

## ***Parents Right to Know Teacher Qualifications***

You have the right to know about the teaching qualifications of your child's classroom teacher. The federal law, No Child Left Behind, requires that any local school district receiving Federal Title I, Improving the Academic Achievement of the Disadvantaged, must notify parents of each student attending any school receiving Title I funds that they may request information regarding the professional qualifications of the student's classroom teacher, including the following:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives State licensing requirements.
3. The college degree major of the teacher and any other graduate degree or certification (such as National Board Certification).
4. Whether your child is provided services by instructional paraprofessionals (sometimes called teacher aides) and their qualifications.
5. You may request this information by a written request to: Hillsdale Local Schools, 485 Township Road 1902, Jeromesville, Ohio 44805. You may fax your request at 419-368-7504. *The following information must be on the request: Child's Full Name, Parent/Guardian Full Name, Address, City, State, Zip Code, and Teacher's Name.*

## **Under the Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors (“eligible students”) certain rights regarding the school district’s conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

1. **Consent to federally funded surveys concerning “protected information.”** If the U.S. Department of Education funds a survey in whole or in part, a student’s parents or an eligible student must consent in writing before the student may provide information to the following categories: Political affiliations; Mental or psychological problems of the student or student’s family; Sexual behavior or attitudes; Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of student’s family members; Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers; Religious practices, affiliations, or beliefs of the student or student’s parents; or Income or other than that is required by law to determine program eligibility. A survey that concerns any of these points is called a “protected information survey.”
2. **Opt out of certain surveys and exams.** Parents and eligible students still receive notice of any of the following activities and will have the right to opt out of them. Activities involving collections, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others; Any protected information survey, regardless of funding; and Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.
3. **Inspect certain material.** Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them: Protected information surveys of students (including any instructional materials used in connection with the survey); Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and Instructional material used as part of the educational curriculum.
4. **Report violations.** Parents and eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202-4605.

## **Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Hillsdale Local School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Hillsdale Local Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with the District procedures. The primary purpose of directory information is to allow the Hillsdale Local School District to include this type of information from your child's education records and 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 education 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.

If you do not want the Hillsdale Local School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30 of the current school year. *Hillsdale Local Schools have designated the following information as directory information: Student's name, Address, Telephone Listing, discuss the following Electronic mail address, Photograph, date and place of birth, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic and co-curricular teams, degrees, honors and awards received, the most recent local education agency or institution attended.*

## **Notification of Rights Under FERPA for Elementary and Secondary Schools**

The Family and 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 should submit to the School principal a written request that identifies the record(s) 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 is inaccurate. Parents or eligible students may ask the School to amend a record they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or the eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or 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, D.C. 20202-4605.