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THREE VILLAGE CENTRAL SCHOOL DISTRICT
SETAUKET, NEW YORK

BOARD OF EDUCATION AGENDA MATERIALS

DATE OF BOARD MEETING: Sept. 13, 2017

DATE MATERIAL SUBMITTED: Sept 8, 2017

OFFICE OF ORIGIN: District Clerk

CATEGORY OF ITEM: Information

TITLE: Policy – Information Second Reading

STAFF RECOMMENDATION:

Be it RESOLVED that the Board of Education accept the following Policies delineated below:

<u>Policy #</u>	<u>Policy Title</u>
1740	Relationship with Nonpublic Schools
1741	Home Schooled Students
4531	Field Trips
4532	School Volunteers
5151	Homeless Children
5500	Student Records

BACKGROUND - RATIONALE:

Adopt the Policies at the Second Reading or move to First Reading Action.

NOT AN OFFICIAL RECORD; SUBJECT TO CHANGE

RELATIONSHIP WITH NONPUBLIC SCHOOLS

In recognition of its responsibility under state law and regulation the Board of Education shall make available required public school materials, equipment and services to resident students who attend nonpublic schools.

Textbook Loan

The Board recognizes that section 701 of the Education Law requires all Boards to purchase and to loan, upon individual request, textbooks to all children residing in the District who are attending grades kindergarten through twelve in any public or nonpublic school which complies with the compulsory education law.

It is also understood that the textbooks must be "loaned free" to the children, but Boards may make reasonable rules and regulations regarding such loan(s).

Therefore, the following rules and regulations shall govern the loan of textbooks to residents of the District attending nonpublic schools:

1. The textbooks shall remain the property of the District.
2. The textbooks shall be returned at the end of the nonpublic school year.
3. If lost or destroyed, the textbooks shall be paid for in the same fashion as the students attending District schools.

Instructional Computer Hardware and Software Loan

The Board recognizes its responsibility to loan instructional computer hardware and software, upon request, to all pupils legally attending nonpublic elementary or secondary schools located in the school district. The District shall loan instructional computer hardware and software on an equitable basis to students for school use, however software and hardware purchased with any local, federal or state funds, other than Instructional Computer Hardware or Software Aid funds, are not required to be loaned to nonpublic school students.

The Board recognizes its responsibility to comply with the requirements of the Smart Schools Bond Act of 2014 with respect to loaning classroom technology obtained as part of the Act to nonpublic schools. The amount allowed in the Smart Schools Bond Act is equivalent to one hundred forty eight dollars (\$148) multiplied by the nonpublic school enrollment for the 2014-2015 school year. The District must receive all requests for the purchase and loan of Smart Schools Bond Act classroom technology no later than June 1 of the school year prior to that for which the technology is being requested. All nonpublic schools within the District's boundaries will be provided with notice of this request on or before March 1.

In addition, the District will only purchase and loan software programs that do not contain material of a religious nature.

The Board authorizes the Superintendent of Schools to establish any and all rules, regulations and procedures necessary to implement and maintain this policy. The Superintendent will specify the date by which requests must be received by the District and provide notice to all nonpublic schools within the District of that date.

Ref: Education Law §§701; 751-754; 1709; 3204; 3602-c
8 NYCRR §175.25; 21.3
Mitchell v. Helms, 530 U.S. 793 (2000)
Russman v. Sobol, 85 F.3d 1050 (2d Cir. 1996)
Zobrest v. Catalina Foothills Sch. Dist., 509 U.S. 1 (1993)
Aguilar v. Felton, 473 U.S. 402 (1985)
Board of Educ. v. Allen, 392 U.S. 236 (1968)

Adoption Date: December, 1991

Revised: July 7, 2009

Policy Committee 2017 08 02
Information First Reading – 2017 08 23

HOME SCHOOLED STUDENTS

Parents/Guardians who wish to educate their children at home must submit to the District an individual home instruction plan (IHIP), outlining the educational goals to be met and the course materials and syllabi to be used each year for the child's learning process. The District may accept or deny an IHIP. Parents/Guardians must submit quarterly reports which will provide the District with the necessary information to make determinations of substantial equivalency and competency of instruction on an ongoing basis. Information to be included in an IHIP is outlined by the New York State Education Department, including: subjects, textbooks, assessments and other relevant information.

