



MCPS 9-12

Annual Forms

Included in this packet:

- 1. Contact Information Update Form**
- 2. 9-12 Student Information Opt-Out Form**
- 3. 9-12 Acceptable Use of Technology Agreement**
- 4. Annual Field Trip Consent Form**
- 5. Notification of Electronic Photograph Repository**
- 6. Extended Digital Curriculum Permission Form**
- 7. Mass Notification Permission (so that we can contact your student on their cell phone)**
- 8. Free and Reduced Lunch Application**
- 9. MCPS Annual Notices**

Please visit the [Infinite Campus Parent Portal](#) 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 12, 2022.



MCPS Contact Information Update Form

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If any of your contact information has changed, including a new home phone number, cell phone number, or email address, please let us know through this form to be sure your information gets populated in the necessary distribution lists (attendance, emergency messages, weather delays, etc.)

Household Information:

Student: _____ **School:** _____ **Grade:** _____

Student: _____ **School:** _____ **Grade:** _____

Student: _____ **School:** _____ **Grade:** _____

Student: _____ **School:** _____ **Grade:** _____

Student: _____ **School:** _____ **Grade:** _____

Parent/Guardian 1:

Parent/Guardian Name (print) _____

Home Phone Number: _____

Cell Phone Number: _____

Work Number: _____

Email: _____

Parent/Guardian 2:

Parent/Guardian Name (print) _____

Home Phone Number: _____

Cell Phone Number: _____

Work Number: _____

Email: _____

Emergency Contacts:

Emergency Contact _____ Relationship _____

Phone Number: _____ Okay to Pick Up _____

Emergency Contact _____ Relationship _____

Phone Number: _____ Okay to Pick Up _____



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HIGH SCHOOL STUDENT INFORMATION OPT OUT FORM

School Year 2022-2023

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 12, 2022, 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 October 12th. 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.

Section D: Denial of Access to Military Recruiters Opt Out. Federal Law requires that high schools provide military recruiters access to

Directory Information, unless the parent or eligible high school student specifically denies the access. You may deny this access by completing Section D.

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.*

MCPS HIGH SCHOOL STUDENT INFORMATION OPT OUT FORM
School Year 2022 - 2023

Parents: If you wish to complete and return this opt out form to your child's school, please do so before October 12, 2022.

☐ **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 _____

☐ **D. DENIAL OF ACCESS TO MILITARY RECRUITERS OPT-OUT FORM**

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

I object to the District releasing of the name, address, and telephone number of _____ [*print name of student*] to military recruiters during this school year. I understand that once this form has been signed by either the student or a parent, only a parent may change it. I also understand that if I want to change it, the parent must notify the principal in writing that the form is no longer in effect and that student information may be released.

Signature of student or parent: _____ Date: _____

Name of signing student or parent—*please print*: _____



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Acceptable Use of Technology Agreement Grades 9-12

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 12, 2022 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:

While at school, students should use personal and school-provided electronic devices to support teaching and learning. Missoula County Public Schools believes that all students should have the ability to enrich their education through the collaboration and exchange of information accessible through technology. Successful use of technological resources occurs when users act in a responsible, efficient, courteous and legal manner, and regard the system as a shared resource. Users must cooperate to form a community of diverse interests with common purpose of advancing education. It is, therefore, imperative that all users conduct themselves in a responsible, ethical, and polite manner.

The following are our agreements about the use of technology in MCPS schools:

General Hardware Use

1. I will not damage, change, tamper or interfere with school-provided hardware, software, settings or the network in any way.
2. I will keep my passwords private.

General Network Use

The network is provided for students to conduct research, complete assignments, publish their work and communicate. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply, and users must comply with District standards and honor the agreements they have signed. Network storage areas are similar to school lockers, and there should be no assumption of privacy. Network administrators may review and, if necessary, delete files and communications to maintain system integrity and ensure that the system is used responsibly.

1. I will not save software to destabilize the filter, games, porn, media with sexual references, violence, drugs, profanity, and degrading or demeaning media in shared or individual student drives. These include executable files, text, graphic, video, and audio files.
2. I will not trespass in or harm another student's folders, work or files.
3. I will not waste limited resources, such as disk or server space, time, bandwidth or printing capacity.
4. I will use the network in accordance with other school rules/and or district policies.

Internet/World Wide Web/E-mail Access/Personal Electronic Devices

Access to the Internet, and email for educational purposes when appropriate, will enable students to use thousands of libraries, databases and correspondence with experts in their field. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive. Our intent is to make Internet access available to further educational goals and objectives. Filtering software is in use, but no filtering system is capable of blocking 100 percent of inappropriate material available on the Internet. The district believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages.

