



Forward Thinking, High Achieving.

MCPS K-5 Annual Forms

Included in this packet:

1. K-8 Google G Suite Permission Form
2. K-5 Acceptable Use of Technology Agreement
3. Extended Digital Curriculum Permission Form
4. MCPS Annual Notices
5. K-8 STUDENT INFORMATION OPT OUT FORM

Please visit the [Q Parent Portal](#) to complete your digital signatures on all of these forms.

Please complete this [Contact Information Update Form](#) to update your phone and email contacts for this school year.

If you would like to return these forms via paper, please sign the attached forms and return them to your school secretary by Wednesday, October 14, 2020.



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GOOGLE G SUITE

The Missoula County Public Schools utilizes the Google G Suite for students, teachers, and staff. These online software tools are used to support your child's digital skills and engage them in quality and safe learning. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

In order for students to use these programs and services, your student's first and last name will be provided to Google. The Children's Online Privacy Protection Act (COPPA)¹ requires these websites to provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools to consent to the collection of personal information for non-commercial purposes on behalf of all of its students, which eliminates the need for individual parental consent given directly to the website or software application operator.

The following services are available to students and hosted by Google as part of the MCPS online presence in the G Suite:

- Drive – Google's core suite of products including a word processing (Docs), spreadsheet (Sheets), presentation (Slides), and calendar toolset that is very similar to Microsoft Office
- Mail – an individual email account for school use managed by the Missoula County Public School District **(grades 3 – 8 only)**

Using these tools, students collaboratively create, edit, and share files for school related projects and communicate via email with other MCPS students and teachers. These services are entirely online and available 24/7 from any internet connected computer. Examples of student use include showcasing class projects, building electronic portfolios of school learning experiences, and working in small groups on presentations to share with others.

Guidelines for the responsible use of the G Suite by students:

1. Official Email Address: All students in **grades 3 – 8** will be assigned a student email account pending parent permission. This account will be considered the student's official MCPS Gmail address until such time as the student is no longer enrolled with the Missoula County Public School District.
2. Prohibited Conduct: Please refer to Board Policy 3612 District Provided Access to Electronic Information Services and Networks and Board Policy 3630 Electronic Devices.
3. Access Restriction: Access to and use of student email is considered a privilege accorded at the discretion of the Missoula County Public School District. The District maintains the right to

¹ For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>.

- immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.
4. Security: Missoula County Public Schools cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
 5. Privacy: The general right of privacy will be extended to the level possible in the electronic environment. Missoula County Public Schools and all electronic users should treat electronically stored information in individual's files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the student email systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

IMPORTANT: *Opting out refers to the District not consenting on your behalf regarding the collection of your student's personally identifiable information (PII). If you choose to opt-out, your child will not have access G Suite or be able to use Chromebooks and an alternate will be offered.*

G Suite Parental Permission (K– 8th Grade Students)

By signing below, I confirm that I have read and understand the following: I understand that my student's education records stored in G Suite may be accessible to someone other than my student and the Missoula County Public Schools by virtue of this online environment. My signature below confirms my consent to allow my student's first and last name to be stored by Google. I have read the privacy policies associated with use of the G Suite. I understand that I may ask for my child's account to be removed at any time or may revoke my consent at any time.

CHOOSE 1 OPTION BELOW:

- YES, I give permission for my child to be assigned a full Missoula County Public Schools G Suite account. This means my child will receive:
- Email - Gmail account (grades 3-8 only)
 - Google Drive – Core suite of Google products like Docs, Sheets, Slides, Calendar
- YES, I give permission for my child to be assigned a Missoula County Public Schools G Suite account, BUT would like to OPT OUT of granting my child email access. This means my child will receive:
- Google Drive – Core suite of Google products like Docs, Sheets, Slides, Calendar
- NO, I do not give permission for my child to be assigned a full Missoula County Public Schools G Suite account This means my child will NOT receive an email account, access to Google Drive, Docs, Sheets, Slides, Calendar, or Chromebook access.

