Independent School District 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.

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.

The Caverna Independent School District 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 district's "*Child Find*" system includes children with disabilities attending private or home schools within the school district boundaries who may need special education services.

The Caverna Independent *School District* 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 agency employees, and concerned citizens are urged to help the Caverna Independent *School District* find any child who may have a disability and need 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 Caverna Independent *School District* 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.

If you know of a child who attends a private or home school within the boundaries of the Caverna Independent School District, who may have a disability, and may need but is not receiving Special Education services or if you know of a child who lives within the boundaries of the Caverna Independent School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call 270-773-2530 or send the information to:

Caverna Board of Education
Susan Mathews
Director of Special Education
Section 504 Coordinator
Preschool Coordinator
1102 North Dixie Hwy.
Cave City, Ky. 42127

susan.mathews@caverna.kyschools.us

"*Child Find*" activities will continue throughout the school year. As part of these efforts the Caverna Independent *School District* 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.

Written *Policies and Procedures* have been developed which describe the District's requirements regarding the confidentiality of personally identifiable information and "*Child Find*" activities. There are copies 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:

Cornelius Faulkner
Superintendent
Caverna Independent School District
1102 N. Dixie Hwy.
Cave City, Ky. 42127
270-773-2530

cornelius.faulkner@caverna.kyschools.us

The District office is open Monday through Friday, from 8:00 a.m. to 4:00 p.m.

The Caverna Independent School District 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 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 *Director of Pupil Personnel* or the *Director of Special Education* or the *Section 504 Coordinator* at the address or phone number listed above for the Caverna Independent Schools.

FERPA rules for Foster Students

The Uninterrupted Scholars Act, which amends the Family Educational Rights and Privacy Act (FERPA) to allow child welfare agencies access to foster student records. It is designed to facilitate the availability of school records to child welfare workers who are working with children placed into foster care. The measure will help ensure that school records, including IEPs, are transferred quickly when a child moves to a different school due to a foster care placement; and it will eliminate inadvertent obstacles to information-sharing between education and child welfare agencies. The legislation allows education agencies to release education records to child welfare case workers or other representatives of a state or local child welfare agency or tribal organization. It also eliminates the requirement that the education agency provide duplicative notice regarding the release of education records to parents already receiving notice from the court. Please address any questions to Amy Peabody, amy.peabody@education.ky.gov, in the Office of Guiding Support Services.