Parents/Guardians may appeal to the Board following a determination by the Superintendent of Schools or designee that an IHIP is not in compliance with the Regulations of the Commissioner of Education. Parents/Guardians shall have the right to appeal the final determination of the Board to the Commissioner of Education within 30 days of receipt of such determination.

Special Education

A student with an IHIP, who is a resident of the District and has a disability, or is suspected of having a disability, is eligible to receive services from the District, in accordance with law, regulation and District policy (4321 et. seq.). A parent/guardian must request special education services in writing to the Board by June 1st, unless the child is first identified or moves into the District after June 1st. In that case, the parent/guardian must request the services within 30 days of being identified, or of moving into the District.

Special education services will be provided on an equitable basis compared to programs and services provided to other students with disabilities attending public or nonpublic schools within the District. The Board will determine the location where services will be available to home schooled students.

Participation in Extracurricular Activities

Students instructed at home by their parents are not entitled to participate in interscholastic or intramural sports. *However, the Board shall permit such students to participate in ~~intramural sports and~~ other school-sponsored extracurricular activities. Specifically, the Board will permit home-schooled students to:*

- *participate in non-credit-bearing organized school activities such as clubs ~~and sports~~ (other than interscholastic sports);*
- *participate in band and/or receive music lessons only if these activities are considered to be extra-curricular (non credit-bearing or graded or required for class);*

- *use school facilities such as the library, career information center and gymnasium if there is mutual agreement on the part of all involved parties.*

OR:

Students instructed at home by their parents are not permitted to participate in district activities or use district facilities, other than as permitted under District Policy 1500, Public Use of School Facilities.

Instructional Materials

The Board authorizes the Superintendent to loan instructional materials, if available, to students receiving home instruction. The Superintendent or his/her designee shall determine the availability of resources and develop appropriate procedures.

Cross-ref: 4321, Programs for Students with Disabilities, *et.seq.*

Ref: Education Law §§ 3204(2); 3210(2)(d); 3602-c (2-c)
8 NYCRR §100.10

Appeal of Ponte, 41 EDR 174 (2001)

Matter of Abookire, 33 EDR 473 (1994)

State Education Department Memorandum, “New Requirements for the Provision of Special Education Services to Home-Instructed (“Home-Schooled”) Students, July 2008

Adoption Date: March 10, 2009

Revised: January 25, 2011

Policy Committee 2017 08 02

Information First Reading – August 23, 2017

FIELD TRIPS

A field trip is defined as an educational activity which takes place off school premises under the supervision of a teacher and which occurs during the regular school year and at least in part during the regular school day. Field trips are designed to stimulate student interest and inquiry and provide opportunities for social growth and development and which are part of the educational program of the school and are considered appropriate extensions of the classroom.

To the extent that they provide an effective means for accomplishing general curriculum objectives, as well as offering opportunities for enrichment the building principal may request a field trip be approved by the Superintendent or his/her designee(s) prior to any field trip being scheduled. Costs to be incurred by the District must be identified and the principal must insure that the funds are available within the appropriate budget. Teacher participation in the field trip program at all levels is appropriate. Students must secure parental written permission prior to each trip.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for students to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selection of field trips.

1. Value of the activity to the particular class or class groups;
2. Relationship of the field trip activity to a particular aspect of classroom instruction;
3. Suitability of the activity and distance traveled in terms of the age level;
4. Mode and availability of transportation;
5. Weather conditions; and
6. Cost.

To qualify as part of the District's educational program the field trip must satisfy the following criteria:

1. The field trip must be educationally beneficial; support or enrich the curriculum;
2. The field trip must be open to all qualified students;
3. The school sponsoring a field trip occurring on a school day must provide appropriate instruction for students unable to participate; and
4. Students participating in the trip will be subject to disciplinary action under Educational Law Section 3214 and the Code of Conduct for misbehavior during the trip.

