

Massillon City Schools

District Information and Annual Notices

Media Release

Throughout the school year we receive numerous requests from area media (newspaper, radio, television, etc.) for photographs, slides, audio and/or video recordings that feature students' projects and achievements in academic and extracurricular programs. The primary purpose of the media release is to allow the Massillon City School District to include your child in such media activities.

Parent/guardians should have signed a release form at the beginning of the school year. If you did not sign a release form, please contact your building secretary.

Community Eligibility Program (CEP)

The Food Service Department of Massillon City Schools is part of the National School Lunch and Breakfast programs. It is our goal to serve healthy, well-balanced meals for the students and staff. We understand the importance of good nutrition to each student's educational performance. In order to help meet students' nutritional needs during the school day, we are offering free lunches and free breakfasts to all children within the district at Massillon City Schools.

This is made possible under the Community Eligibility Provision (CEP). This program helps schools and districts in high poverty communities meet eligibility to serve no-cost breakfasts and lunches to all their students.

To determine eligibility of a school or district for CEP, the number of identified students as a percentage of school enrollment is calculated. The percentage of identified students to enrollment must be 40% or greater. "Identified" students are students certified free eligible for school meals using methods other than a paper free and reduced student meal application. The identified student count is NOT a school's free and reduced student percentage.

Students are considered "identified" students if they meet one of the following categories:

1. Directly certified for free meals on the basis of participation in the Supplemental Nutrition Assistance Program (SNAP) or Ohio Works First (OWF). This count includes children in the same household as students on the benefits;
2. Children who are directly verified through local Job and Family Services offices due to a paper application with a SNAP or OWF number;
3. Homeless and runaway students;
4. Migrant students;
5. Federal Head Start program participants;
6. Foster children confirmed using court documentation.

If you believe you are eligible for assistance for your family, please review the application for support on the Stark County Job and Family Services website

(<https://www.starkjfs.org/uploads/requestforcashfoodmedical.pdf>)

(Please note: This information is confidential and will not be shared with the Massillon City School District). Contact our Food Service Director, Amy Coyle, for more information.

The 2018-2019 school year is the fourth and final year of the four year program. We will be re-applying for the CEP program again in April 2019 and our application will be reviewed for qualification for the 2019-2023 school years.

Anti – Harassment & Bullying

In accordance with Policy 5517.01- It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, 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 Board 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 School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board 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.

Reports of bullying or harassment can be made through your building principal.

Annual Notices

The Massillon City School District is required by state and federal laws to provide notice annually regarding the following:

Asbestos Management Plan

The US EPA published their AHERA (Asbestos Hazard Emergency Response Act) Regulations in 1986. These regulations require all local education agencies (LEA's) to have their buildings inspected for asbestos-containing building materials (ACBM), to have a written Asbestos Management Plan created, and to institute an Asbestos Operations and Maintenance (O&M) Program to train in-house personnel how to properly manage and work around the ACBM in their buildings. An annual notification is required to be sent to all school district employees, parents, groups and organizations to explain the Management Plans and any current relevant activities. The Massillon City School District has completed all of these requirements.

The master copy of the Asbestos Management Plan for all school buildings is maintained in the office of John Petro, Building and Grounds Supervisor, Massillon City School District, 207 Oak Ave. SE, Massillon, Ohio 44646 (330) 830-3900. A copy of the Asbestos Management Plan that is specific to each building is maintained in the Buildings and Grounds Office

The Asbestos Management Plan is available for review by any interested party. John Petro can be contacted by phone or in writing at the address listed above to answer questions or to arrange for a review of the Management Plan. If requested, a suitable location on-site will be provided for review of the Management Plan. Copies of any pages from the Management Plan will be provided by Massillon City School District at a cost of \$0.25 per page.

The purpose of this Annual Notification is to explain the status and availability of the Asbestos Management Plan, to review recent asbestos-related activities in the school district, and to list the asbestos-related activities that are planned to take place in the upcoming calendar year. There are no recent or planned activities for the 2012-2013 school year.