Student Name: (Print): _____

Grade: _____

Student ID#: (if known) _____

Parent/Guardian Signature: _____

Date: _____



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Acceptable Use of Technology Agreement Grades K-5

Parents and Students:

Please read together, sign and return this document to the school. This document, identified in Policy 3612 “District Provided Access to Electronic Information Services and Networks,” is also available online at www.mcpsmt.org.

This form must be returned by Wednesday, October 14, 2020 in order for your student’s network account to remain active. Any student who does not return this form will have their network account deactivated until the completed form is submitted to the school.

Statement of Purpose:

Missoula County Public Schools believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to student and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in MCPS schools:

Terms of Agreement

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I promise to use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.
2. I promise never to use any form of electronic communication¹ to harass, frighten or bully anyone.
3. I promise to use the computer and the Internet for school work only. I will use the programs and websites that my teacher has approved.
4. I promise not to share my passwords.
5. I will not view, send or display inappropriate messages or pictures.
6. I promise to tell an adult if I read or see something in the computer that is inappropriate.
7. I promise to obey copyright laws.
8. I will not use my personal email account or any personal electronic device at school except with the permission of a staff member.
9. I promise to print only when my teacher tells me to.
10. I promise to use my own file or my own folder on the student server.
11. I understand that if I break any of my promises, I might not be able to use the computers.

¹ “Electronic communication” means a communication transmitted by means of an electronic device, including but not limited to, a telephone, cellular phone, computer, pager, iPod, or other mp3 or audio-video players and cameras.

**Missoula County Public Schools
Acceptable Use of Technology Agreement
Grades K-5**

Use of New Web Tools

As part of 21st century learning, teachers and students will be using new web tools such as blogs, wikis, podcasts and videocasts. These technologies improve students' communication and collaboration skills, provide a real audience and extend learning beyond the classroom walls while building digital citizenship skills.

1. I will act safely by keeping personal information out of my web projects. I will not give out my family name, email address, home address, school name, city, country or other information that could help someone locate or contact me in person. I understand that I am not prevented from providing this information only as necessary to gain authorization for use of the web tool. I will not post identifying photos or videos.
2. I will treat blog and wiki spaces as I would a classroom space, and I will use appropriate and respectful language. I will only post on school-appropriate subjects. If I include pictures on my blog, podcast, videocast or wiki, they will be appropriate.
3. If I post a link in a blog, podcast, videocast or wiki, I will have read that information carefully to be certain that it is appropriate for the school community.
4. I understand that if I fail to follow these guidelines, I may lose the opportunity to take part in the project.

-----TEAR OR CUT HERE-----

I will sign my name to show that I will follow these rules.

Student Name (print) _____

Student Signature _____

Homeroom Teacher _____

Grade _____ Date Signed _____

I have read this Acceptable Use Agreement and have discussed it with my child:

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

Date Signed _____



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Extended Digital Curriculum Resources

The Missoula County Public Schools utilize various digital curriculum resources for students, teachers, and staff. These online software tools are used to support your child's digital skills and engage them in quality and safe learning. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

In order for students to use these programs and resources, certain personally identifiable information (PII) must be provided to the website or software application operator. This is generally the student's name and District-issued email. The District will provide only the minimum information required to access the educational materials and applications. The Children's Online Privacy Protection Act (COPPA)¹ requires these websites to provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools to consent to the collection of personal information for non-commercial purposes on behalf of all of its students, which eliminates the need for individual parental consent given directly to the website or software application operator. The District will not consent on your behalf to websites or applications collecting personal information regarding your child for commercial purposes. COPPA requires that a website or application seeking to collect personal information for a child under 13 years of age must obtain consent directly from the parent or guardian.

New this school year is [Montana Law HB745](#). This law applies to students in grades K – 12 and requires the District to enter into agreements with each vendor/operator that collects personally identifiable information (PII). Vendors/operators are prohibited from: (a) (i) engaging in targeted advertising on the operator's K-12 online application; or (ii) targeting advertising on any other site, service, or application when the targeting of the advertising is based on any information, including protected information and persistent unique identifiers, that the operator has acquired because of the use of the operator's K-12 online application; (b) using information, including persistent unique identifiers, created or gathered by the operator's K-12 online application to amass a profile about a pupil, except in furtherance of K-12 school purposes; (c) selling a pupil's information, including protected information.

