

**CARROLLTON EXEMPTED VILLAGE SCHOOL DISTRICT
ANNUAL ENTITLEMENT NOTICE, UPDATED ANNUALLY
Revised August 7, 2019**

Statement of Non-Discrimination

Carrollton Exempted Village School District is an equal opportunity employer and does not discriminate on the basis of gender, genetic information, race, color, age, religion, disabilities, military status, sexual orientation, or national origin in its programs and activities, including employment opportunities.

The Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of religion, race, color, nation origin, sex, disability, military status, ancestry, age, or genetic information.

The district is in compliance with the Title VI, Title VII, Title IX and Section 504 regulations. Complete policies are available on the website under Board of Education Policies. Complaints of discrimination should be referred to Ed Robinson, Director of Programs, 205 Scio Rd., S.W., Carrollton, Ohio 44615 or by calling (330) 627-2181.

Directory Information Notice

Students and their parent or guardians may object to the release of student directory information. Directory information includes: name, address, telephone number, place and date of birth, field of study, activity and sport participation, athletic height and weight, attendance, graduation date and awards. A written objection must be given to the principal.

Directory information requested by armed forces recruiters must be released under law. Parents/guardians or students 18 years of age may exclude having the student's directory information distributed to armed forces recruiters by making such a request in writing to the high school office. Directory information cannot be released for profit-making purposes.

Search for Children with Disabilities

The Carrollton Exempted Village School District seeks to identify, locate and evaluate all children from birth to age 21 who may have a disability.

Disability, in this instance, means such conditions as hearing impairments, visual impairments, speech or language impairments, and specific learning disabilities, emotionally disturbed, multiple disabilities, mental retardation, other health impairments, physical impairments, autism and traumatic brain injury. Parents may not be aware that their child has a disability or that there are programs and services available.

Parents, relatives, public, and private agency employees, and concerned citizens, are asked to help find any child who may have a disability and need special education and related services. Notify Tricia Green, Director of Special Services at 252 Third St. NE Carrollton, Ohio 44615 or by calling (330) 627-8067.

The Individuals with Disabilities Education Act (IDEA)

The Individuals with Disabilities Education Act (IDEA) is a law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special educational and related services to more than 6.5 million eligible infants, toddlers, children and youth with disabilities.

Infants and toddlers with disabilities (birth-2) and their families receive early intervention services under IDEA Part C. Children and youth (ages 3-21) receive special education and related services under IDEA Part B.

Carrollton Exempted Village Schools are committed to the provision of a free, appropriate, public education for children with disabilities identified in accordance with applicable State and Federal law, rules and regulations.

In keeping in requirements of the Ohio Department of Education for compliance with the Operating Standards for Ohio Schools Serving Children with Disabilities, the district has adopted the ODE Model Policies and Procedures.

In addition, the Carrollton Exempted Village School District will identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students.

The Board of Education welcomes and encourages any and all comments from individuals interested in individuals with Disabilities Education Act (IDEA). Please contact Tricia Green, Director of Special Services (330) 627-8067.

Identification of Gifted Students

The State of Ohio passed a law, OAC 3301-51-15, which addresses the issue of identifying children who are gifted. "Gifted" students perform or show potential for performing, at remarkably high levels of accomplishment when compared to others of their age, experience, or environment.

This law requires that gifted and talented students be identified in grades k-12 in every district in Ohio in several areas: Superior Cognitive Ability, Superior Academic Ability in math, science, social studies and language arts, Creative Thinking Ability and Visual and Performing Arts Ability such as art, music, dance, and drama. Students must display these abilities at a level superior to that of children of similar age.

Contact the Districts' Gifted Coordinator, Lisa Burrell, at (330) 627-8281

Section 504 Concerns and/or Complaints

For students, employees or residents with complaints or concerns under Section 504 of the Rehabilitation Act of 1973 can obtain a complaint form from the District's 504 Compliance officer, Tricia Green, 252 Third St. NE, Carrollton, Ohio 44615. The phone number is (330) 627-8067. The District's grievance procedure may be obtained from the above individual at the address and phone indicated.

Education for Homeless Children

In Compliance with the McKinney-Vento Homeless Education Act, the Carrollton Exempted Village School District insures that homeless children and youth are: advised on the choice of schools; immediately enrolled; and promptly provided necessary services including transportation, to allow homeless children and youths to exercise their choices of school.

Ed Robinson, Director of Programs, is the district contacts for homeless children and can be reached at (330) 627-2181.

Title Services

EVERY STUDENT SUCCEEDS ACT (ESSA)

The Every Student Succeeds Act (ESSA), asks Ohio to clearly articulate its plans for using federal funds to ensure accountability for all students, create safe and supportive learning environments, encourage innovation and extended learning opportunities, and more.

More information can be found here:

<http://education.ohio.gov/Topics/Every-Student-Succeeds-Act-ESSA>

Educational programs are offered in our district by the use of Federal funds and in accordance with Title Programming Educational needs, as determined by Federal and State criteria, includes assessment with performance measures mandated by the Ohio Department of Education as well as those determined by the district professional staff, that will assist in the diagnosis, teaching and learning of students.

