

**Parent's Right-to-Know**

As a condition of receipt of Title I funds, the School is required to communicate certain information listed below. All notices and information shall be provided in an understandable and uniform format and, to the extent practicable, provided in a language that parents can understand.

**Right to Know Notice**

The School shall annually notify all parents of their right to request information about the qualifications of the student's classroom teachers. The notice shall indicate that parents may request information regarding:

- whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived;
- whether the teacher's undergraduate degree and any other graduate certification or degree (including the field of discipline of the certification or degree); and
- whether the child is provided services by paraprofessionals and, if so, their qualifications.

The annual notification is available at Form 3330.1, Parent's Right-to-Know Letter.

Upon receiving an informational request from a parent, the School shall respond in a timely manner.

**Automatic Notice**

The School shall also automatically provide each parent with written notice of the following:

- information on the level of achievement of the child in Ohio's academic assessments; and
- timely notice that the parent's child has been assigned, or has been taught for more than four (4) consecutive weeks, by a teacher who is not highly qualified, as defined in 20 USC § 6311. Notice may be provided using Form 3330.2, Parent's Notification Regarding Your Student's Teacher.

*Federal:* 20 U.S.C. § 6311.

*Ohio:* R.C. 3319.074.

*Cross Reference:* Policy 3230, Qualified Educators; Policy 3310, Parental Involvement and Participation; Policy 3320, Title I Parental Involvement Policy; Form 3330.1, Parent's Right-to-Know Letter; Form 3330.2, Parent's Notification Regarding Your Student's Teacher Letter.

**Parent's Right-to-Know Letter**

Dear Parent/Guardian,

At \_\_\_\_\_, we are very proud of our teachers and are confident they will ensure your child receives a high-quality education. Federal law allows you to learn more about the education your child will receive. As a parent of a student at the School, you have the right to learn more about your child's teachers' training and credentials, including the following:

- whether the teacher met the Ohio Department of Education's qualification and certification requirements for the grade level and subject he/she is teaching;
- whether special circumstances permitted the teacher to receive an emergency or conditional certificate;
- the Teacher's undergraduate and/or graduate degrees (including graduate certificates and additional degrees, and major(s) or area(s) of concentration); and
- whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you have any questions about your child's assignment to a teacher or paraprofessional, please feel free to contact me.

Sincerely,

Head Administrator .

**Parent Notification Regarding Your Student's Teacher**

Dear Parent:

The federal No Child Left Behind Act of 2001 (NCLB) requires all schools to notify parents or guardians if their child has been assigned to or has been taught for four consecutive weeks by a teacher who is not considered "highly qualified" for that specific subject area. While there are a variety of ways in which a teacher can demonstrate that he or she is "highly qualified" in a given subject, the requirement is considerably more difficult to meet for a teacher who is responsible for teaching several core subject areas. Special education teachers and bilingual education teachers in particular are affected by this requirement.

The purpose of this letter is to notify you as required that Mr./Ms. \_\_\_\_\_ is not currently considered "highly qualified" under NCLB in one or more subjects being taught to your son or daughter.

**Please be assured that this does not mean this teacher is not qualified for this assignment.** Mr./Ms. \_\_\_\_\_ does meet the Ohio requirements for this position. Given his/her professional experience and local reputation, we believe that your child is receiving a high-quality education in his/her class

If you have any concerns regarding this information, you have a right as a parent to review the qualifications of your child's teachers. Please feel free to contact me with any questions or concerns.

Sincerely,

Head Administrator

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

Through the Protection of Pupil Rights Amendment (PPRA), the School seeks to protect the student's privacy rights and promote parental involvement in the student's education.

As required by federal law, the Head Administrator shall annually notify parents of their rights under the PPRA. A sample parental notification is included as Form 3340.1. The notification shall be distributed at the beginning of each school year to the student's parent or guardian. Additional notifications pursuant to specific events and activities shall be provided as required below.

A parent's rights under PPRA transfer to the student when the student turns 18 years old, or is an emancipated minor under Ohio law. If the student has obtained these rights, all communication shall be sent to the student.

