

# Creekside Cubs Parent Handbook



Welcome to Creekside Early Childhood School,

A truly special place for your child to begin his/her Lakota educational journey. At Creekside, teachers and families partner together to grow each child to their greatest potential. Students are provided with challenging learning experiences that consider their individual academic starting points and needs. With a focus on the whole child, we work to develop a community that cares about themselves, others, and the world around them.

**Our school motto states:**

**Here at Creekside We... Take Care of Others; Take Care of Ourselves; We Take Care of this Place** Our students are recognized for being CUB Leaders when they are following our Motto.

We would like to draw your attention to the **Protection of Pupil Rights Amendment (PPRA) included in this packet.** The form explains rights in relation to releasing student information for a variety of purposes, from having a student name accompany a picture in the newspaper, to inclusion in the PTO student directory.

We look forward to an exciting year with you and your child. We know that this is not possible without support from our families and community members. We encourage families to become involved at our school and volunteer whenever you can. There are many small ways you can offer support. Our PTO (Parent Teacher Organization) is a great way to get connected with other parent partners to find opportunities to get involved. You can find the meeting schedule on our Creekside Webpage. You are a very important part of our Creekside family, and together, we can provide an enriching, well-rounded educational experience for all our students.

We believe that open and effective communication is the key to forming partnerships. We encourage you to share your thoughts, ideas, and vision for your child with their teacher. Furthermore, we strongly encourage you to call our office at any time with feedback or concerns. It is our responsibility to support parents and teachers to ensure that all our students succeed and grow this year. You can contact us at 513-874 0175 or via email at [Linda.Pavlinac@lakotaonline.com](mailto:Linda.Pavlinac@lakotaonline.com) or [Jessica.Skelton@lakotaonline.com](mailto:Jessica.Skelton@lakotaonline.com). We are looking forward to an awesome year with your CUB!

Sincerely,

Linda Pavlinac, Principal

Jessica Skelton, Assistant Principal

**Our District Mission:**

*Everything WE do is designed to provide a future ready, student-centered learning experience for every child.*

**Our Vision:**

**WE are PERSONALIZED, FUTURE READY, FISCALLY RESPONSIBLE,  
IN THIS TOGETHER.**



## 2020-2021 STAFF

<p><b>Kindergarten</b> Amanda Benjamin Lizzie Cavender Samantha Frantzis Sarah Luehrman Megan Milo Joni Schuster Lisa Smallwood</p> <p><b>First Grade</b> Laura Bruns Rachel Crew Stacey Johnson Darby Morris Penny Musser Gloria Sprague Kayla Stine Amy Winkle</p> <p><b>Second Grade</b> Morgan Bufler Lauren Eggert Tammy Fetzer Cheryl Fuertges Julie Kellerman Jennifer Martin Jennifer Mueller Beth Waldfoegel</p>	<p><b>Reading Support Team</b> Theresa Brock Colleen Dyer Ruth Gruber Gabrielle Harms .5 Amy Dow .5</p> <p><b>Innovative Specialist</b> Jenny Haynes</p> <p><b>Intervention Specialists</b> Jamie Adams Ashley Kraff Debby Gallagher Alexandria Martin Erin Tierney</p> <p><b>Instructional Aides</b> Laura Conder Devon Grashof Joyce Herdman Irosha Peris</p> <p><b>Unified Arts</b> Theresa Debrunner (Music) Ben Kellerman (Tech) Wesley Stone (Wonder Lab) Brittany Greer (Art) Karen Tuskey (PE)</p>	<p><b>Paraprofessionals</b> Tammy Loyal Judi Smith Sarah Wobkenberg</p> <p><b>Speech</b> Vanessa Overbeck</p> <p><b>Nurse</b> Melissa Kraeling</p> <p><b>Media Center</b> Alison Boyle</p> <p><b>OT/PT</b> Patti Prince Suzanne Smith</p> <p><b>Kindergarten VLO</b> Jami Fischer Sara Morton</p> <p><b>First Grade VLO</b> Charlotte Elia Dawn Robinson</p> <p><b>Second Grade VLO</b> Jenni Muia Cynthia Shropshire</p>	<p><b>Office Staff</b> Linda Pavlinac (Principal) Jessica Skelton (Assistant Principal) Pamela Holbrook (Office Manager) Beth Crew (Secretary)</p> <p><b>Community Support</b> Jennifer Russell (Counselor) Norine Venneman (Psychologist) Paige Osterhues (Psych. Intern) Hanna Irwin (Comm. Liaison) Candy Ultizch (Catalyst Counseling) Terri Doerr- (Parent Support Liaison)</p> <p><b>Custodians</b> Joseph Augustis Lois Brinkman- Hess Sam Brock Skip Cantilli - Head Custodian</p> <p><b>Cafeteria Manager</b> Ian Brubaker</p> <p><b>Cafeteria Aide</b> Dennis Daniel Teresa Dubose Amy Powell</p>
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## Transportation Information