When the District provides transportation to students on a school-sponsored field trip, it shall provide transportation back to either the point of departure or to the appropriate school in the District unless:

1. the parent or legal guardian of a student participating in such event has provided the District with written notice authorizing an alternative form of return transportation for the student; or
2. intervening circumstances make such transportation of a student impractical.

Where intervening circumstances have made transportation back to the point of departure or to the appropriate school in the District impractical, a representative of the District shall remain with the student until (i) such student's parent or legal guardian has been contacted and informed of the intervening circumstances which make such transportation impractical and (ii) the student has been delivered to his or her legal guardian.

Medications

The District shall accommodate the needs of students who must take medications during a field trip. Depending on the student's needs and abilities to administer and carry their own medications, District staff or other appropriate adults (e.g. the voluntary participation of the student's parents/guardians or a designee appointed by them) may need to be available during the trip for assistance. Regulation 5420-0R, Student Health Services Regulation, outlines the requirements and responsibilities for these scenarios. If no District staff or other appropriate adult is available, and if the medication schedule cannot be adjusted by the student's prescriber, the trip will either be rescheduled or canceled.

The Superintendent shall develop specific guidelines and appropriate administrative procedures to screen and evaluate field trips, determine responsibilities, and ensure that reasonable measures are taken to maintain safety.

Cross-ref: 5300, Code of Conduct
5420, Student Health Services

Ref.: Education Law §§ 1604; 1709; 1804; 1903; 2503; 2554; 2590-e; 3214
Guidelines for Medication Management in Schools (Sept. 2015),
<http://www.p12.nysed.gov/sss/documents/MedicationManagement-final2015.pdf>

Adoption Date: December, 1991

Revised: February 8, 2005
October 11, 2011

Policy Committee 2017 08 02
Information First Reading 2017 08 23

SCHOOL VOLUNTEERS

The Board of Education recognizes that the use of volunteers strengthens school/community relations through positive participation, builds an understanding of school programs among interested citizens, and can assist District employees in providing more individualized and enriched opportunities in instruction. The Board encourages volunteers from all backgrounds and age groups who are willing to share their time, training, experience or personal characteristics to benefit the students of the District.

Volunteers may be involved in many facets of school activities. Volunteers shall not be used to provide transportation for school-sponsored activities.

No volunteer shall be permitted to have unsupervised direct contact with students.

School personnel who are responsible for tasks or projects that involve the use of volunteers shall identify appropriate tasks and time schedules for such volunteer activities, as well as make provisions for adequate supervision and evaluation.

Persons wishing to volunteer must contact the Superintendent or Building Principal or other individual designated by the Superintendent or Building Principal and must complete a volunteer application form. The application form shall require the volunteer applicant to disclose any criminal convictions. The application form shall also require the applicant to identify two non-family member personal references. The Superintendent or Building Principal shall be responsible for ensuring that both references are contacted before the volunteer begins rendering volunteer services to verify that the individual is of good moral character. If warranted, finger printing shall be required upon the decision of the Superintendent.

The District shall retain a complete record of all information obtained through the application process for the same period of time it retains information regarding District employees.

All volunteers are required to act in accordance with District policies, regulations and school rules. Any staff member who supervises volunteers will immediately refer the volunteer to a building administrator if they violate District policies, regulations or school rules, and will be asked to leave school grounds.

School volunteers may not access student personally identifiable information.

Each Building Principal shall be responsible for maintaining a current and complete list of all active volunteers and their assignments.

Cross-ref: 5300, Code of Conduct
5500, Student Records

Ref: Family Educational Rights and Privacy Act, as amended, 20 USC §1232g; 34 CFR §99.31(a)(1)(i)(B)

Adoption date: December, 1991
Revised: September 27, 2011

Policy Committee 2017 08 02
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HOMELESS CHILDREN

The Board of Education recognizes its responsibility under federal (McKinney-Vento) and state laws and regulations to identify homeless children within the district, encourage their enrollment and eliminate existing barriers to their identification, enrollment, attendance, or success in school ~~education~~ which may exist in district practices. The Board will provide homeless children attending the district's schools with access to the same free and appropriate public education and other school programs and activities, including publicly funded preschool education, as other children.

