

# ANNUAL PARENT NOTICES

## STUDENT RECORDS

District Policy 8330 requires that the following notice be given to parents and students over 18 years of age with respect to federal and state laws regarding student education records. Parents and students over 18 have the right to:

1. Inspect and review student's education records;
2. Seek, in accordance with administrative guidelines, to correct parts of the student education record;
3. File a complaint with the U.S. Department of Education if the District violates relevant Federal law at the following address:

Office for Civil Rights  
**Cleveland Office**  
U. S. Department of Education  
1350 Euclid Ave.  
Suite 325  
Cleveland, OH 44115  
Telephone: (216) 522-4970  
Facsimile: (216) 522-2573  
Email: OCR.Cleveland@ed.gov

4. Acquire information concerning the procedure to obtain copies of this policy, location of records, and any fees to be charged for such copies;
5. Be apprised of the intent of the District to limit disclosure of information contained in the record except: (1) by the prior written consent of parent or eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by law.

Students' academic records are located in the counselors' offices; health records are located in the nurse's office at the building where your child is assigned. If a student has been evaluated by Special Services, additional records may be located in the Office of Special Services at the Wyoming City Schools Administrative Center. The Principal is responsible for all student records.

You are herewith informed that your rights regarding access to and release of school records are described fully by Congress in Title 20, U.S.C./1232(g), known as the Family Education and Privacy Rights Act (FERPA). Any parent or student who believes that the School District has failed to comply with FERPA or the Protection of Pupil Rights Amendment (PPRA), may file a complaint directly with the Family Policy Compliance office at the following address:

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

## NONDISCRIMINATION and ACCESS to EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information in its educational programs

or activities.

The Board also does not discriminate in its employment policies and practices as they relate to students and does not tolerate harassment of any kind.

Equal educational opportunities are available to all students, without regard to race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), religion, ancestry, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

Anti-Harassment District Compliance Officers & Civil Rights Coordinators:

Assistant Superintendent Dr. Ashley Whitely  
Wyoming City Schools  
420 Springfield Pike  
Wyoming, OH 45215  
Telephone: 513-206-7020  
Email: [whitelya@wyomingcityschools.org](mailto:whitelya@wyomingcityschools.org)

Director of Pupil Services Dr. Tracy Quattrone  
Wyoming City Schools  
420 Springfield Pike  
Wyoming, OH 4521  
Telephone: 513-206-7022  
Email: [quattronet@wyomingcityschools.org](mailto:quattronet@wyomingcityschools.org)

Section 504/ADA District Compliance Officer:

Director of Pupil Services Dr. Tracy Quattrone  
Wyoming City Schools  
420 Springfield Pike  
Wyoming, OH 45215  
Telephone: (513) 206-7022  
Email: [quattronet@wyomingcityschools.org](mailto:quattronet@wyomingcityschools.org)

Title IX Compliance Officer:

Assistant Superintendent Dr. Ashley Whitely  
Wyoming City Schools  
420 Springfield Pike  
Wyoming, OH 45215  
Telephone: 513-206-7020  
Email: [whitelya@wyomingcityschools.org](mailto:whitelya@wyomingcityschools.org)

## **SCHOOL SAFETY COMMUNICATION**

Wyoming City School District uses the SchoolMessenger Notification System to provide timely communication to parents and staff members on matters such as delays or closures due to weather, school and district information, campus and district emergencies, and more.

The primary phone number and email address in the district's student database is automatically uploaded to the SchoolMessenger notification system. If you would like to change the primary phone number or primary email address in the student database, please contact the front office of your student's school.

SchoolMessenger allows parents to login and choose their preferences, including adding additional phone numbers and opting in on text messages. Visit <https://go.schoolmessenger.com/#/home> to set up your contacts exactly as you would prefer.

SchoolMessenger has a strict privacy policy and does not sell or distribute your contact information to any third party. To learn more about SchoolMessenger, please visit their website at [www.schoolmessenger.com](http://www.schoolmessenger.com).

For technical support regarding SchoolMessenger, please contact Director of Communications Suzy Henke at [henkes@wyomingcityschools.org](mailto:henkes@wyomingcityschools.org) or 513-206-7015.

## **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

According to Policy 2416, parents may inspect, upon request, any material used within the district in conjunction with a survey, analysis, or evaluation by a third party. Additionally, parents have the right to inspect, upon request, any instructional materials used as part of the educational curriculum of their child.