Transportation is provided for all Lakota Early Childhood students unless you have open-enrolled your child into our district or completed an Alternative School of Choice form. Although transportation is offered by the district, we understand there will be unique circumstances where families may not utilize provided transportation. Whether you will be using district provided transportation, daycare, or car rider, it is critical we have a transportation form filled out prior to the first day of school. To access your child's bus route information online, you will need your child's ID number. Students riding the bus to school will be dropped off along our front sidewalk. We will be departing buses one at a time to comply with the social distancing requirements due to COVID19. A parent or guardian **MUST** be at the bus stop to meet their child, students will not be permitted to leave the bus and walk on their own to their residence. Any student who does not have someone meeting them, will be brought back to school and the administration will be contacting the parents. ***If there are frequent incidences of a child being brought back to the building, a meeting with the parents and the principal may be required in order to make arrangements that will benefit the safe transition from school to home.***

### Bus Passes:

To ensure your child's safety, students will be issued a bus/transportation tag to wear on their bookbag. They will only be permitted to ride their regularly schedule bus home each day. Parents may only request that a student ride another bus in an emergency, such as a medical emergency that creates a scenario where no one will be home to meet the child. Request must be approved by building administration.

### Arrival Time:

Parents who choose to drop their children off to school will drive around the back of the building and drop off their child at our rear entrance beginning at 9:05 am. A staff member will be at the door to greet your child. No parents will be permitted to enter the building due to COVID 19 safety protocols.

### Dismissal Time:

Buses will be loaded one a time to allow for social distancing. Parents who are picking up their child will be given a number card to display in their front window. Pick-up will be done at the back entrance; a staff member will match your number with your child and dismiss them to you. Please have your card in view so that the process can move smoothly. Parent Pick up will begin at 3:45. Please notify the office by 2:00 PM. If there is any change in your child's transportation. You can contact the office by email at [contactcreekside@lakotaonline.com](mailto:contactcreekside@lakotaonline.com) or the parent/guardian should send a note or email the name of the person they give permission to pick up their child.

### Pick Up during the School Day:

When picking up a student during the school day, you **MUST** present a valid photo ID, such as your driver's license. You will be asked EVERY time you pick up your child. Please always carry your ID with you when picking up your child. You will enter through our main office entrance for pick-ups during the school day. Wearing of a mask is recommended.

## Creekside Contacts:

### Office Phone Number:

(513)874-0175

Attendance press #3

**Pam Holbrook** -Office  
Manager

Ext # 24408

**Beth Crew** – Attendance  
Secretary

Ext #24401

**Linda Pavlinac** – Principal  
Ext #24404

**Jessica Skelton** – Assistant  
Principal

Ext # 24406

Jennifer Russell – Counselor  
Ext # 23153

### SCHOOL HOURS:

9:10 – 4:00



Here at Creekside  
WE....

Take Care of Others  
Take Care of Ourselves  
Take Care of this Place



## Attendance Procedures

On or before the day of the absence, a parent/guardian should call the office at 513-874-0175 before 9:00 AM (press 3 for the attendance line). This number is available 24 hours a day to accommodate those parents who would like to call the evening before the absence. Emails can be sent to [contactcreekside@lakotaonline.com](mailto:contactcreekside@lakotaonline.com) Please notify the office of all absences. The office will share this information with your child's teacher. **DO not contact your child's teacher, it is always recommended that your contact the office.** It is NOT necessary to present a note when your child returns to school if you have notified the office of the absence. Only if you have not notified the office, please send a note to school with your child with the date of the absence, reason for the absence, phone number of the parent/guardian and a signature.

