

NORDONIA HILLS CITY SCHOOLS

ANNUAL NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS AND SPECIFIC EVENTS/ACTIVITIES

STUDENT RECORDS

On 12/16/02, the Board of Education adopted a policy regarding the disclosure of educational records and the rights of parents and students to access educational records. Copies of this policy and related guidelines are located in all school buildings and individual copies are available from the District's Records Officer ("DRO"). The DRO is responsible for the supervision of student records in the school and his/her office is located at 9370 Olde Eight Road, Northfield, or s/he can be reached by calling (330) 467-0580.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by State and Federal law and Board policy/guidelines. State and Federal law permits access by school officials who have a legitimate educational purpose. School officials for purpose of the Board's policy include Board members, those in administrative or supervisory positions, teachers and those under contract as instructors, substitutes, and those employed by the Board of under contract to the Board to perform certain special tasks. An individual will have a "legitimate educational purpose" if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

A parent or adult student has the right to:

- A. inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records ("COR") (building principal) will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review the educational records of other students. If there is a valid reason why a parent or student cannot personally inspect and review a student's educational records, or if the parent or student specifically requests copies of educational records, the COR may arrange for copies of the requested records to be delivered to the parent or student directly. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship.

- B. request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should immediately ask the COR to correct the record. If the record is not changed to the parent's or student's satisfaction or if the COR informs the parent or student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or student will be asked to submit a written statement indicating the basis for his/her request for a change. This written statement will initiate the review process which may ultimately result in a hearing on the matter before a hearing officer and a final decision by the Superintendent. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student's file explaining the basis for the disagreement. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate, misleading, or a violation of the student's privacy rights, and to specify why it is inappropriate.

- C. consent to disclosures of personally identifiable information contained in the student's educational records, except to those disclosures allowed by the law. The school's AG 8330 describes those exceptions and is available upon request.
- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when the individual is notified of the opportunity for a hearing.
- E. obtain a copy of the District's policy and administrative guideline on student records (Policy 8330 and AG 8330).

The District has designated the following information about each student as "directory information":

(REFER TO POLICY 8330 FOR THE INFORMATION THE DISTRICT HAS DEFINED AS DIRECTORY INFORMATION.)

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or PTO directories.

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within _____ days (**refer to Policy 8330**) from the date of this notification that s/he will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purpose.

Any parent or student who believes that the School District has failed to comply with the *Family Education Rights and Privacy Act*, may file a complaint directly with the Family Education Rights and Privacy Act Office, Department of Education, 330 Independence Avenue, S.W., Washington, D.C. 20201.

This Notice will be transmitted to disabled parents and students or to non-English speaking parents and students in a format designed to accommodate their disability or in their native language. Call the Office of the Superintendent at _____ for assistance and information.

SPECIFIC EVENTS/ACTIVITIES

Surveys, including third party surveys, that include one or more of the below delineated items* are scheduled or are expected to be scheduled on:

Name of Survey	Specific or Approximate Date

Parents have the right to inspect upon request a survey created by a third party before the survey is administered or distributed by the school to its students. See Board Policy 2416 concerning the procedures for making such a request.

Parents have the right to inspect upon request any instrument used in the collection of personal information from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose) before the instrument is administered or distributed to the students. See Board Policy 2416 concerning the procedures for making such a request. The following such activities are scheduled or expected to be scheduled:

Name of Activities	Specific or Approximate Date

* (1) political affiliations or beliefs of the student or the student's family;
 (2) mental or psychological problems of the student or the student's family;
 (3) sex behavior or attitudes;
 (4) illegal, anti-social, self-incriminating, or demeaning behavior;
 (5) critical appraisals of other individuals with whom respondents have close family relationships;
 (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
 (7) religious practices, affiliations, or beliefs of the student or the student's parent; and/or
 (8) income.

Non-emergency, invasive physical examination(s) or screening(s) are scheduled or expected to be scheduled on the following dates (refer to Policy 5310) :*

<u>Name of Examination/Screening</u>	<u>Specific or Approximate Date</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Parents may opt their child out of participation in any activity described above.

Parents have the right to inspect upon request any instructional material used as a part of the educational curriculum for their student. See Board Policy 2416 for the procedures for making such a request.

* These examinations/screenings are: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or other students. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.