

Finneytown Local Schools
8916 Fontainebleau Terrace
Cincinnati, Ohio 45231
(513) 728-3700

September 2008

Dear Parents or Guardians:

The following are Finneytown Local School District policies and federal laws that I want to bring to your attention. 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.finneytown.org or contact the Finneytown Local School District Administrative Office at 728-3700.**

Family Educational Rights and Privacy Act (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 (www.finneytown.org).

1. Parent(s) or eligible students have the right to restrict the release of directory information. Finneytown Local School District may disclose appropriately designated "directory information" without written consent, unless you have advised Finneytown to the contrary in accordance with Finneytown's procedures. The primary purpose of directory information is to allow Finneytown 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's 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 Finneytown to provide military recruiters, upon request, with three directory information categories: name, address and telephone listing, unless parents have advised Finneytown that they do not want their student's information disclosed without their prior written consent.

If you do not want Finneytown to disclose directory information from your child's education records without your prior written consent, you must notify in writing the Finneytown Student Services Office, 8916 Fontainebleau Terrace, Cincinnati, Ohio 45231, within thirty (30) days of the first day of classes.

2. Parent(s) or eligible students have the right to inspect and review the student's education records within 45 days of the day Finneytown 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.
3. Parent(s) 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 they want changed, and specify why it is inaccurate or misleading. If Finneytown decides not to amend the record as requested by the parents or eligible student, Finneytown 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.
4. Parent(s) or eligible students have 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 Finneytown as an administrator, supervisor, faculty, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Finneytown Board of Education; a person or company with whom Finneytown 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 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 responsibility. Upon request, Finneytown will disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll.

5. Finneytown 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 Finneytown 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 Finneytown, in writing, within thirty (30) days of the first day of classes.
6. Parent(s) or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Finneytown 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 20202-5901

Protection of Pupil Rights Amendment (PPRA)

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.finneytown.org)

Civil Rights Compliance Officer and Nondiscrimination in education

The Board is committed to providing an equipment opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the District, or social or economic background, to learn through the curriculum offered in this District. Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint with the District's Civil Rights Coordinator. This is the Director of Pupil Services at 8916 Fontainebleau Terrace, Cincinnati, OH 45231, 728-3700.

Inspection of Student Instructional Materials and Student Educational Records

Any member of the public has the right to inspect instructional materials. Requests should go through the building principal. Parents have the right to inspect, review, and request amendments to their child's educational records. Such requests should also go through the building principal.

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. Information can be accessed on the Ohio Department of Education website (www.ode.state.oh.us) or contact the Finneytown Administrative Office at 728-3700 to schedule an appointment.

School and District Report Cards

The federal No Child Left Behind Act requires the Ohio Department of Education (ODE) to annually issue school and district report cards. The ODE does not mail the report cards to parents' homes. You may access the district's report on the ODE website (www.ode.state.oh.us).

If you have questions about the information above please contact the Finneytown Administrative Office at 728-3700.

Sincerely,

Lester I. Tacy

Lester I. Tacy
Director of Facilities and Operations