- Per the Missing Child ACT – parents will be called if the office has not received a note or a call regarding a child's absence.
  - Phone calls will be made to parents when unexcused absences exceed 5 days.
- Per state law, attendance letters are automatically generated when a student accumulates excessive absences and tardies. This letter serves as a notice of the amount of instructional time your child has missed. Please try to limit appointments and vacation that are scheduled during school hours.
- **Tardy guidelines** – Any missed portion of the school day up to 4 ½ hours is considered a tardy. Any missed time beyond 4 ½ hours will be considered a Full day absence. A student who arrives to school after the start of the day must report to the office for an attendance slip.

The Butler County Attendance Officer works directly with the schools in implementing the attendance policies for the district.

## Parent Visits and Volunteers

Due to the COVID19 safety protocols, there will be **NO Parent or Volunteer visits during the school day.** We know this will be difficult for everyone, but we also know that the safety of our students and staff is our number ONE priority. We hope you understand that this year will be different than in years past to ensure your child's safety.

## Birthday Treats/Invitations

There will be **NO treats or Invitations permitted for students' birthdays.** Our CUBS will be recognized for their birthday on the morning announcements and receive a birthday pencil from the principal.

## Lunch Information

Lunch for K-2 classrooms will run from 10:45 – 1:30. All students will have a 30-minute lunch period. Here are the procedures for lunch with our new COVID19 safety protocols:

- All students will wash hands and use hand sanitizer before eating lunch.
- Students will go to the cafeteria. Social distancing of students seating arrangement will be implemented. Students will be asked to put on their mask when finished eating.
- Staff will be supervising during the lunch period.
- **NO VISITORS OR PARENTS WILL BE PERMITTED TO EAT LUNCH WITH THEIR CHILD.**
- Classes will go to the restroom after lunch and wash hands.
- NO recess after lunch. Students will return to their classrooms.
- Recess will be scheduled throughout the day to allow for smaller numbers of students on the playground.

# Medical Information

**Medical Forms:** According to State Law, students must have current medical records on file with the school nurse. Students are not allowed to attend school unless ALL Immunizations are current. Exclusion letters will be sent if immunizations are not received by the deadlines. Any questions, please contact our school nurse: [Melissa.Kraeling@Lakotaonline.com](mailto:Melissa.Kraeling@Lakotaonline.com) or call at 513-874-0175 option #9

**Medication Policy:** Whenever possible, it is preferred that students not be expected to take medication during the school hours. If it is necessary that medication be administered during school hours, these procedures **MUST** be followed:

- Written permission for dispensing medication (**prescription or over the counter, including cough drops**) must be obtained from the student's **parent and doctor**. The administration of any medication without the order of a physician and the permission from a parent or guardian is interpreted as practicing medicine and is prohibited by law.
- A School Medication Form **MUST** be completed by the parent/guardian and the physician. This is required by Ohio Law. A separate form needs to be filled out for each medication. **NO medication will be given without a completed form. Students are NOT PERMITTED to carry medication to and from school. (unless your child has a self- carry permit signed by a parent and physician.) A parent/guardian must deliver the medication directly to the school nurse. All medication must be in the original container, properly labeled with directions for administering, the students name and exact dosage must be clearly visible on the container.** When a medication has been discontinued, any remaining medication must be picked up by the parent within one week after discontinuation or it will be disposed of by the nurse.
- For COVID19 Protocols please visit our district website: [www.lakotaonline.com](http://www.lakotaonline.com)

## Counselor Corner

### School Counselor:

Please email Jen Russell at [Jennifer.russell@lakotaonline.com](mailto:Jennifer.russell@lakotaonline.com) with any Social Emotional Learning questions. She can also be reached at 513-874-0175 Ext: 23153

Please click on the following link for a description of our School Counseling services.

<https://drive.google.com/file/d/1ZiqbtjksKE1r49P7aPOxyLiQLQ4W1n77/view?usp=sharing>

### School Based Mental Health Services:

Candy Ulitzch, LISW, R-PT(Registered Play Therapist)

Email: [candaceulitzsch@catalystcounselingllc.org](mailto:candaceulitzsch@catalystcounselingllc.org)

Phone: 513-428-2035

Candy provides 1:1 individual counseling, during school hours, to support Mental Health concerns. Candy is a Registered Play Therapist who utilizes the power of the positive therapeutic relationship. She believes that fostering natural resilience and the strength of the child and family can improve healing and promote functioning. Candy has a collaborative approach to help families reach their goals, learn coping skills, and enhance inner personal relationships. She accepts most insurances.