Title – Parents' Right to Know

In accordance with the requirement of Federal law, for each school receiving Title funds, the Superintendent shall make sure all parents of students may request the following information on the student's classroom teachers: whether the teacher(s) have met the State qualification and licensing criteria for the grade levels and subject area they are teaching and whether educational aides have an ODE permit which makes them qualified as paraprofessionals providing services to their child(ren). Carrollton Exempted Village School District utilizes Highly Qualified Teachers and paraprofessionals.

Public Records Policy

Our district public records policy is posted in each school and available on this website under our Board of Education Policies.

Parental and Student Notification Procedures

In the event of an emergency situation at school, parents will be notified by school officials through a phone messaging system known as "ALL-CALL". The recorded phone call will be made to the home phone number on file as part of the student's record. These calls are sent to all student phone numbers simultaneously. If the call is not picked up, the message is left on an available answering service or machine.

Notification of Rights under FERPA for Elementary and Secondary Districts

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 Carrollton Exempted Village School District receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official 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 Carrollton Exempted Village School District to amend their child's or their education 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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school districts annual notification for FERPA rights. A school official typically includes a person employed by the school or school district 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, contractor, or consultant who, while not employed by the school, performs an institutional service or 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 typically 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 or 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. Carrollton Exempted Village School District will make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Carrollton Exempted Village School District 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

Notification of Rights under FERPA for Elementary and Secondary Districts -continued-

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §

99.31 (a)(1)(i)(8)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31 (a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31 (a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31 (a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31 (a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31 (a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31 (a) (6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31 (a) (6))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31 (a) (8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31 (a) (9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.31 are met. (§ 99.31(a) (11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g (b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Due Process Rights

Due Process Rights are part of any student discipline. All members of the staff will follow policy and guidelines when dealing with student discipline. Due Process rights are detailed on the district website under Policy.

Anti-Harassment/Intimidation/Bullying Policy

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while in route to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Per Ohio Law, House Bill 276 required our school district to develop and adopt Anti-Harassment/Intimidation/Bullying policies. District administrators provide semi-annual summary reports of verified acts of harassment, intimidation and bullying on the district website.

The Board of Education maintains an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to district operations, program, and activities. All students, administrators, teacher, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. The district will vigorously enforce its prohibition against harassment based on sex, race, color national origin, religion, disability, or any other unlawful basis, and encourages those within the district community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The district will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the district will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

School Safety

The Board of Education is committed to maintaining a safe and drug-free environment in all of the schools. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of school district personnel, law enforcement agencies, and families. The Board further believes that school administrators and local enforcement officials must work together to provide for the safety and welfare of the students while they are at the school or a school-related event or are on their way to and from school. The district has at least one School Resource Officer (SRO) at each building and a Safety Team at each building that is committed to the safety and security of our students. In coordination with Carrollton Police Department, the Carroll County Sheriff, and the Carrollton Fire Department, the crisis and safety preparedness plan is updated for each of our buildings with the Ohio Department of Education.

Contact Ed Robinson, Director of Programs at (330) 627-2181 for questions.

Search and Seizure

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. Administrators are permitted to conduct a random search of any student's locker and its contents at any time.

Contact Ed Robinson, Director of Programs at (330) 627-2181 for questions.

Carrollton Exempted Village School District Parent Involvement Plan

PART 1. GENERAL EXPECTATIONS:

The Carrollton Exempted Village School District, (CEVSD); (Carrollton High School-Carrollton Middle School, and Carrollton Elementary) agrees to implement the following statutory requirements annually announced through various forms of media such as: *District webpage, All-Call telephone service, school building newsletters and local newspaper.*

Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies/plans meet the requirements of section 1118 of the ESEA, and each include, as a component, a school parent compact consistent with section 1118(d) of the ESEA.

Schools will notify parents of the policy/plan in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy/plan will be made available to the local community and updated periodically to meet the changing needs of parents and the school.

In carry out the Title 1, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.

If any school-wide program plan for Title 1, Part A, developed under section 114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).

The school will involve the parents of children served in Title 1, Part A schools in decisions about how the 1 percent of Title 1, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent reserved goes directly to the schools.

The District has a high expectation of parental involvement in their child's education. A Parental Involvement Plan will be created at the building level to ensure the parents' inclusion.

The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.

The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parent involvement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring-

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

Carrollton Exempted Village School District
Parent Involvement Plan (continued)

PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY/ PLAN COMPONENTS

1. **CEVSD** will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA.
2. **CEVSD** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA.
3. **CEVSD** will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting and will encourage them to attend, by:

Website: Newsletter, Newspaper.

"Meet the Teacher" in each building: Monday, August 19, 2019 from 1:30 – 3:30 PM.

4. **CEVSD** will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress and the proficiency levels students are expected to meet.
5. **CEVSD** will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any suggestions as soon as practicably possible by:
6. **CEVSD** will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
7. **CEVSD** will take the following actions to provide each parent timely notice: when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).
8. **CEVSD** will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the action described in the following paragraph the state's academic content standards, the state's student academic achievement standards, the state and local academic assessments including alternate assessments, the requirements of Part A, how to work with educators.
9. **CEVSD** will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy and using technology, as appropriate, to foster parental involvement.
10. **CEVSD** will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.
11. **CEVSD** will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
12. **CEVSD** will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform

format, including alternative formats upon request, and, to the extent practicable, in a language the parents and understand.