**Right to Inspect Instructional Materials**

The parents of each student have the right to inspect, upon their reasonable request, any Instructional Material used as part of their child's educational curriculum.

"Instructional Material" is defined as instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). Instructional Material does not include academic tests or academic assessments.

Responses to requests shall be made in a reasonable time and shall provide reasonable access.

**Notification of Invasive Physical Exams or Screenings**

On an annual basis, the School shall directly notify the parent of a student of the specific or approximate dates during the School year when any nonemergency, invasive physical exam or screening is scheduled that is:

- required as a condition of attendance;
- administered by the School and scheduled by the School in advance; and
- not necessary to protect the immediate health and safety of the student or of other students.

Upon receiving notice of invasive physical exams, the parent may opt the student out of the screening or exam. This Policy does not apply to any screenings or exams that are permitted or mandated under existing Ohio law.

“Invasive Physical Exam” is defined as any medical examination that involves the exposure of private body parts, or any act during examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

#### Parental Rights Regarding Student Surveys

*Third-Party Surveys.* Before a School official or a Staff member administers or distributes a survey or evaluation created by a third party, the student’s parent or guardian may inspect the survey or evaluation, upon request. This provision applies to every survey that is created by a person or entity, regardless of whether the student answering questions can be identified and regardless of the subject matter of the questions.

The Head Administrator shall assure that parents receive annual notification of these rights by distributing Form 3340.1, Notification of Rights – Protection of Pupil Rights Amendment.

*Surveys Requesting Personal Information.* The School must obtain prior written consent before the School requests or discloses the identity of any student who completes any survey or evaluation (created by any person or entity, including the School), that contains one or more of the following items:

- political affiliations or beliefs of the student or the student’s parent or guardian;
- mental or psychological problems suffered by the student or the student’s family;
- behavior or attitudes about sex;
- illegal, anti-social, self-incrimination, or demeaning behavior;
- critical appraisals of other individuals with whom students have close family relationships;
- legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, of beliefs of the student or the student’s parent or guardian; and
- income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The School shall provide advance notice of any proposed student survey or evaluation asking about the protected information. The student may only participate in the survey or evaluation if the student’s parent or guardian provides written consent.

#### Selling or Marketing Student Information

Prior to administering any survey or evaluation designed to collect a student’s personal information to be sold or marketed, the School shall notify parents of the right to inspect and/or opt-out of the survey or evaluation. If the parent requests an opportunity to inspect the survey or evaluation, such an inspection shall be provided within a reasonable time period.

“Personal information” is defined as a student or parent’s first and last name, a home or other physical address, a telephone number, or a Social Security number.

This provision 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, such as the following:

- college or other postsecondary education recruitment, or military recruitment;
- book clubs, magazines, and programs providing access to low-cost literacy products;
- curriculum and instructional materials used by elementary schools and secondary schools;
- tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students and the subsequent analysis and public release of the aggregate data;
- the sale by students of products or services to raise funds for School-related or education-related programs; and
- student recognition programs.

*Federal:* 20 U.S.C. § 1232h.

*Cross Reference:* Policy 3310, Parental Involvement and Participation; Policy 3320, Title I Parental Involvement Policy; Policy 3330, Parent’s Right-to-Know; Policy 3831, Student Records and Release of Information; Policy 3832, Confidential and Public Records; Form 3340.1, Notification of Rights - Protection of Pupil Rights Amendment (PPRA).

**Notification of Rights - Protection of Pupil Rights Amendment (PPRA)**

Dear Parent or Guardian,

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding their child(ren)'s participation in certain surveys, analyses, or evaluations. These include the right to:

- *Consent/ Before Students are Required to Participate in a Survey That is Funded by the U.S. Department of Education (ED), if the Survey, Analysis or Evaluation One or More of the Following Protected Areas:*
  1. Political affiliations or beliefs of the student or student's parents;
  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.
- *Notice/Opt Out/Receive Notice and the 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, a Parent May Inspect:*
  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 to from the parents to a student who is 18 years old or an emancipated minor under Ohio law.

The School 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. The School will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School 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. The School 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. 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, SW  
Washington, D.C. 20202

**Attached are a schedule of activities that require parental notice and consent for the upcoming year.**