## PBIS/PAX Behaviors Supports



### Cub Leader Program



**At Creekside: We take Care of Others, We take Care of Ourselves, and We take care of this Place.** This is our school motto.

Students will be recognized by staff when they are following our school motto with a CUB Leader Ticket. Teachers will use these tickets for classroom incentives. On Friday, 3 students from each grade level will be recognized on the morning announcements and receive a CUB Leader pencil. As a school, when we reach our semester goal ...we will have a school wide celebration. This may be a PJ Day at school, a Movie party, or some other kind of celebration the whole school can participate in. Please encourage you CUB to be a Cub Leader at school and at home!

**Our school also participates in PAX Positive Behavior Support system.** For more information on our PAX positive behavior support system please click on the link below. This website details the tools as well as ways you can implement aspects of PAX at home!

<https://www.paxtools.org/>

### Parent/School Connection

Families will receive a weekly email every Friday with weekly and upcoming events with our Creekside Connection. Please visit [www.lakotaonline.com](http://www.lakotaonline.com) to sign up to receive our district emails. Click on communication and then click on Parent sign-up. If you do not have an email, please notify the office and we will send home a hard copy with your child. You can also keep up with our happenings on social media. Join us at our [Creekside Early Childhood](#) Facebook page or follow us on Twitter. [@creeksidetweet](#)



#### Creekside Parent Teacher Organization (PTO)

Meetings: All our meeting will be done virtually through ZOOM.

Tuesday, September 8<sup>th</sup> – 7:00- 8:00 PM

Tuesday, November 10<sup>th</sup> – 2:00 – 3:00 PM

Tuesday, January 12<sup>th</sup> – 7:00 – 8:00 PM

Tuesday, March 9<sup>th</sup> – 2:00 – 3:00 PM

Tuesday, May 11<sup>th</sup> – 7:00 – 8:00 PM

#### Easy ways to support our school:

We will NOT be holding a Walkathon or any other large fundraisers this year.

**Box Tops** — Download the Box Tops app and shop as you normally would. Scan your store receipts and the app will automatically credit Creekside's Box Tops earnings online.

#### Kroger Community Rewards —

Visit [www.krogercommunityrewards.com](http://www.krogercommunityrewards.com) and register your Kroger Plus card with "Creekside Early Childhood School PTO." Shop as you usually would at Kroger and with every purchase, CECS will earn rewards.

**Coke Rewards** — All coke products have a code on the can or box. Go to [www.coke.com](http://www.coke.com) and click "GIVE" to enter the codes. Select to donate rewards to "Creekside Early Childhood School".

**Amazon Smile** — Amazonsmile.com is a website operated by Amazon with the same products, prices, and shopping features. When you shop on Amazonsmile.com, 0.5% of the purchase prices of eligible products will be donated to the organization of your choice. Go to [www.amazonsmile.com](http://www.amazonsmile.com) and pick "Creekside Early Childhood School PTO" to start helping today!

*Our CUBS need you,  
we need you!  
So, let's make an  
extraordinary place for  
our Cubs  
Parents As Partners*



### District Inservice Days

This year the district will have four professional development days for our teachers. On these days, students will NOT attend school.

- Tuesday, September 8<sup>th</sup>
- Monday, October 19<sup>th</sup>
- Tuesday, November 3<sup>rd</sup>
- Monday, January 4<sup>th</sup>

### School Delays and Cancellations

Please check [www.lakotaonline.com](http://www.lakotaonline.com) for information on delays or cancellations. Do NOT call the school, families will be notified by phone by the ONE-Call Now system.

Information is always communicated online and on local TV stations and Radio stations. If on a 2 hour delay, transportation will arrive at the pick-up spot exactly 2 hours from the normal schedule time.

# Lakota Local Schools

## APPROVED

### 2020-21 School Year Calendar

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

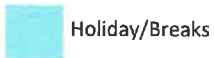
#### 2020

- Aug. 10-12 Teacher PD (no school)
- Aug. 13 Students' First Day (Grades 1-12)
- Aug. 14-18 Kindergarten Phase-In Days
- Sept. 7 Labor Day (no school)
- Sept. 8 Teacher PD (no school)
- Oct. 19 Teacher PD (no school)
- Nov. 3 Election Day/Teacher PD (no school)
- Nov. 25 Compensatory Day (no school)
- Nov. 26-27 Thanksgiving Break (no school)
- Dec. 21-Jan. 4 Winter Break (no school)