## **DIRECTORY INFORMATION**

Ohio law strictly limits disclosure of personally identifiable information about pupils in public schools. An exception is in the case of "directory information" which may be released without prior written consent except when the request is for a profit-making plan or activity. "Directory information" may not be withheld from military recruiters. It is the district's practice to release family contact information for graduation photos, yearbooks, and school pictures. Directory information shall not be provided to any other organizations for profit-making purposes.

The Wyoming City School District has designated, under Policy 8330, the following personally identified information contained in a student's education record as "Directory Information":

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; or awards received.

Parents/guardians have two weeks from receipt of this notice to advise the District, in accordance with such regulations, of any or all items which they refuse to permit as directory information about their child. Please notify the building principal in writing.

## **HIGH SCHOOL MILITARY RECRUITERS**

Under Section 9528 of the *Elementary/Secondary Education Act*, 20 U.S.C., 7908 as amended by the *No Child Left Behind Act*, and 10U.S.C. 503 as amended by 544 of the National Defense Authorization Act for Fiscal Year 2002.

The District must give military recruiters the same access to secondary school students as provided to post-secondary institutions or to prospective employers. The district must provide students' names, addresses, and telephone listings to military recruiters, when requested (Grades 10-12).

Parents/guardians are hereby notified that they, within two weeks of this publication date, should notify the High School Principal in writing not to release this information to military recruiters, if that is their wish.

## **DISTRICT PUBLICITY PROGRAM**

Telling the story about educational activities in the Wyoming schools is an effective way to promote Wyoming City Schools and is an integral part of the Board of Education's reporting responsibility to the community. The activities students engage in each day (i.e. athletics, recognition programs, special events, individual awards) are a source of pride for residents, the school district, students, and parents.

To promote the District, various avenues of communication are used: daily or weekly newspapers; regional or national media; television or radio; *School Chatter*; the Quality Profile and Calendar; sports programs; the district's website and social media channels, and various other school brochures or publications.

All publicity generated by the schools about students is of a positive nature and is under the supervision of school administration. Coverage of school events may involve photographs or videos of students, individually or in a group.

It is the district's goal to respect your privacy and to ask that if you have a concern regarding the inclusion of your child in school-related publicity, please contact the Director of Communications at [info@wyomingcityschools.org](mailto:info@wyomingcityschools.org) or 206-7015 within two weeks of the receipt of this notice. Though the school district cannot prevent publication of your student's likeness and name by the local media, the District will make every effort not to use it in its own communication tools as directed by parents.

## **STATE REPORT CARD**

For information about the Wyoming City Schools' State Report Card, visit <http://www.education.ohio.gov/>. A link to this website can also be found at <http://www.wyomingcityschools.org>.

## **POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS**

The Board is committed to the district-wide use of Positive Behavior Intervention and Supports (PBIS) with students and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Policy 5630.01 – Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion can be found in its entirety at <http://www.wyomingcityschools.org>.

## **MEDICAL SCREENINGS FOR STUDENTS**

Parents are hereby notified that depending on the grade level, students are screened for hearing and vision by district health personnel. Parents could exclude their children from either of these screenings by notifying the district in writing. Please specify the exclusions and mail to:

District Nurse Nicole Murphy  
Wyoming City Schools  
420 Springfield Pike  
Wyoming, OH 45215

Vision Screening in Grades 1,3,5,7, and 9

Hearing Screening in Grades 1,3,5, and 9

## **ASBESTOS MANAGEMENT PROGRAM**

On October 22, 1986, President Reagan signed the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The act required the Environmental Protection Agency (EPA) to develop regulations for addressing asbestos in public and private elementary and secondary schools. On October

30, 1987, the EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This rule stipulated, and our district has complied with, the following key requirements:

- Identification of asbestos-containing materials in all school buildings.
- Development and implementation of asbestos management plans for each school.
- Regular surveillance and reinspections of the condition of asbestos in the buildings.
- Designation and training of a person to oversee asbestos activities within the district and to ensure compliance with the regulations.

This memorandum is to advise you that asbestos management plans for the district schools were developed following the EPA ruling. These plans are regularly updated and are available for you to review.

Should you have any questions regarding this program or would like to review an asbestos management plan, please contact the Wyoming City Schools Central Office during normal business hours.

*Revised 2020*