



## Indian Hill Board Office

6855 Drake Road, Cincinnati, OH 45243 (513) 272-4500 (Fax) 272-4512  
<http://www.indianhillschools.org>

NATIONALLY RECOGNIZED FOR EXCELLENCE IN EDUCATION

Indian  
Hill  
Exempted  
Village  
School  
District

Dear Parents/Guardian:

The following is an overview of Indian Hill Exempted Village Schools policies related to federal law for your information.

### [Teachers' Professional Qualifications](#)

The *Every Student Succeeds Act* (ESSA) requires school districts to notify parents that they may request information regarding the professional qualifications of their child's teachers, including:

- Whether the teacher has met State qualifications and licensing criteria for the grade level and subject;
- Whether the teacher is teaching under an emergency or temporary status in which State qualifications or licensing criteria are waived;
- Whether the teacher has earned a baccalaureate degree, graduate certification, and/or specific fields of discipline; and
- Whether the student is provided services by qualified paraprofessionals.

Information about teachers' and paraprofessionals' qualifications can be found through the Human Resources Department at (513) 272-4500.

### [Protection of Pupil Rights Amendment \(PPRA\)](#)

This law affords parents and students who are 18 years of age certain rights regarding surveys, collection, and use of information for marketing purposes including the following topics:

- Political affiliations;
- Mental and psychological problems potentially embarrassing to the student and his/her family;
- Sexual behavior and attitudes;
- Illegal, anti-social, self-incriminating and demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### [School and District Report Cards](#)

The Ohio Department of Education (ODE) annually releases information about schools and districts in the State Report Cards. These report cards are available through the ODE website each fall.

### Family Educational Rights and Privacy Acts

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age certain rights with respect to students' educational records.

- Parents or eligible students have the right to inspect and review the student's educational records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special

letter, student handbook, or newsletter article) is left to the discretion of each school.

Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Indian Hill Exempted Village School District 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 would like more detailed information about any of these programs, please contact the District Office at (513) 272-4500.

Sincerely,

Melissa A. Stewart, Ed.D.  
Assistant Superintendent for Teaching and Learning