September 1, 2017

Dear Parents/Guardians:

The following are Northwest Local School District policies and federal laws for your information. The

information has been summarized below; however, if you would like more detailed information, **please**

**review the student handbook, visit the district website at www.nwlsd.org or contact the Northwest**

**Local School District Administrative Office at 923-1000.**

**Professional Qualifications of Teachers**

The federal no Child Left Behind Act requires school districts to notify parents that they may request

information regarding the professional qualifications of their child’s teachers, including the following:

Whether the teacher has met state qualification and licensing criteria for the grade level and

 subject areas taught;

* Whether the teacher is teaching under emergency or temporary status in which State

 qualificiations or licensing criteria are waived;

* The teacher’s baccalaureate degree major, graduate certification, and field of discipline; and
* Whether the student is provided services by paraprofessionals, and if so, their qualifications.

 Information can be accessed on the Ohio Dept. of Education website at www.ode.state.oh.us, or

 contact the Human Resource Office at 923-1000 to schedule an appointment.

**Protection of Pupil Rights Amendment (PPRA)** www.ed.gov

PPRA was part of the federal No Child Left Behind Act. This law affords parents and students who are 18

certain rights regarding surveys, collection and use of information for marketing purposes, and certain

physical exams. ([www.nwlsd.org](http://www.nwlsd.org))

**School and District Report Cards**

The federal No Child Left Behind Act requires the Ohio Dept. of Education (ODE) to annually issue school

and district report cards. The ODE does not mail the report cards to parents’ homes. According to the ODE, the information will be available at the end of August on the ODE website [www.ode.state.oh.us](http://www.ode.state.oh.us).

**Family Educational Rights and Privacy Act (FERPA)** www.ed.gov

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (eligible students) certain rights with respect to the student’s education records.

1. Parents or eligible students have the right to restrict the release of directory information. Northwest

Local School District may disclose appropriately designated “directory information” without written

consent, unless you have advised Northwest to the contrary accordance with Northwest’s procedures. The primary purpose of directory information is to allow Northwest School District to include this type of

information from your child’s education records in certain school publications, such as the annual yearbook and recognition lists.

The following information is designated as directory information:

Student Name, address, and telephone listing

Participation in officially recognized activities and sports Weight and height of members of athletic teams

Photograph

Degrees, honors, awards, dates of attendance and graduation Date and place of birth

Major field of study

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, charitable organizations, and colleges and universities.

In addition, two federal laws, as well as Ohio Law, require Northwest School District to provide military recruiters upon request, with three directory information categories: name, address, and telephone listing, unless parents have advised Northwest School District that they do not want their student’s information disclosed without their prior written consent. If parents/guardians do not want Northwest School District to disclose directory information from their child’s education records without their prior written consent, parents must notify in writing the Northwest Student Services Office, 3312 Compton Road, Cincinnati, Ohio 45251, within thirty (30) days of the first day of classes.

1. Parents or eligible students have the right to inspect and review the student’s education records

within 45 days of the day Northwest receives a request for access. Parents or eligible students should

submit to the 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. Parents or eligible students have the right to request the amendment of the student’s education

records that the parent or eligible student believes is inaccurate or misleading. They should write the

principal, clearly identify the part of the record that they want changed, and specify why it is inaccurate or

misleading. If Northwest decides not to amend the record as requested by the

parents or eligible student, Northwest School District will notify the parents 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 parents or eligible student when

notified of the right to a hearing.

3. Parents or eligible students have the right to consent to disclosures of personally identifiable information contained in the student’s educational 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 Northwest as an administrator, supervisor, faculty, or support staff member (including health or medical staff and law

enforcement unit personnel); a person serving on the Northwest Board of Education; a person or company with whom Northwest has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent of 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 responsibilities. Upon request, Northwest will disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll.

4. Northwest uses personally identifiable information contained in a student’s education records to

complete research and program accountability reports. Such use only results in composite reports that

exclude any individually identifiable results. If you do not want Northwest to utilize personally identifiable

information from your child’s education records to complete research and program accountability reports

without your prior written consent, you must notify Northwest, in writing, within thirty (30) days of the

first day of class.

5. Parents or eligible students have the right to file a complaint with the U.S. Department of Education

concerning alleged failures by Northwest to comply with the requirements of FERPA. The name and

address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue SW

Washington, D.C. 20202-0520

If you have any questions about the information above, please contact Northwest Local School District at

513-923-1000