1. I will not seek, view, send or display offensive messages or media.
2. I will use my personal email account or any personal electronic device during the instructional day for educational purposes and only in accordance with school rules and/or District policy.
3. I will not use any District provided form of electronic communication to harass, intimidate or bully anyone at any time.
4. I understand email services are available through the District for students to support teaching and learning and acceptable communication. I understand that my District provided email (and communications using the District network for transmission or storage) may be reviewed and/or accessed in accordance with this policy.

Publishing to the World Wide Web

Student work may be considered for publication on the World Wide Web (in accordance with Policy 3600 *Maintenance of Student Records* and *MCPS Website & Social Media Guidelines*) on a school or classroom website. In the event anyone requests permission for copyright use of individual student work, those requests will be forwarded to the student's parent/guardian.

1. I will obey copyright laws. I will cite sources.
2. I will act safely by keeping personal information out of my web projects, unless authorized by my instructor. I will not post personal photos or videos, unless authorized by my instructor.
3. I will act safely by keeping personal information out of my web projects. I understand that I am not prevented from providing this information only as necessary to gain authorization for use of the web tool.
4. I will treat blog and wiki spaces as I do a classroom space, and I will use appropriate and respectful language, subject matter and materials.
5. I will notify a staff member immediately if I encounter materials which violate the rules of appropriate use.
6. If I post a link in a blog, podcast, video-cast or wiki, I will have reviewed the linked website to be certain that it is appropriate for the school community.

Parental Resources

Missoula County Public Schools recommends students and parent visit the following website for internet safety resources: <http://www.opi.mt.gov/Resources/InternetSafety/index.html> <https://doj.mt.gov/safeinyourspace/>

Terms of Agreement

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

- Using electronic devices correctly and responsibly is very important. Electronic devices may include, but are not limited to, a telephone, cellular phone, computer, pager, iPod, tablets, mp3 or audio-video players and cameras.
- As a student, I promise to follow the terms of this agreement and am prepared to be held accountable for my actions and for any loss of privileges if these terms are violated.

TEAR OR CUT HERE

SIGNATURES

Student User

I have read, I understand and I will abide by Missoula County Public Schools' Acceptable Use of Technology Agreement. I realize that violations may result in my loss of the network and/or Internet access, disciplinary action per the Student Code of Conduct or Student Handbook, and possible legal action. I will sign my name to show that I will follow these terms.

Student Name (print)

Student Signature

Grade _____ Date Signed _____

Parent/Guardian Acknowledgement

I have read this Acceptable Use Agreement and have discussed it with my child. We agree that by my signature, I give my permission for my student to use the school district's network and hardware, and access the Internet.

Parent/Guardian Name (print)

Parent/Guardian Signature

Date Signed

8/2022



Missoula County Public Schools

2022-2023 Annual Parent/Guardian Field Trip Consent Form

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This Field Trip Consent Form gives Missoula County Public Schools and its staff permission to take the below named student off campus for school approved field trips for the 2022-2023 school year. This permission applies to all local field trips occurring within Missoula during the school year. This permission is valid for one school year. Parents will be notified at least one week in advance of local field trips. At this time, parents will have the option to withdraw permission for any individual field trip by completing the *Field Trip Opt-Out Notice*. If a parent or guardian signs the Opt Out Notice for a specific field trip, the Annual Field Trip Consent remains valid for all other local field trips. Separate permission will be sought for any field trips occurring outside of Missoula, including field trips within and outside the state of Montana.

If you choose not to sign this annual permission form, you will be asked to give permission for your child to participate in each field trip occurring within Missoula throughout the school year.

Section 1 - Student Information

Student/Participant's Name: _____

Date of Birth: _____ (Required in case of medical emergency.)

Parent/Guardian's Name: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____ Business/Work Phone: _____

Section 2 - Medical Information

Does your student have a medical condition which the teacher should be aware of before allowing the student to participate?

(Please check all that apply.)

☐ Allergies (List specific allergy i.e. peanuts, etc.) _____

Describe Allergy Symptoms/Treatment (i.e. anaphylaxis, epiPen, etc.) _____

☐ Medications (List medications student needs to have available on field trip.) _____

☐ Medical Condition (List medical condition i.e. asthma, etc.) _____

Section 3 - Consent and Liability Waiver

I hereby give permission for my student to participate in Missoula County Public School field trips during the 2022-2023 school year. I understand field trips may require transportation (*provided by MCPS*) to a location away from the school campus.

As a parent or guardian, I understand that the school and staff will try to prevent accidents. However, I fully understand that some activities on field trips involve inherent risks to students regardless of all feasible safety measures that may be taken by the District. In consideration of the District's agreement to allow my child to participate in the referenced field trip, I agree to accept responsibility for any loss, damage, or injury to my child that occurs during my child's participation in this field trip that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of the law by a trustee, employee or agent of the Missoula County Public Schools.