Notification of Rights under FERPA for Elementary and Secondary Districts

The Family Educational 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 District receives a request for access. Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. The principal 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 District to amend a record that they believe is inaccurate. They should write the Director of Pupil Services, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the District decides not to amend the

record as requested by the parent or eligible student, the District 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 education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to District officials with legitimate educational interests. A District official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District Board; a person or company with whom the District 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 District official in performing his or her tasks. A District 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 District discloses education records without consent to officials of another District in which a 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 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 20202-5901

Student records shall be available only to students and their parents, eligible students, designated school officials, and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code. Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

Each year the District provides public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a 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; awards received; honor rolls; and scholarships. Directory information shall not be provided to any organization for profit-making

purposes. The Board may disclose "directory information" on former students without student or parental consent. For information about parent and student rights to inspect, review and request amendments to educational records, or if parents/students believe their rights under Federal law have been violated, please contact our Student Services Director at (330) 830-3900.

Section 504 Concerns and/or Complaints

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 at 930 17th Street NE Massillon, Ohio 44646. The phone number is (330) 830-3900. The District's grievance procedure may be obtained from the above individual at the address and phone number indicated.

Records Access and Confidentiality

Under the Federal Education and Privacy Act of 1996, parents or adult students (18 years or older) in the Massillon City School District have the right to inspect and review official student records and related information upon written request to the principal of the building to which the student is assigned. An appointment for the review of the records will be made at a mutually convenient time as soon after the receipt of the written request as possible. A parent or adult student who believes that information contained in the educational records of the student is inaccurate or misleading or violates the privacy or other rights of the student may request in writing that the records be amended. A student's records and related information shall not be released to any individual, group, organization or agency, except with the written consent of the student's parents or an adult student himself/herself. Exception to this rule would be in regard to compliance with judicial order (subpoena) or other situations as defined by law and/or Board of Education Policy.

Anti – Harassment & Bullying

In accordance with Policy 5517.01- BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school sponsored events. Bullying Incidents Summary Harassment, intimidation or other bullying is defined as an intentional, written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both (1) causes mental or physical harm to another student and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Input Sought On Federal Funds

The Massillon City School District receives notification of their entitlement of federal funds allocated in accordance with the Individuals With Disabilities Education Act, Public Law 92-142. Utilization of these funds is designated to provide services and programs for disabled students. Persons who wish to comment on how to utilize these designated funds are welcome and encouraged to contact Student Services Director, at 9317th Street NE, Massillon, Ohio 44646. The phone number is (330) 830-3900.

Americans With Disabilities Act (A.D.A.)

The Massillon City Board of Education welcomes and encourages any and all comments from individuals interested in the Americans With Disabilities Act (A.D.A) The A.D.A. contains Title I-Employment, Title II-Public Services, and Title III-Public Accommodations. Please contact Director of Student Services, at 930 17th Street NE, Massillon, Ohio. The phone number is (330) 830-3900.

Helping Located Children With a Disability

School districts throughout Ohio are mandated to identify, locate, and evaluate all children with a disability from birth through age 21. Conditions such as autism, deaf/blind, mental retardation, multiple disabilities, orthopedic impairment and other health impairment, emotional disturbances, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, deafness and hearing impairments may qualify for services.

Because some parents may not be aware that programs and services are available, we are asking for your help. If you know of a child with a disability, please contact Director of Student Services, at 930 17th Street NE, Massillon, Ohio 44646. The phone number is (330) 830-3900.

Non-Discrimination Policy

The Massillon City School District affirms that no persons shall, on the basis of sex, race, color, national origin, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinator. This policy shall prevail in all board policies concerning school employees and students. Title VI complaints (sex, race, color, national origin, or disability) should be referred to Assistant Superintendent, at 930 17th Street NE, Massillon, Ohio 44646. The phone number is (330) 830-3900.

Title 1 Evaluation

Each spring, parents and teachers evaluate the Title 1 Program. Comments and input from both are used as plans are made for services the following school year. If your child is not receiving service or you would like to comment on the Title 1 Program, please complete a survey that is available in all school offices or by contacting Curriculum Coordinator, at 930 17th Street NE, Massillon, Ohio 44646. The phone number is (330) 830-3900. These surveys may be returned to any Massillon City school office

Directory Information

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a 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.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.