

## **ANNUAL NOTICE REQUIREMENTS**

The Berlin Central School District Board of Education establishes that, pursuant to statutory obligation, at the beginning of each school year the District shall publish a notice:

1. Of the established grievance procedures for resolving complaints of discrimination due to sex or handicapping condition, or both, to parents or guardians of students, employees of the District, eligible students, and the community. The public notice shall:
  - A. inform parents, employees, students, and the community that occupational education programs are offered without regard to sex, race, color, national origin, religion, or handicapping condition;
  - B. provide the name, address, and telephone number of the person designated to coordinate activities concerning discrimination due to sex or handicapping condition, or both; and
  - C. be included in announcements, bulletins, and employment applications made available by the District.

Such notice shall be specifically provided regarding rights arising under Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972; and

2. In a local newspaper a notice to parents or guardians and to students who are eighteen (18) years of age or older ("eligible students") currently in attendance of their rights under the Family Educational Rights and Privacy Act (FERPA) and this policy. The District shall also send home a bulletin listing these rights, which shall also be included with a packet of material provided to parents or to eligible students when the student enrolls during the school year.

The notice shall include a statement that the parent or eligible student has a right to:

- A. inspect and review the student's educational records;
- B. a specification of the intent of the District to limit the disclosure of personally identifiable information contained in a student's education records except:
  - i. by prior written consent of the student's parent(s) or guardian(s) or the eligible student;
  - ii. as directory information; or
  - iii. under certain limited circumstances, as permitted by FERPA.
- C. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- D. file a complaint with the U.S. Department of Education alleging failure by the District to comply with FERPA and its regulations; and
- E. obtain copies of this policy and the locations where copies can be obtained.

The District shall arrange to provide translations of these notices to non-English speaking parents in their native languages.

#### References

29 USC Sec. 794 (Sec. 504, Rehab. Act of 1973)  
45 CFR Pt. 84  
20 USC Sec. 1681 (Title IX, Educ. Amdmts. of 1972)  
20 USC 1232-g (FERPA)  
34 CFR Pt. 99