A homeless child is a child who lacks a fixed, regular, and adequate nighttime residence or who has a primary nighttime location in a public or private shelter designed to provide temporary living accommodations, or a place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. This definition also includes a child who shares the housing of others due to loss of housing, economic hardship, or similar reason; lives in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; lives in a car, park, public space or abandoned building, substandard housing, bus or train station or similar setting; has been abandoned in a hospital ~~or is awaiting foster care placement~~; or is a migratory child who qualifies as homeless. An unaccompanied youth is a homeless child not in the physical custody of a parent or guardian. ~~for whom no parent or person in parental relation is available.~~

To assist in determining eligibility for services under the McKinney-Vento Act, the District shall use a housing questionnaire for all enrolling students, and those reporting a change of address, which asks for a description of the student's current living arrangements.

A homeless child has the right to attend school in either the school of origin (i.e., where he/she resided before becoming homeless, or the school he/she was last enrolled), the school in the district of current location (i.e., where he/she currently resides as a result of his/her homelessness) that he/she is entitled to attend based on attendance zone or general eligibility, or a school in a district participating in a regional placement plan. Such schools include preschools. The homeless child is entitled to attend the designated school on a tuition-free basis for the duration of his or her homelessness. If the child becomes permanently housed, the child is entitled to continue to attendance in the same school building until the end of the school year and for one additional year if that year constitutes the child's terminal year in such building. If a homeless child completes the final grade level in his/her school of origin, the child may also attend the designated receiving school at the next grade level.

The Superintendent of Schools shall develop procedures necessary to expedite the homeless child's access to the designated school. Such procedures shall include:

1. Admission: Upon designation, the district shall immediately admit the homeless child to school, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical or immunization records (however, the district may temporarily exclude a child from attendance if there are actual symptoms of a communicable disease that poses a significant risk of transmission to others.) proof of age or residency or other documentation and even if there is a dispute with the child's parents regarding school selection or enrollment. During a dispute, the student may continue attending the school until final resolution of the dispute, including all available appeals. Homeless children will have the same opportunity as other children to enroll in and succeed in the district's schools. They will not be placed in separate schools or programs based on their status as homeless. The district shall eliminate barriers to identification, enrollment and retention of homeless children, including barriers to enrollment and retention due to outstanding fees, fines or absences.
2. Transportation: The district shall promptly provide transportation for homeless students currently ~~residing within the~~ attending district schools as required by applicable law, as described in the accompanying regulation. In general, the district shall ensure that transportation is provided to homeless students enrolled in the district who attend a school of origin, including a publicly funded preschool administered by the district or SED, even if the student lives outside the district's boundaries. Transportation shall be provided for the duration of homelessness, through the remainder of the school year in which the student becomes permanently housed, and one additional year if that is the student's final year in the school.
3. School Records: For homeless students attending school out of the district, the district shall, within five days of receipt of a request for records, forward a complete copy of the homeless child's records including proof of age, academic records, evaluation, immunization records and guardianship paper, if applicable. For homeless students attending school in the district, the district shall request the student's records (academic, medical, etc.) from the school the student last attended.
4. Coordination: The district shall coordinate with local social services agencies and other entities providing services to homeless children and their families for the provision of services to homeless children, and shall coordinate with other school districts on issues of prompt identification, transportation, transfer of records, and other inter-district activities. This shall include ensuring the provision of appropriate services to homeless students with disabilities who are eligible for services under either Section 504 or IDEA.

A portion of the district's Title I, Part A funds shall be set aside for homeless children and youth to provide educationally related support services and services not ordinarily provided to other students.

Information about a homeless child's living situation shall be treated as a student education record, and shall not be considered directory information under FERPA. See policy 5500, Student Records, for more information.