Teachers in the District may only use software/apps in the classroom that have been approved by the District. Approved software/apps all have agreements with the District that meet Montana law. A complete list of the programs can be found on the District's website: www.mcpsmt.org/studentdataprivacy

¹ For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>.

Digital Resources Parental Permission

By signing below, I confirm that I have read and understand the following: I understand that my student's education records stored in digital resources may be accessible to someone other than my student and the Missoula County Public Schools by virtue of this online environment. My signature below confirms my consent to allow my student's personally identifiable information to be stored by parties listed on this document. I have read the privacy policies associated with the extended digital curriculum resources. I understand that I may ask for my child's account to be removed at any time or may revoke my consent at any time.

CHOOSE 1 OPTION BELOW:

YES, I give permission to the District to consent to the collection of personal information regarding my child for non-commercial purposes on my behalf. This means my child will receive:

- User account created in one or several of the apps/websites listed on this site:

www.mcpsmt.org/studentdataprivacy

NO, I do NOT give permission to the District to consent to the collection of personal information regarding my child for non-commercial purposes on my behalf. This means my child will NOT be able to use extended digital learning resources in his/her classroom.

Student Name: (Print) _____ Grade: _____

Student ID#: (if known) _____

Parent/Guardian Signature: _____ Date: _____



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MCPS 2020 - 2021 Annual Notices To Parents/Guardians of Gr. K-8 Students

DIRECTORY INFORMATION

The **Family Educational Rights and Privacy Act (FERPA)**, a Federal law, requires that Missoula County Public Schools District No. 1, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, Missoula County Public Schools 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 Missoula County Public Schools 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 Missoula County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 7, 2020 (opt out form provided in school handbooks)**. Missoula County Public Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address (if available)
- Photograph
- Date of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Awards and honors received

Footnotes:1. These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503(c), as amended.



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K-8 STUDENT INFORMATION OPT OUT FORM School Year 2020-2021

This request must be signed every school year

Not all student information is confidential. In accordance with federal law and district policies, the District may make available, upon request only, to various persons, agencies, and institutions the following categories of information regarding students:

- *student name and address*
- *telephone listing*
- *date of birth*
- *grade level*
- *electronic mail address*
- *photograph*
- *dates of attendance*
- *participation in officially-recognized activities and sports*
- *weight and height of members of athletic teams*
- *honors and awards received*

Examples of circumstances in which directory information is disclosed to the public include:

- *school yearbooks*
- *team rosters and class lists*
- *graduation, theater, athletic, and music programs*
- *videos of performances, school activities, and athletic events*
- *articles about school activities and athletic events*
- *lists of those receiving honors, awards, and scholarships*
- *requests from post-secondary schools and prospective employers*

The types of publications listed above will be available to anyone within the school community and to the general public (*including the media*) unless you complete one or more of the opt out sections. **If the School does not receive this form by October 14, 2020, we may release your child's Directory Information.**

Section A: Comprehensive Opt Out: You may prohibit the District from publicly disclosing any "directory information" about your student by checking the opt-out box, signing, and returning it to the school office no later than September 7th. By completing this section, your student's name and photograph will not appear in the school yearbook or in other school-produced publications available to the public.

IMPORTANT: *If you want your student to be included in school publications, but excluded from school directories and/or District photographic productions/media interaction, you should sign one or both "Limited Directory Information Opt-Out" forms, which are described below. You may also wish to exclude your student from information provided to military recruiters.*

Section B: Limited Opt Out : ***Exclude student from photographic productions and other publicity, and interactions with local news media.*** The District may produce and/or participate in television, videotape, audio recordings, and still photograph productions (either print, video or web-based) that may use your student's name, likeness, or voice. Such productions may be sold or used for educational purposes, and may be copyrighted, edited, and distributed by the District. You may prevent your student from participating in such productions, or interacting with news media by selecting this limited opt-out option.

Section C: Limited Opt Out: ***Exclude student from School Directories and School-Related Organizations.*** Student addresses and phone numbers also are directory information, but the District will not release them to the media or general public. The District will disclose addresses and phone numbers for school-related activities only (*such as school directories, TAs, booster clubs, volunteer activities, and to county agencies*). Student addresses and phone numbers are most frequently used in student directories. You may exclude your student's name, address, and phone number from your school's student directory by completing the opt-out form.