#### 2021

- Jan. 4 Teacher PD (no school)
- Jan. 18 Martin Luther King Day (no school)
- Feb. 12 Compensatory Day (no school)
- Feb. 15 President's Day (no school)
- Mar. 29-April 5 Spring Break (no school)
- May 19 Early Release
- May 20 Early Release & Students' Last Day
- May 21 Teacher In-Service

GRADING PERIODS						
	GRADES 3-12			GRADES K-2		
1 <sup>st</sup> Quarter	Aug. 13 - Oct. 16	45 Days	1 <sup>st</sup> Trimester	Aug. 13 - Nov. 6	58 Days	
2 <sup>nd</sup> Quarter	Oct. 20 - Dec. 18	40 Days	2 <sup>nd</sup> Trimester	Nov. 9 - Feb. 19	58 Days	
3 <sup>rd</sup> Quarter	Jan. 5 - March 12	46 Days	3 <sup>rd</sup> Trimester	Feb. 22 - May 20	58 Days	
4 <sup>th</sup> Quarter	March 15 - May 20	43 Days				



Holiday/Breaks



Teacher PD/In-Service (no school)



Students' First & Last Days of School

REVISED 12/10/2019





# Sign-Up Instructions

## Parents, Guardians & Staff

1. Visit the SchoolMessenger portal:  
**go.schoolmessenger.com**
2. First-time users: **Sign Up**.  
Returning users: **Log In**.
3. For your username, you must use the primary email address associated with your **personal Home Access Center/HAC account (parents/guardians)** or your **Lakota email address (staff)**. Create and confirm a new password.

*Parents/Guardians: Because your account is linked with current student data from HAC, your login must match the primary email address in HAC. You may change that email by logging into HAC or contacting your school's front office. Please wait 24 hours to attempt logging into SchoolMessenger again.*

*Staff: If you are also a Lakota parent/guardian, please set up two separate accounts. You will need to adjust your HAC email address to be something different than your Lakota email.*

4. Click on the confirmation link sent to your email to activate your account.
5. On your first login, a pop-up screen will display the numbers pre-loaded into your account. Specify for each how you wish to be contacted.
6. Select **Preferences** from the dropdown to specify if you wish to be emailed, called and/or texted for emergencies, weather-related notices and/or general district/school news. You can also add phone numbers and up to two emails and map preferences for each.

*\*\* If you wish to sign up for general communications outside of your immediate school associations, please create another account through our self sign-up portal (see instructions at right.)*

## Community

If you are not a Lakota staff member or the immediate parent or guardian of a current student, you can still sign up for Lakota school and district news and updates.

1. Visit our self-sign-up portal:  
**asp.schoolmessenger.com/lakota/subscriber**
2. Click on **First time user, Sign Up Now** to create a new account. Provide the requested information and agree to the terms of service.
3. Click on the confirmation link sent to your registered email to activate your account and log in for the first time.
4. On your first login, click on **Contact Info**, where you can add one additional email and phone numbers to receive phone calls and/or text messages.
5. Under Interests, specify if you wish to be contacted for weather-related notifications, surveys and/or general district/school news.
6. Identify your **Lakota Connection** then **Business Type**, only if you are a business owner and wish to receive notifications about bid opportunities.
7. To receive specific **School News**, select the intended school(s).



## For Our Business Community

Business E-Alerts, subscribed to through the community self sign-up portal, put your business on our list for new bid opportunities.



# Parent Teacher Organization (PTO)

## 2020-2021

The Creekside PTO exists to bring together parents, guardians, teachers, and staff to support each other and benefit the learning experience of all Creekside students. Both in-school and VLO students and families will be included in PTO plans and programming.

### Easy ways to support our school:

We will NOT be holding a Walkathon or any other large fundraisers this year.



**Box Tops** — Download the Box Tops app and shop as you normally would. Scan your store receipts and the app will automatically credit Creekside's Box Tops earnings online.

**Kroger Community Rewards** — Visit [www.krogercommunityrewards.com](http://www.krogercommunityrewards.com) and register your Kroger Plus card with “**Creekside Early Childhood School PTO.**” Shop as you usually would at Kroger and with every purchase, CECS will earn rewards.

**Amazon Smile** — AmazonSmile.com is a website operated by Amazon with the same products, prices, and shopping features. When you shop on AmazonSmile.com, 0.5% of the purchase prices of eligible products will be donated to the organization of your choice. Go to [www.amazonSmile.com](http://www.amazonSmile.com) and pick “**Creekside Early Childhood School PTO**” to start helping today!