In the event it becomes necessary for the district staff in charge to obtain emergency care for my child, neither he/she nor the school district assumes financial liability for expenses incurred because of an accident, injury, illness and/or unforeseen circumstances. I authorize Missoula County Public Schools' employees or volunteers in charge of the student to obtain all necessary emergency medical care and authorize any licensed physician and/or medical personnel to render necessary emergency treatment to my child.

Parent or Guardian: _____

(Printed Name)

Parent or Guardian: _____

(Signature)

Date: _____

Form due in School Office.



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Notification of Electronic Photograph Repository

The 2019 Montana Legislature passed Senate Bill 40 requiring the Montana Office of Public Instruction (OPI) to create and maintain an electronic directory photograph repository of all Montana students for the exclusive purpose of locating missing school-age children. It will use students' current school photos that most schools take annually for school directories, ID cards, year books, etc.

Parents have the right to have their child's photograph included in this repository by "opting-in." If a parent chooses to have his/her child's photograph included in the repository, the District will notify OPI.

Your child's photograph will only be used by law enforcement for the express purpose of locating your child should he/she be reported to law enforcement as missing. No other use by OPI or law enforcement is permitted. Access by OPI staff will be strictly limited and controlled to staff or contractors creating and maintaining the repository.

Photos will be updated annually; you will be given an opportunity each year to opt-in to the repository. If you fail to opt-in in any year after previously permitting your child's photograph to be included in the repository, the photo will be purged after two years.

Even if you have opted-in to the inclusion of your child's photograph in the repository, you may opt-out at any time and your child's photograph will be removed from the repository.

If you would like your child's photograph included in the electronic photograph repository please check the box below, sign and date it and return it to the District.

Please check:

☐ **I wish for my child's photograph to be included in the OPI electronic photograph repository.**

Parent/Guardian Signature: _____

Date: _____



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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.

In addition, there is the Montana Pupil Online Personal Information Protection Act, MCA §§ 20-7-1323 – 20-7-1326. 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 MASS NOTIFICATION PERMISSION for High School Students

The Federal Communications Commission requires Missoula County Public Schools (MCPS) to obtain your consent **to send outreach messages to your high school student via our automated system**. Outreach messages can include information about school, classroom, athletics, and activities.

MCPS wants to keep your student informed in multiple ways. Our mass notification system allows us to send messages to you and your student through different mediums - phone calls, texts, emails - regarding important school information. To ensure we are able to do this, please fill out this form. You have the right to not consent to your student receiving messages - your student will still receive emergency calls. You can also revoke and update all contact preferences by visiting mcpsmt.parentlink.net

High School Student Information:

Student: _____ School: _____ Grade: _____

Student: _____ School: _____ Grade: _____

Student: _____ School: _____ Grade: _____

Student: _____ School: _____ Grade: _____

Student: _____ School: _____ Grade: _____

Parent/Guardian:

Parent/Guardian Name (print) _____

☐ I give MCPS and my student's school consent to send outreach messages to my student.

☐ I do not give MCPS and my student's school consent to send outreach messages to my student. I understand my student will only receive emergency phone calls.

MCPS can use the following contact numbers **for my student**:

Student's Telephone/cell phone: _____

Student's Text Message number: _____

Parent or Guardian: _____

(Signature)

Date: _____

Only one form per household, please. Form due in School Office by October 12, 2022. Completed forms must be returned to your student's school. For questions, please call (406)728-2400, ext., 1026.

2022-23 Application for Free and Reduced-price School Meals Complete one application per household and return to the school. Please use pen.

STEP 1 List ALL CHILDREN in the household. If more space is required for additional names, attach another sheet of paper.

DEFINITIONS:

Children in Household:
Any infant, child or student up to 12th grade that lives in your household.

Household Member:
Anyone who is living with you who shares income and expenses, even if not related.

Child's First Name	MI	Child's Last Name	School	Grade	Student? Y N	Homeless (or) Runaway	Migrant	Foster

STEP 2 Do any household members (including you) currently participate in one or more of the following Assistance Programs SNAP or TANF or FDIPIR?

☐ NO If NO household member participates in SNAP or TANF or FDIPIR, complete STEP 3.

☐ YES If YES, write your SNAP or TANF or FDIPIR case number here and then go to STEP 4. Do not complete STEP 3.

MT Case #:

STEP 3 Report Income for ALL Household Members. Skip this step if you wrote a SNAP or TANF or FDIPIR case number in STEP 2.

A. Child Income

Sometimes children in the household earn income. Please include the TOTAL income earned by all Child Household Members listed in STEP 1 here.