The Superintendent shall also designate a [McKinney-Vento](#) liaison for homeless children and ensure that this person is aware of, [and able to carry out](#), his or her responsibilities under the law. The Superintendent shall ensure that the liaison receives appropriate professional development on identifying and meeting the needs of homeless students, including the definitions of terms related to homelessness. The liaison's responsibilities shall include, but not be limited to, ensuring that:

1. parents or guardians of homeless children are informed of the educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children;
2. parents and guardians and unaccompanied youth are fully informed of all transportation services available to them, and are assisted in accessing them;
3. enrollment disputes involving homeless children are promptly mediated and resolved;
4. school personnel, through outreach and in coordination with shelters and social service agencies and other appropriate entities, identify homeless children, including homeless preschoolers;
5. homeless children receive educational services, including [but not limited to](#) Head Start and preschool services to which they are eligible, as well as referrals to health care and other appropriate services for homeless children and their families;
6. public notice of the educational rights of homeless children is disseminated in locations frequented by homeless unaccompanied youth and parents/guardians of homeless children, in a manner and form understandable to them;
7. staff who provide services to homeless students receive required professional development and support on identifying and meeting the needs of homeless students;
8. homeless unaccompanied youth are informed of their rights, are enrolled in school, and have opportunities to meet the same state standards set for all students, including receiving credit for full or partial coursework earned in a prior school pursuant to Commissioner's regulations.

In accordance with law and regulation, the district will offer a prompt dispute resolution process (described in more detail in the accompanying administrative regulation). [A student shall be entitled to continued enrollment in the district's schools, and transportation, pending resolution of the dispute and all available appeals.](#)

In accordance with Commissioner's regulations, the district shall collect and transmit to the Commissioner information necessary to assess the educational needs of homeless children within the State.

Cross-ref: [5150, School Admissions](#)
 [5420, Student Health Services](#)
 [5500, Student Records](#)

Ref: [20 USC § 6313\(c\)](#)
 42 USC §§11431 et seq.

~~School Enrollment Guidelines on the McKinney-Vento Act, 67 Fed. Reg. 10,697-10,701
(March 8, 2002)~~

[McKinney-Vento Education for Homeless Children and Youth Program, 81 Fed. Reg. 14432-14436 \(3/17/16\)](#)

[U.S. Department of Education, Education for Homeless Children and Youths Program, Non-Regulatory Guidance \(7/27/16\)](#),

Education Law §§207; 305; 3202; 3205; 3209

Executive Law §§532-b; 532-e

Social Services Law §§17; 62; 397

8 NYCRR §§100.2(x); 175.6

Adoption date: February 27, 2007

Revised: November 17, 2009

August 24, 2016

Policy Committee 2017 08 02

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STUDENT RECORDS

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. As part of this responsibility, the Board will ensure that eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education record. The procedures for ensuring these rights shall be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The Board also recognizes its responsibility to ensure the orderly retention and disposition of the District's student records in accordance with Schedule ED-1 as adopted by the Board in policy 1120.

The District will use reasonable methods to provide access to student educational records only to those authorized under the law and to authenticate the identity of the requestor. The district will document requests for and release of records, and retain the documentation in accordance with law. The District will execute agreements with third-party contractors in accordance with Education Law 2-d.

The Superintendent of Schools shall be responsible for ensuring that all requirements under law and the Commissioner's regulations are carried out by the District.

Definitions

Authorized Representative:- an authorized representative is any individual or entity designated by a State or local educational authority or a Federal agency headed by the Secretary, the Comptroller General or the Attorney General to carry out audits, evaluations, or enforcement or compliance activities relating to educational programs.

Education Record: ~~Records~~means those records, in any format, directly related to the student and maintained by the District or by a party acting on behalf of the District, with certain exceptions provided by FERPA and its implementing regulations, including:

(a) ~~_____ records in the sole possession of the individual who made it are used only as a personal memory aid, and are~~and not accessible or ~~revealed to any other person except a temporary substitute for (e.g. memory joggers);~~

~~(a) _____ (b) _____ records of the maker of the record;~~

District's law enforcement unit;

~~(b) records of a student who is 18 years of age or older, that are records made, maintained, or used only in connection with treatment of the student or created or maintained by a physician, psychiatrist, psychologist or other recognized professional/paraprofessional acting in that capacity.~~

(c) grades on peer-graded papers before they are collected and recorded by a teacher.

Eligible student: a student who has reached the age of 18 or is attending postsecondary school.

