

## **Rights under FERPA for Elementary and Secondary Schools**

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:

(1) The right to inspect and review the student's education records within 45 days after 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 principal 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 parents or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested, 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 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 board of education 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; contracted personnel (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 he or she needs to review an education record in order to fulfill his or her professional responsibility.

(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 office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **Directory Information**

The Lakewood City School District, upon request, will release certain information known as "directory information." Directory information includes 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 or scholarships.

Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow the disclosure of any or all directory information upon written notification within ten (10) days after the posting of this annual notification.

In accordance with Federal and State law, the Lakewood City School District shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of an eligible student may request in writing that the student's name, address, and telephone listing not be released to a recruiting officer without prior written consent of the parent/eligible student. The recruiting officer shall use the information only for the purpose of informing students about military service and shall not release any information to any other person other than individuals within the recruiting services of the armed forces.

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

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:

\* Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S.

Department of Education-

1. Political affiliations or beliefs of the student or student's parent;
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 there are close family relationships;
6. Legally recognized privileged relationships such as those 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.

\* Receive notice and an 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 -

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 from the parents to a student who is 18 years old or an emancipated minor under state law.

The Lakewood City School District has developed 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 Lakewood City School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Lakewood City School District 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 Lakewood City School District 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 the U.S. Department of Education. 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. 20202-5920

## **Non-Discrimination Notice**

The Lakewood City School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to Boy Scouts and other designated youth groups. The following person has been designated as Coordinator to handle inquires regarding non-discrimination policies:

Dr. Debra Cahoon  
Director of Human Resources  
Lakewood City School District  
1470 Warren Road  
Lakewood, Ohio 44107  
(216) 529-4215

## **Federal and State Grant Projects**

Each year the Lakewood City School District makes application and receives federal and state funding through several grant projects. This process is organized through the Ohio Department of Education's Comprehensive Continuous Improvement Plan (CCIP). The Lakewood City School District CCIP may be viewed via the internet at [www.ode.state.oh.us](http://www.ode.state.oh.us). The district solicits input from parents, staff, and community members on a yearly basis in order to develop the CCIP. If you would like to be involved in this discussion please contact the Coordinator of State and Federal Programs at (216) 529-4207. The following grant projects are currently contained in the CCIP:

- Individuals with Disabilities Education Act (IDEA)
- Early Childhood Special Education (ECSE)
- Public Preschool
- Safe and Drug Free Schools, Title IV-A
- Limited English Proficiency/Immigrant, Title III
- Title I
- Improving Teacher Quality, Title II-A
- Innovative Programs, Title V

## **Child Find**

“A Search for All Children with Disabilities”

Child Find is the process of identifying, locating and evaluating all children from age three to twenty-one who may have a disability and be in need of special education and related services, regardless of the severity of the disability. The district seeks to identify, through child find, all children in the Lakewood City School District who attend a public or non-public school in the district or who are homeless or wards of the state who may be in need of special education and related services.

A child with a disability is a child having a cognitive disability (e.g. mental retardation), hearing impairment (including deafness), visual impairment (including blindness), a speech or language impairment, a serious emotional disturbance, an orthopedic impairment, autism, traumatic brain injury, other health impairment, specific learning disability, deaf-blindness, or multiple disabilities.

Parents, relatives, public and private agency employees, and concerned citizens are asked to help the Lakewood City School District find any child who may have a disability and need special education and related services. If you are aware of a child who may have special needs, please notify Lakewood City Schools, Department of Student Services at (216) 529-4201.