Adult Income (including yourself)

List ALL Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

First and Last Name of Adult Household Member

Earnings from Work

Public Assistance/Child Support/Alimony

Pension/Retirement/All Other Income

Weekly

Bi-Weekly

2X Month

Monthly

Yearly

Weekly

Bi-Weekly

2X Month

Monthly

Yearly

Weekly

Bi-Weekly

2X Month

Monthly

Yearly

Weekly

Bi-Weekly

2X Month

Monthly

Yearly

C. Total Household Members (Children and Adults)

D. Last Four Digits of Social Security Number (SSN) (Primary Wage Earner or Other Adult Household Member)

X X X X X

Check if no SSN

STEP 4 Contact Information and Adult Signature.

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Mailing Address

Apt #

City

State

Zip

Daytime Phone and Email (optional)

Signature of Adult Completing Form

Today's Date

Printed Name of Adult Completing Form

School District Must Complete This Section.

Signature of Determining Official:

Date:

Signature of Confirming Official:

Date:

Signature of Verifying Official:

Date:

Directly Certified (DC) from DCA/Source Records:

SNAP DC

TANF DC

FDPIR DC

Homeless/Runaway DC

Migrant DC

Foster DC

Categorical Eligibility:

Foster Child

Case Number

Total Household Income:

Household Size:

Application Received:

Application Effective Date:

Application Approved For:

Free Meals

Reduced-Price Meals

Application Denied

ANNUAL INCOME CONVERSION

Weekly X 52

Bi-Weekly X 26

Twice a Month X 24

Monthly X 12

Convert to annual income ONLY if different frequencies of income listed.

OPTIONAL Children's Racial and Ethnic Identities.

Collecting racial and ethnic information helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity:

☐ Hispanic or Latino
☐ Not Hispanic or Latino

Race:

☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander
☐ White

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

Free/Reduced Price School Meal Application						Income Guidelines	
Household Size	Annual	Monthly	Twice a Month	Every Two Weeks	Weekly		
1	\$25,142	\$2,096	\$1,048	\$967	\$484		
2	\$33,874	\$2,823	\$1,412	\$1,303	\$652		
3	\$42,606	\$3,551	\$1,776	\$1,639	\$820		
4	\$51,338	\$4,279	\$2,140	\$1,975	\$988		
5	\$60,070	\$5,006	\$2,503	\$2,311	\$1,156		
6	\$68,802	\$5,734	\$2,867	\$2,647	\$1,324		
7	\$77,534	\$6,462	\$3,231	\$2,983	\$1,492		
8	\$86,266	\$7,189	\$3,595	\$3,318	\$1,659		
Each additional family member	\$8,732	\$728	\$364	\$336	\$168		

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.



**MCPS 2022-23 Annual Notices
To Parents/Guardians of Gr. 9-12 Students**

DIRECTORY INFORMATION

Forward Thinking, High Achieving.

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 **October 12, 2022 (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.

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, 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 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 20212

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, if applicable requirements are met. (§§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 for such purposes as 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, if applicable requirements are met. (§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 representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and

protection of the student in foster care placement. (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 Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))
- Information the school has designated as “directory information” if applicable requirements under §99.37 are met. (§99.31(a)(11))

PROTECTION OF PUPIL RIGHTS (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the 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. (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.)

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.

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 developed and 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. 20212-5901

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@mcpsmt.org or (406) 728-2400 ext. 1057.

ELECTRONIC PHOTO REPOSITORY

The 2019 Montana Legislature passed Senate Bill 40 requiring the Office of Public Instruction (OPI) to create and maintain an electronic photograph repository of all Montana students for the exclusive purpose of locating missing school-age children. Parents have the right to have their child's photograph included in this repository by "opting-in". If a parent chooses to have his/her child's photograph in the repository, the District will notify OPI.

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 2022-2023 school year will be available on MCPS's website no later than December 31, 2022. 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 subject 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.

HUMAN SEXUALITY INSTRUCTION

During the 2022-23 school year, 5th -9th grade students, are scheduled to be enrolled in human sexuality instruction. "Human sexuality instruction" means teaching or otherwise providing information about human sexuality, including intimate relationships, human sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, sexual orientation, gender identity, abstinence, contraception, or reproductive rights and responsibilities.

The Missoula County Public Schools Health Enhancement curricula reflects the growing body of research that emphasizes teaching functional health and physical information (essential concepts); shaping personal values that support healthy behaviors; shaping group norms that value a healthy, fit lifestyle; and provides essential age appropriate human sexuality instruction including hygiene, reproductive system, disease prevention, pregnancy, and personal safety.

Parents/guardians have the right to withdraw their child from the District's human sexuality instruction.

Missoula County Public Schools will make all curriculum materials used in human sexuality instruction available for public inspection prior to the use of the materials in instruction at an individual's request.

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 Facilities Manager, is our designed asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 728-2400, ext. 1050.

Please visit the [Infinite Campus 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 12, 2022.

Notices Updated August 2022