

## **Parental Notification, Access, Review and Consent Policy**

### **Purpose**

The purpose of this policy is to describe the powers of notification, review, consent and involvement given to the parents and guardians of students enrolled in the Susquehanna Community School District in relation to teacher qualifications, student records, educational materials, health and physical examinations and screenings, personal information and surveys as mandated by the No Child Left Behind legislation of 2001 and the Family & Educational Rights and Privacy Act.

### **Definition**

Review powers are defined as the powers to visually inspect and read through materials directly related to a child's educational record or educational program. Consent powers are defined as the powers to authorize student participation in certain activities or to authorize the transmission of personally identifiable information to a third party.

### **Authority**

The Board of Directors shall appoint the Superintendent to oversee all aspects of the parental review and consent policy and direct the building principals in all aspects of parental notification, access, review and consent policy, and student record review and modification.

## **Student Records**

All parents/guardians shall have access to their child's educational record upon sufficient notice be given to the building principal responsible for their child's education. Sufficient notice is considered a written or verbal request received at least five work days prior to the date of review or inspection.

All parents/guardians shall have the right to request an amendment to their child's educational record if they believe the educational record is inaccurate. The parent/guardian shall write a letter to the building principal and clearly identify the part of the record they believe to be inaccurate and why it is inaccurate. If the school district does not change the record, the school will notify the parent/guardian of their right to a hearing regarding the request for the amendment.

School officials (a person employed by the district as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; or a person or company with whom the district has contracted as its agent to provide a service instead of using its own officials) may have access to educational records in order to fulfill his or her professional responsibility.

## **Teacher Qualifications**

All parents/guardians may request and the school district will provide, in a timely manner, information on the professional qualifications of the student's classroom teachers and paraprofessionals (if employed as a Title I aide).

## **District/School-Level Assessment Data**

All parents/guardians will have access to district/school-level assessment data. The data will be publicly disseminated in the local print media and on the district web-site. Parents/guardians may also contact the district office for a copy of the assessment results.

If any school in the district is identified for improvement, corrective action or restructuring due to not meeting Adequate Yearly Progress requirements, all parents/guardians shall be notified of the following:

1. explanation of what the identification means
2. reasons for identification
3. explanation and description of the actions the school is taking to address the problem
4. explanation of how parents can become involved
5. explanation of parents' options to transfer their child to another public school, if applicable

## **Title I Parent Meeting and Parent Involvement Policy**

The district Title I supervisor shall convene an annual meeting to which all parents of participating children shall be invited and encouraged to attend. The meeting will inform parents of their school's participation in Title I and the requirement that parents/guardians are involved in the planning, review, and improvement of all Title I programs.

Each school served under Title I, Part A, shall jointly develop with parents for all children served under Title I, Part A, a school-parent compact. This compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve state academic standards.

### **Educational Materials**

All parents/guardians shall have the right to review any and all educational materials used as part of the regular curriculum and utilized in educating their child upon sufficient notice to the building principal.

### **Health & Physical Examinations and Screenings**

All parents/guardians shall be informed of regularly scheduled student physical examinations or screening. Parents/guardians may excuse their child from a physical examination or screening conducted by the school district, but must provide documentation of the required physical examination or screening being conducted by a private physician.

### **Personal Information**

All parents/guardians have the right to consent to disclosures of personally identifiable information (first and last name; home or physical address; telephone number; or social security number) contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. The district will forward a student's educational record to another district or educational placement in which the student is enrolling without the consent of the student's parent/guardian, if such consent is deemed unnecessary by the building principal. Parents/guardians may request that their child's name, address, and telephone number not be released to military recruiters, colleges and universities by the district without prior written consent. Additionally, parents/guardians may inspect, upon request, any instrument used in the collection of personal information.

## **ESL Program Development**

The parents/guardians of English Language Learners (ELLs) have the right to be involved in the development, implementation and evaluation of the district English as a Second Language Program (ESL). Parents/guardians of ELLs will be notified if their child is eligible for participation in ESL programming. Assessment data, goals, instructional methods, program components and exit criteria in relation to student involvement in the district ESL program will be made available to parents annually. Also, parents will be notified annually of meetings and activities related to the district ESL program.

## **Surveys**

All parents/guardians may inspect, upon sufficient notice, any instrument or survey administered by the school district if the survey contains questions related to any of the following eight protected areas:

1. political affiliations or beliefs of the students or the student's parent
2. mental or psychological problems of the student or the student's family
3. sex behavior or attitudes
4. illegal, anti-social, self-incriminating or demeaning behavior
5. critical appraisals of other individuals with whom respondents have close family relationships
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
7. religious practices, affiliations, or beliefs of the student or student's parent
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

All surveys concerning any of the above topics shall require prior written parental permission for student participation.

## **Complaints**

Parents, guardians, and students above the age of 18 may file a complaint with the U.S. Department of Education concerning alleged failures by the Susquehanna Comm. School District to comply with the requirements of FERPA. Complaints may be filed at:

Family Policy Compliance Office  
U.S. Dept. of Education  
400 Maryland Ave., SW  
Washington, DC 20202 – 5920  
(202) 260 – 3887

### **School District Contact Information**

Parents, guardians, and/or students above the age of 18 may contact the appropriate building principal with requests related to this policy.

Susquehanna Comm. School District  
R.R. 3, Box 5A  
Susquehanna, PA 18847  
(570) 853-4921