

## **ANNUAL NOTICES...**

### **NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES FOR TITLE II, TITLE VI, TITLE VII AND TITLE IX, SECTION 504, AGE ACT, AND ADA NONDISCRIMINATION**

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this district.

If any person believes that the Spencerville Local School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, s/he may bring forward a complaint, shall be referred to as a grievance, to the District's Civil Rights Coordinator.

Mr. Brian Woods

600 School St.

Spencerville, OH 45887

419.647.4111 ext. 3205

### **SEARCH FOR CHILDREN WITH DISABILITIES**

School districts throughout Ohio are participating in an effort to identify, locate and evaluate all children with disabilities, birth through age 21. For children birth through age 2, a disability means that a child has a delay in one or more of the following developmental areas: adaptive behavior, cognition, communication, physical development, sensory development and/or social or emotional development.

For children ages three through five, a disability means that a child has a documented deficit in one or more of the following developmental areas: communication skills, hearing abilities, motor functioning, social-emotional/behavior functioning, or vision abilities.

For school age students, a disability means a person having one or more conditions such as autism, developmental handicap, hearing handicap, multi handicap, orthopedically and/or learning disability, traumatic brain injury, or visual handicap.

Many unidentified children with disabilities are pre-school age.

If you know of a child who you think may have a disability, please contact: Spencerville Local School District – Susan Wagner, SEO - 419.647.4113 ext. 3101.

### **BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs included are any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State Law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

## **PUBLIC VIEW ON FUNDS FOR HANDICAPPED**

Public comment is solicited on the proposed budget for expenditure of Title VI-B funds granted to the Spencerville Local School District under the provisions of Public Law 94-142, the Education of All Handicapped Act. These monies are commonly referred to as Flow-Thru Funds, and are to be used for the education of identified handicapped students. Each school district in Ohio is entitled to funds for every identified child served by the district. The money is used to provide services and to buy equipment and materials.

## **NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS**

In compliance with Federal Regulations, the Spencerville Local School District has established the following guidelines concerning student records:

Each student's record 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 Federal Law and District Regulations.

A parent, guardian, or adult student has the following rights: 1) inspect and review the student's records; 2) request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights; 3) consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by law; 4) challenge District noncompliance with a parent's request to amend the records through a hearing; 5) file a complaint with the Department of Education, and 6) obtain a copy of the District's policy and administrative guidelines on student records.

## **NOTIFICATION TO PUBLIC REGARDING INSPECTION OF INSTRUCTIONAL MATERIALS**

Public Inspection of instructional materials such as textbooks, library books, reference works, and the like, may be approved by completing a REQUEST FOR REVIEW OF MATERIALS OR COURSE CONTENT which is available at the central office.

## **PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. - 123h, requires Spencerville Local School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

\*Political affiliations or beliefs of the student or students' parent.

\*Mental or psychological problems of the student or student's family.

\*Sex behavior or attitudes.

\*Illegal, anti-social, self-incriminating, or demeaning behavior;

\*Critical appraisals of others with whom respondents have close family relationships;

\*Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

\*Religious practices, affiliations, or beliefs of the student or parents; or

\*Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

If you wish to opt your child out of participating in certain school activities, you must notify the District in writing by October 1 yearly.

## **NOTIFICATION OF RIGHTS UNDER FERPA:**

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:

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 (or appropriate school official) 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.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

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 professional responsibility.

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. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Spencerville Local School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

## **PROFESSIONAL QUALIFICATION NOTICE**

The Spencerville Local School District is obligated by law to inform all parents of the school district that they have the right to know the professional qualifications of the classroom teachers who instruct their children. Federal law allows you to ask for certain information about your child's classroom teachers and requires the school district to give you the information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

\*Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.

\*Whether the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.

\*The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.

\*Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.