

ANNUAL NOTICES to PARENTS

Civil Right Compliance Officers: As per Board of Education Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity, any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. The Board designates the following individuals to serve as the District's Compliance Officers/Civil Right Coordinators:

John Sheets

Superintendent

2077 Park Road West

N. Bloomfield, OH 44450

(440) 685-4711

Robert Hollada

Treasurer

2077 Park Road West

N. Bloomfield, OH 44450

(440) 685-4722

Accessibility of District Facilities: In accordance with State and Federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify the school principal if they require a reasonable accommodation. (BOE Policy 9160 Public Attendance at School Events)

Parent's Right to Know: As a parent or guardian of a student in the Bloomfield-Mespo Local School District, you have the right to know the professional qualifications of the classroom teachers and para-professionals that instruct your children. You are encouraged to call your child's building principal to request the professional qualifications of instructional and para-professional staff. (BOE Policy 2261.02 Title 1 – Parent's Right to Know)

Highly Qualified Teachers: Teachers in the Bloomfield-Mespo Local School District are considered highly qualified. This means that our instructors have furthered their education beyond the bachelor's degree which is the minimum requirement of educators in Ohio. They have either attained a master's degree (or higher), attended numerous professional development workshops that relate to their area of instruction, or passed the Praxis examination for teachers. The district will inform parents when a child is assigned to a teacher that is not "highly qualified" according to Ohio regulations and the No Child Left Behind Act. (BOE Policy 2261.02 Title 1 – Parent's Right to Know)

Highly Qualified Para-Professionals: Para-Professionals are considered "highly qualified" if they have either passed a state mandated test or attained an associate's degree. Currently, all district para-professional staff members are highly qualified. (BOE Policy 2261.02 Title 1 – Parent's Right to Know)

Title 1 Program: Mesopotamia Elementary School and Bloomfield Middle High School qualify for Title 1 funding on a school-wide basis. On an annual basis, the district evaluates the program to better serve students. Parent input is encouraged and appreciated. The district

planning document is called the Comprehensive Continuous Improvement Plan (CCIP) and is available to all parents upon request. (BOE Policy 2261 Title Services)

Annual Title 1 Meetings: Title 1 meetings will occur at Open House for both buildings. The purpose of the Title 1 meetings will be to inform parents of the elements of the Title 1 Program, to receive parent input on how to improve student achievement, and to review the school's annual report card data. In addition to the meetings, you may call your child's building principal if you would like to share suggestions as to how to improve student achievement through the Title 1 program. (BOE Policy 2261 Title Services and 2111 Parent and Family Involvement)

Annual Report Card: The Bloomfield-Mespo Local School District's annual report card is found at www.ode.state.oh.us where you should put "Local Report Cards" in the search box. You will also find links to the individual school report cards on the same website. Direct links to our report cards will be posted on the District's website.

Annual Review of Assessment Results: Parents will receive results of their child's achievement on each of the State's required assessments. Please contact your building principal with any questions concerning your child's academic achievement on State tests. (BOE Policy 2623 Student Assessment and Academic Intervention Services)

Limited English Proficient Students: Students are considered Limited English Proficient if their first spoken language was not English. Parents will be given home language surveys that will help us to identify students in need of language support. The district will assess students who are new to the school and will notify parents if their child qualifies for the LEP program. Our school is committed to improving the language skills of our LEP students and will share any needed information or resources. Parents of students who fail to make expected progress on annual language tests will be notified within 30 days, so that the school and parents can work together to improve.

Special Education – Child Find: It is the responsibility of public schools to ensure that children from birth through the age of twenty-one receive appropriate access to special education services. Disabilities could include issues with speech, fine and gross motor skills, vision or hearing, emotional disturbances, autism, etc. If you have or know of a child in need of services to address a disability, please contact the Superintendent at 440-685-4711.

Special Education – IDEA-A: The Bloomfield-Mespo Local School District receives federal funds to provide programs and services for children with disabilities. If you have any questions regarding the allocation of these federal dollars, please contact the Superintendent at 440-685-4711.

Homeless Students: If you know of a school aged child that is homeless or potentially homeless, please contact Superintendent John Sheets at 440-685-4711. (BOE Policy 5111.01 Homeless Students)

Bullying Statement: Harassment, intimidation, cyberbullying, or bullying of any student on school property, on a school bus, or at school sponsored events is strictly prohibited. Students found responsible for harassment, intimidation, cyberbullying, or bullying may be suspended.

Harassment, intimidation, cyberbullying, or bullying means an intentional written, verbal, electronic, or physical act that a student exhibits toward another particular student more than

once and the behavior causes mental or physical harm, and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

Students are encouraged to promptly report incidents of harassing conduct to an administrator, teacher, or other school district official so that it may be investigated before the conduct becomes severe, persistent, or pervasive.

