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Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (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 of 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 record(s) 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. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 advise them 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 consent to disclosures of personally identifiable information contained in the student's educational 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); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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 educational records without consent to officials of another school district in which the student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Onslow County Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is as follows: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.

The Onslow County Board of Education has adopted a written policy governing all the rights of parents and students under FERPA. Copies of this policy may be found in the Superintendent's office and in the principal's and counselor's office of each school within the unit.

The Onslow County Board of Education classifies the following as directory information: student's name, school, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees and awards received. School officials *may* release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify in writing the principal of the school where the records are kept within the first thirty (30) days of each school year. The objection must state what information the parent or student does not want classified as directory information. If no objection is received within the first thirty (30) days of the school year, the information will be classified as directory information until the beginning of the next school year.

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 three directory information categories, names, addresses and telephone listings, unless parents have advised the LEA that they do not want their student's information disclosed without prior consent as set forth in the paragraph above.

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (eligible students) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

--*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in

part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

--*Receive notice and an opportunity to opt a student out of-*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

--*Inspect, upon request and before administration or use-*

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes, and
3. Instructional material used as part of the educational curriculum.

Onslow County Schools will develop policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. Onslow County Schools will notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Onslow County Schools will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

District Contacts for Non-Discrimination

Onslow County Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following personnel have been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator

C.J. Korenek

P.O. Box 99, Jacksonville, NC 28541

(910) 455-2211

ADA Coordinator

C.J. Korenek

P.O. Box 99, Jacksonville, NC 28541

(910) 455-2211

Sexual Harassment Investigator

C.J. Korenek

P.O. Box 99, Jacksonville, NC 28541

(910) 455-2211

Section 504 Coordinator

Misty Williams/Clara Talton

P.O. Box 99, Jacksonville, NC 28541

(910) 455-2211, ext. 51018

For further information on the notice of non-discrimination, you may call:

The U.S. Department of Education

Office of Civil Rights

(800) 424-3481

Medical Information and New Vaccines

Per North Carolina General Statute 115C-47, schools are required to provide information concerning cervical cancer, cervical dysplasia and human papillomavirus. Furthermore, North Carolina General Statute 115C-375.4 requires Local Boards to provide parents and guardians information on Meningococcal disease and vaccines.

The information on these diseases can be found on the Onslow County Schools website www.onslow.k12.nc.us (Student Services) and the Center for Disease Control website www.cdc.gov/vaccines/vpd-vac/. If you do not have access to a computer, you may request the information be mailed to you by contacting your child's school nurse.

If you have further questions, please contact your private physician or the Onslow County Health Department at 910-347-2154.

North Carolina's Safe Surrender Law

In 2001, the North Carolina General Assembly passed a law, G.S. 7B-500(b) or G.S. 7B-500(d), making it legal for females to surrender their newborn baby to a responsible adult without fear of criminal prosecution. While any responsible adult may receive a newborn, School Social Workers, School Nurses, counselors and law enforcement are examples of responsible adults who are familiar with the Safe Surrender law. More information on Safe Surrender can be found on the Onslow County School Website www.onslow.k12.nc.us (Student Services) and at the Safe Surrender Website www.safesurrender.net. If you do not have access to a computer, you may request the information be mailed to you by contacting a School Nurse or a School Social Worker.

If you have further questions regarding the Safe Surrender Law, You may contact 1-800-FOR-BABY.

School Fee Waiver

The Onslow County Board of Education has a policy whereby school fees for indigent students can be waived. Students or parents interested in applying for a waiver of school fees based upon indigency must make a written request to the school principal, or his or designee, on or before the 20th day of school enrollment using a form supplied by the school. Applications are available at each school office. All requests for school fee waivers will be handled in a confidential manner.

Volunteer in the Schools

Parents, guardians and persons standing in loco parentis of a school-aged child are entitled to 4 hours of unpaid leave from their employer in North Carolina to volunteer in the schools subject to certain conditions as set forth in NCGS 95-28.3

Asbestos Management Plan

Onslow County Schools announces that a Management Plan pertaining to asbestos containing materials is in the office of the principal of each school for public review. This management plan describes the preventative measures and response actions taken to protect human health and the environment. Any questions concerning the management plan should be directed to Dusty Oliver, Facility Management Specialist for Onslow County Schools at (910) 455-2211.