IMPORTANT: *Opting out refers to the District's disclosure of your student's personal information to various persons, agencies, and institutions and does not prevent students from providing their personal information to various persons, agencies, or institutions on their own behalf.*

K-8 STUDENT INFORMATION OPT OUT FORM
School Year 2020-2021

Parents: If you wish to complete and return this opt out form to your child's school, please do so before October 14, 2020.

A. OBJECTION TO RELEASE OF ANY DIRECTORY INFORMATION (COMPREHENSIVE OPT-OUT)

TO: (*principal's name*) _____ (*school name*) _____

Regarding: (*student's name-please print*) _____

I object to the District releasing directory information (*student's name, address, phone number, electronic mail address, photograph, date of birth, dates of attendance, grade level, participation in officially recognized activities and sports, honors and awards, height and weight of athletic team members*) about my student. I understand this means exclusion from school documents that typically are made public, such as yearbooks, graduation programs, honor roll and other recognition lists, and sports activity and theatrical programs. I also understand that this means exclusion of my student's name, address and phone number from the school directory, from other documents relating to school-related organizations and activities, and from county agencies. Finally, I understand this means that my student will not be included in District videotape, motion picture, audio recording, television and still photograph productions, and news media interactions.

Parent Signature _____ Date _____

B. OBJECTION TO USE OF PHOTOS AND OTHER IMAGES IN DISTRICT PRODUCTIONS (LIMITED OPT-OUT)

TO: (*principal's name*) _____ (*school name*) _____

Regarding: (*student's name-please print*) _____

I object to the District releasing or using of my student's name, likeness, or voice in any videotape, television, motion picture, audio recording, or still photograph production (either print, video or web-based) that will be produced, used, or distributed by the District for educational or informational purposes.

Parent Signature _____ Date _____

C. OBJECTION TO INCLUSION OF STUDENT IN SCHOOL ADDRESS AND TELEPHONE DIRECTORY (LIMITED OPT-OUT)

TO: (*principal's name*) _____ (*school name*) _____

Regarding: (*student's name-please print*) _____

I object to the District releasing of directory information (*name, address, and telephone number*) to school-related organizations such as the PTA and booster clubs for school-related activities. I understand this means my student will not be included in the school directory of student names, addresses, and phone numbers.

Parent Signature _____ Date _____

The notices below do not require parent signatures.

**NOTIFICATION OF RIGHTS UNDER
FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

The **Family Educational 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 who wish to inspect their child's or their education records should submit to the school principal 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 their child's or their education record should write the school principal, 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 (PII) 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 typically includes a person employed by the school or school district 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, contractor, or consultant who, while not employed by the school, performs an institutional service or 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.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* 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 20202-5901

Listed below are disclosures that Schools may make without consent:

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in 34 C.F.R. 99.31 of

the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student. 20 U.S.C. § 1232g(b)(1)(L).
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966. (20 U.S.C. § 1232g(b)(1)(K))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

PROTECTION OF PUPIL RIGHTS (PPRA)

PPRA affords parents 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 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 lawyers, 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. 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.

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

Missoula County Public Schools District No. 1 has adopted policies, in consultation with parents, 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. Missoula County Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Missoula County Public Schools will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific

activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Missoula County Public Schools will make this notification to parents 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 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 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 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

IDEA/SECTION 504

Missoula County Public Schools offers evaluations, programs and services to individuals who are identified as having, or who are suspected of having, a disability as defined in either the Individuals with Disabilities Act (IDEA), or Section 504 of the Rehabilitation Act of 1973. Referrals are accepted from parents, staff members, community agencies and/or other interested parties. For more information, call the Special Education Director at 728-2400, ext. 5021.

Once a year, Missoula County Public Schools sponsors a free early childhood screening for children ages 3-5 called *Child Find*. Children are screened for problems with hearing, speech, language, fine motor skills and other developmental issues. To learn more about this screening, please call 728-2400, ext. 1090.

LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

Missoula County Public Schools has the responsibility under federal law to serve students who are limited English proficient and need English instructional services. Title III funds are intended to help students who have limited English proficiency to attain English proficiency, develop high levels of academic attainment in English, and meet the same challenging academic content and student academic achievement standards as all other children in the District are expected to meet. The District will ensure opportunities are provided for parents to meet with building principals and teachers, provide information how parents can be involved in their child's education, and how parents can help their child attain English proficiency and succeed in school. The District works hard to provide information to parents in a format and language that they can understand.

Each year, the District will notify parents of a student identified as limited English proficient of the reasons their child has so been identified, the child's level of English proficiency and how it was assessed, the methods of instruction used in its programs and others, how its program will help their child, and when the child is expected to gain English proficiency.

The District will provide notice to parents of limited English proficient students when the child fails to make progress on annual achievement objectives within 30 days of learning of such status.

Parents seeking more information about the District's identification of and programs for students with limited English proficiency should contact Shirley Lindburg, Gifted Education and English Language Learner Program Coordinator at salindburg@mcps.k12.mt.us or (406) 728-2400 ext. 1057.

ELEMENTARY AND SECONDARY EDUCATION ACT

The Elementary and Secondary Education Act (ESEA) as amended by No Child Left Behind and Every Student Succeeds Act (ESSA) requires schools to make available school “report cards,” related to a wide variety of student and school performance metrics, accountability, per-pupil expenditures, and educator qualifications, as well as any other information that the Montana Office of Public Instruction or MCPS deems relevant. Information (for all schools in the state) for previous school years can be accessed from the Montana Office of Public Instruction’s website at www.opi.state.mt.us. Report cards relating to the 2020 - 2021 school year will be available on MCPS’s website no later than December 31, 2020. Information regarding previous school years is also available at each school.

The act also guarantees that the any parent has the right to know:

- a) whether a teacher has met state qualification and licensing criteria for the grade levels and subjects areas in which the teacher provides instruction;
- b) whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- c) Baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- d) In addition for schools that receive Federal Title I funds, whether their child is provided services by paraprofessional, and if so, the qualifications of that paraprofessional.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Your school-aged children may qualify for certain rights and protections under the McKinney-Vento Act if your family lives in any of these situations:

- In a shelter
- In a motel or campground due to the lack of an alternate adequate accommodation
- In a car, park, abandoned building, or bus or train station,
- Doubled up with other people due to loss of house or economic hardship

Eligible children have the right to: receive a free, appropriate public education; enroll immediately and attend classes while the required documents are gathered; enroll in a local school or remain in the school of origin; if the district believes enrollment is not your child’s best interest, a written explanation of the decision and your right to appeal; receive transportation to and from the school of origin if requested; and receive educational services comparable to those provided to other students depending on your child’s needs.

Homeless students and families also have the opportunity to receive additional tutoring, mentoring, advocacy and other support through the McKinney-Vento Act. The District partners with family advocates in local agencies, as school liaisons, to assist homeless students and families with immediate school enrollment for eligible homeless and at-risk children and youth – regardless of missing immunization or academic records, arrange for busing or transportation assistance, and refer students for tutoring or other services for those in grades K-12. For more information, please contact the MCPS Families in Transition Liaison at call 728-2400, ext. 1080.

ASBESTOS MANAGEMENT PLAN

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, since as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Missoula County Public Schools has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted in 2013, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place by July 1989. Missoula County Public Schools has developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

The following buildings contain no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required: Jeannette Rankin Elementary and Willard Alternative Learning Program. During the past year, asbestos containing building materials have been removed, encapsulated, or enclosed in the following buildings: Hawthorne Elementary, Lewis and Clark Elementary, Russell Elementary, C.S. Porter Middle School, Meadow Hill Middle Schools, Washington Middle School, Big Sky High School, Hellgate High School, Sentinel High School.

It is the intention of Missoula County Public Schools to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office or administrative office of the school during regular business hours. Burley McWilliams, MCPS Operations and Maintenance Supervisor, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 728-2400, ext. 3032.

Please visit the [Q Parent Portal](#) to complete your digital signatures on all of these forms.

If you would like to return these forms via paper, please sign the attached forms and return them to your school secretary by Wednesday, October 14, 2020.

Notices Updated August 2020