Many students have access to social networks such as Facebook. While these networks can be a nice way for students to communicate, they can also be a place where bullying may occur. Please be advised that the school becomes involved on a disciplinary basis when the educational process is disrupted by inappropriate use of the above-mentioned networks, cell phones, email, or other technology. (BOE Policy 5517.01 Bullying and Other Forms of Aggressive Behavior)

Notification of Rights under FERPA for Elementary and Secondary Schools: The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records 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 parent, 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 should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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 provide written consent before the school discloses personally identifiable information (PII) from 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 school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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

Access to Information – College Recruiters: By law and upon request, the Bloomfield-Mespo Local School District provides colleges and universities with access to names, addresses, and phone listings of secondary students. A student, or the parent/guardian of the student, may request that this information not be released to universities and colleges without prior written parent/guardian consent. If you would like to restrict release of information as mentioned above, please notify the Bloomfield High School principal in writing by September 30th stating that you do not want such information released to any recruiter or specify types of recruiters or specific recruiters you wish to allow access to information.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA): The Protection of Pupil Rights Amendment (PPRA) requires your school district to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and 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 parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

This requirement also applies to the collection, disclosure or use of student information for marketing purposes, and certain physical exams and screenings.

Our district seldom involves students in surveys that request their response on these issues. If it does, it is anonymous, and is typically to assist in activities such as grant applications, research projects, etc. If you wish to opt your child out of participation in surveys and other activities that ask him/her to respond, please write to your child's Principal prior to September 30th and specify the activity or activities that you do not wish your child to participate in.

Parents or students who believe their rights under PPRA may have been violated should first contact their building Principal. If concerns still exist, they may file a complaint by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Policies: The following are Board of Education policies that are to be posted in the district as a requirement of state law or they are to be included in annual notices. These policies are posted in the school offices and included in the parent/student handbooks. The link to the Bloomfield-Mespo Local Schools Board of Education Policies is <http://www.neola.com/bloomfield-oh/> :

- 2111 Parent and Family Involvement
- 2260 Nondiscrimination and Access to Equal Educational Opportunity
- 2261.02 Title 1 - Parent's Right to Know
- 2416 Student Privacy and Parental Access to Information
- 2623 Student Assessment and Academic Intervention Services
- 5500 Student Conduct
- 5533 Random Drug Testing of Students
- 5517 Anti-Harassment
- 5517.01 Bullying and Other Forms of Aggressive Behavior
- 5530 Drug Prevention
- 5610 Removal, Suspension, Expulsion, and Permanent Exclusion of Students
- 5610.01 Permanent Exclusion of Non-disabled Students
- 5610.04 Suspension of Bus Riding/Transportation Privileges
- 5610.05 Prohibition from Extra-Curricular Activities
- 5611 Due Process Rights
- 5630.01 Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion
- 5771 Search and Seizure
- 5772 Weapons
- 7440.01 Video Surveillance and Electronic Monitoring
- 8310 Public Records
- 8330 Student Records
- 9160 Public Attendance at School Events

STANDARDS FOR OHIO EDUCATORS

The State Board of Education adopted a Licensure Code of Profession Conduct for Ohio Educators on March 11, 2008. The professional conduct of every educator affects the attitudes towards their profession.

The Licensure Code of Professional Conduct for Educators serves as the basis for decisions on issues pertaining to licensure that are consistent with applicable law, and provide a guide for conduct in similar situations that have profession implications for all individuals licensed by the State Board of Education.

The Licensure Code of Professional Conduct for Educators can be viewed in its entirety on the Ohio Department of Education website.

PBIS-Restraint & Seclusion Parental Notification

3301-35-15 H (2): "These policies and procedures shall be accessible on the district's website, and each district shall be responsible for **notifying all parents annually of its policies and procedures** concerning seclusion and restraint."

Annual Parental Notification

The Bloomfield-Mespo Local School District is committed to the program-wide use of Positive Behavior Intervention and Supports (PBIS) with students. District staff will work to prevent the need for the use of student restraints and seclusions by utilizing positive behavioral interventions and non-aversive intervention techniques.

District staff, as determined appropriate by the Superintendent, are permitted to physically restrain or seclude a student, but only when there is an immediate risk of physical harm to the student or others, there is no other safe and effective intervention possible, and physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults in the educational setting.

All restraint and seclusion shall only be done in accordance with Board of Education Policy 5630.01 and the standards adopted by the State Board of Education. Training in PBIS methods and the use of restraint and seclusion will provide to staff determined appropriate by the District Superintendent and in accordance with State Standards. Only staff trained in permissible seclusion and restraint methods may implement the methods.

Every use of restraint and seclusion shall be documented and reported to the Superintendent.

Seclusion

In the event that seclusion is needed, District staff must:

- Continually observe the student in seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern; staff member.
- Use verbal strategies and research-based de-escalation techniques to help the student regain self-control as quickly as possible;
- Remove the student from seclusion when the immediate risk of physical harm has been dissipated;
- Conduct a debriefing with all staff involved in the incident to evaluate the trigger for the incident to evaluate the trigger for the incident, staff response and methods to address the student's behavioral needs;
- Complete all required reports and document their observations of the student.

A room or area used for seclusion must provide for adequate space, lighting, ventilation, clear visibility and the safety of the student. A room or area used for seclusion must not be locked or otherwise prevent the student from exiting the area in the event staff becomes incapacitated or leaves the area.