**Coke Rewards** — All Coke products have a code on the lid or box. Go to [www.coke.com](http://www.coke.com) and click “**GIVE**” to enter the codes. Select to donate rewards to “**Creekside Early Childhood School.**”

### PTO Programming

We will be looking into enrichment programming that can be brought to students virtually this year, such as a virtual Author Visit and virtual arts performances. Creekside PTO will also coordinate a virtual Scholastic Book Fair. We will organize ways to show appreciation to Creekside staff and teachers and also fund the purchase of needed school materials/furniture. Please understand that visitors and volunteers are not permitted in the school building at this time out of consideration for the health and safety of students and staff.

**Do you have some outside the box ideas for this unique school year? We'd love to hear them!**

### PTO Meeting Schedule

All meetings will be held virtually via Zoom. All parents/guardians are invited to attend.

Tues, September 8 7-8pm

Tues, November 10 2-3pm

Tues, January 12 7-8pm

Tues, March 9 2-3pm

Tues, May 11 7-8pm

## ANNUAL NOTICE ABOUT YOUR RIGHTS CONCERNING STUDENT RECORDS

Dear Parent/Guardian and Student:

State and federal law gives parents/guardians (and students over 18 years of age) certain rights concerning the student's school records. These rights are listed below.

1. You have the right to review your school records. To review your records, you should give the principal a written request listing the records that you want to see. The principal must allow you to review the records in a reasonable timeframe, not to exceed 45 days from receiving your request.
2. You have a right to request changes in your school records if you believe the records are inaccurate, misleading, or that they violate your privacy rights. If you want to change your records, you should tell the principal in writing what you want changed and why you think it ought to be changed. If the principal agrees with you, your records will be changed. If the principal disagrees with you, you may request a hearing.
3. You have the right to let other people see your school records; however, the law allows some people to see your records without your consent. For example, a school official with a legitimate educational interest in a record has the right to access your records if they need the information to do their job.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

- A. persons and/or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), and
- B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers)

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

4. You have a right to file a complaint with the U.S. Department of Education if you believe the school has violated any of your rights with respect to school records. If you have a complaint, send it in writing to:

U.S. Department of Education  
Family Policy Compliance Office  
400 Maryland Avenue, S.W.

Washington, D.C. 20202-4605

Some of the information in your school records is not confidential and may be released without your consent. This information is known as "directory information." Directory information includes the following:

- \* student name, photograph, home address, parent email address, parent phone listing, and date of birth
- \* dates of attendance, grade level, major field of study, date of graduation, degrees, honors and awards received
- \* the most recent previous educational agency or institution attended by the student
- \* participation in officially recognized sports and activities
- \* height and weight of athletic team members
- \* video and/or audio recordings of students participating in officially recognized activities and sports

The primary purpose of directory information is to allow the school district to include this type of information in certain school publications such as an annual yearbook, a school drama or music program, honor roll or other recognition list, graduation programs, publications by or news about the district, sports activity sheets and programs, etc. Directory information may also be disclosed to certain organizations approved by the District, such as companies that market class rings, take student photographs, or publish yearbooks. In certain instances, directory information may be shared with the media in conjunction with news stories about the District and its schools.

Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to such release.

If you do not want directory information released, you must inform the principal, in writing, within 20 days of receiving this notice. If you have informed a principal in previous school years that you do not want directory information released, you must provide a new notice of that intent each school year.

Finally, both parents/guardians have a right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right to access school records. Copies of school records are available for a minimal copying charge. If you have any questions about these rights, please contact your school office.

**Dear Parents/Guardians:**

**Notice of Rights under the Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (“PPRA”) affords parents/guardians certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. 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 student's parent/guardian;
  - 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 lawyers, doctors, or ministers;
  - 7. Religious practices, affiliations, or beliefs of the student or parents/guardians; or
  - 8. Income, other than as required by law to determine program eligibility.
  
- B. 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. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
  
- C. Inspect, upon request and before administration or use:
  - 1. Protected information surveys of students and surveys created by a third party;
  - 2. Instruments 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.

The aforementioned rights transfer to/from the parents/guardians to a student who is 18 years old or an emancipated minor under State law.

Lakota Local School District has developed policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Lakota Local School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. Mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

- 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/guardians who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901