

**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).