Seclusion will not be used as a punishment or to force compliance and will not be used for:

- The convenience of staff;
- As a substitute for an educational program;
- As a form of discipline or punishment;
- As a substitute for less restrictive alternatives;
- As a substitute for inadequate staffing;
- As a substitute for staff training in positive behavior supports and crisis prevention and intervention;

- To coerce, retaliate or endanger a student; or
- If it deprives a student of basic needs.

Seclusion of preschool-age children is prohibited, except that a preschool-age child may be secluded from his or her classmates, either in a classroom or in a safe, lighted and well-ventilated space, for an amount of time that is brief in duration and appropriate to the child's age and development, if the child is always within sight and hearing of a preschool staff member.

Restraint

Restrain includes physical restraint, prone restraint, mechanical restraint and chemical restraint. **The use of restraint other than physical restraint is prohibited.** Physical restraint may be used by staff only when a student's behavior poses an immediate risk of physical harm to the student and/or others and no safe and/or effective intervention is possible. The physical restraint will be implemented in a manner that is age and developmentally appropriate, does not interfere with the student's ability to communicate in his/her primary language or mode of communication, and otherwise compliant with Board of Education.

Physical restraint will be implemented only by staff trained in accordance with the Ohio Department of Education and PBIS Policies to protect the care, welfare, dignity and safety of the student, except in the rare and unavoidable emergency cases where trained personnel are not immediately available.

If District staff uses physical restraint, they will:

- Continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- Use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as soon as possible;
- Remove the student from physical restraint immediately when the immediate risk of physical harm to the student and/or others has been dissipated;
- Conduct a debriefing including all staff involved in the event to evaluate the trigger for the incident, staff response and methods to address the student's behavioral needs;
- Complete all required reports and document their observations of the student.

Physical restraint will not be used for punishment or discipline or as a substitute for other less intrusive means of assisting a student in regaining self-control.

The following restraint practices are **prohibited under all circumstances**, including emergency safety situations:

- Prone restraint (face-down position for an extended time);
- Physical restraint that restricts the airway of a student or obstructs the student's ability to breathe;
- Physical restraint that impacts the student's primary mode of communication;
- Restraint that deprives the student of basic needs;
- Restraint that unduly risks serious harm or needless pain to the student, including physical restraint that involves intentional, knowing or reckless use of:
 1. Any method that is capable of causing loss of consciousness or harm to the neck or restricting/obstructing respiration in any way;
 2. Pinning down the student by placing knees to torso, head or neck of the student;
 3. Using pressure points, pain compliance, or joint manipulation;
 4. Dragging or lifting of the student by the hair or ear or by any type of mechanical restraint;
 5. Using other students or untrained staff to assist with the hold or restraint; or,

6. Securing the student to another student or fixed object.
- Mechanical restraint (other than the devices used by trained staff or the student for specific and approved therapeutic or safety purposes for which such devices were designed);
 - Chemical restraint (excluding medication administered as prescribed by a licensed physician).
 - Physical restraint of preschool-age children, except for holding a child for a brief period of time, such as a protective hug, so that the child may regain control.

The following practices are prohibited under all circumstances, including emergency safety situations:

- Corporal punishment;
- Child endangerment as defined in the Ohio Revised Code;
- Aversive behavior interventions (interventions intended to induce pain or comfort to a student).

Monitoring and Complaint Procedures

The Superintendent will monitor restraint and seclusion reports completed by staff to ensure the PBIS Policy is appropriately implemented.

Any parent of a child enrolled in the Bloomfield-Mespo Local School District may submit a written complaint to the Superintendent regarding an incident of restraint or seclusion. The Superintendent will investigate each written complaint and respond in writing to the parent's complaint within (30) days of receipt of the complaint.

If the parent is not satisfied with the response provided, the parent may request to meet with the Board of Education in executive session to address the situation.

Directory Information: According to Board of Education Policy #8330 STUDENT RECORDS, the Superintendent of Schools is required to provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information".

As per Ohio Revised Code 3319.321 (2)(a), this document serves as your public notice that the Bloomfield-Mespo Local School District intends on making "directory information" available upon request.

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Bloomfield-Mespo Local School District, with certain exceptions, obtain your written consent

prior to the disclosure of personally identifiable information from your child's education records. However, the school may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications, such as yearbooks, honor roll, graduation programs, playbills, sports activity sheets, etc.

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. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide **military recruiters**, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

If you do not want the Bloomfield-Mespo Local School District to disclose directory information from your child's education records without your prior written consent, you must notify your child's principal in writing by September 30th. The Bloomfield-Mespo Local School District has designated the following information as directory information:

- Name, address, and telephone number
- Birth date and place of birth
- Major field of study
- Participation in officially recognized sports and activities
- Height and weight
- Date of graduation
- Awards received

REFUSSAL OF PERMISSION TO DISCLOSE DIRECTORY INFORMATION

If you would like to refuse permission for the Board to disclose "directory information", please fill out the following and return it by September 30, 2016.

I _____ am the parent/legal guardian of
(Your Name)

(Your Child's Name)

As per this written statement, I refuse to give the Bloomfield-Mespo Local School District Board of Education the permission to release "directory information" related to my child.

(Signature)

(Date)