Legitimate educational interest: a school official has a legitimate educational interest if ~~he or she~~ needs they need to review a student's record in order to fulfill his or her professional responsibilities.

Personally identifiable information: information that would allow a reasonable person in the school or its community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Such data might include social security number, student identification number, parents' name and/or address, a biometric record, etc.

School official: a person who has a legitimate education interest in a student record who is employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a member of the Board of Education; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official performing his or her tasks.

Third party contractor: any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to such educational agency, including but not limited to data management or storage services, conducting studies or audit or evaluation of publicly funded programs.

Annual Notification

_____ At the beginning of each school year, the District will publish a notification that informs parents, guardians and students currently in attendance of their rights under FERPA and New York State Law and the procedures for exercising those rights. This notice may be published in a newspaper, handbook or other school bulletin or publication. This notice will also be provided to parents, guardians, and students who enroll during the school year. The District shall publish the Parents' Bill of Rights on its website.

_____ The notice will include a statement that the parent/guardian or eligible student has a right to:

1. inspect and review the student's education records;

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2. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy rights;
3. consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent; and
4. file a complaint with the United States Department of Education alleging failure of the District to comply with FERPA and its regulations.

The annual notice will inform parents/guardians and students:

5500

1. that it is the District’s policy to disclose personally identifiable information from student records, without consent, to other school officials within the District whom the District has determined to have legitimate educational interests. The Notice will define “school official and “legitimate educational interest”.
2. that, upon request, the District will disclose education records without consent to officials of another school district in which a student seeks to or intends to enroll or is actually enrolled.
3. that personally identifiable information will be released to third party authorized representatives for the purposes of educational program audit, evaluation, enforcement or compliance purposes.
4. that the District, at its discretion, releases directory information (as defined below) without prior consent, unless the parent/guardian or eligible student has exercised their right to prohibit release of the information without prior written consent.
5. that, upon request, the district will disclose a high school student’s name, address and telephone number to military recruiters and institutions of higher learning unless the parent or secondary school student exercises their right to prohibit release of the information without prior written consent.
6. of the procedure for exercising the right to inspect, review and request amendment of student records.

The District will provide translations of this notice, where necessary, to parents, guardians and students in their native language or dominant mode of communication.

The District may also release student education records, or the personally identifiable information contained within, without consent, where permitted under federal law and regulation. (See accompanying regulation 5500-R, Section 5.)

In the absence of the parent or secondary school student exercising their right to opt out of the release of information to the military, the District is required to, under federal law, release the information indicated in number ~~three~~ (3 five (5)) above.

Directory Information

The ~~District~~district has the option under FERPA of designating certain categories of student information as “directory information.” The Board directs that “directory information” include a ~~student’s name, address, telephone listing, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, student photos, and the most recent previous educational agency or institution attended by the student.~~student’s:

- Name
- Address (except information about a homeless student’s living situation, as described below)
- Telephone number
- Date and place of birth
- Major course of study
- Participation in school activities or sports
- Weight and height if a member of an athletic team
- Dates of attendance,
- Degrees and awards received
- Most recent school attended
- Grade level
- Photograph [and video footage NOTE THE BOARD MAY WISH TO CONSIDER THIS ADDITION TO THE POLICY]
- ~~[E-mail address NOTE THE BOARD MAY WISH TO CONSIDER THIS ADDITION TO THE POLICY]~~
- Enrollment status
- The present and prior educational agency or institution attended by the student

Information about a homeless student’s living situation shall be treated as a student educational record, and shall not be deemed directory information.

Social security numbers, student identification numbers or other personally identifiable information will not be considered directory information.

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Once the proper FERPA notification is given by the District, a parent/guardian or eligible student will have 14 days to notify the District of any objections they have to any of the “directory information” designations. If no objection is received, the District may release this information without prior approval of the parent/guardian or eligible student for the release. Once the eligible student or parent/guardian provides the “opt-out,” it will remain in effect after the student is no longer enrolled in the school district.

_____The District may elect to provide a single notice regarding both directory information and information disclosed to military recruiters and institutions of higher education.

Cross-ref: 1120, School District Records
4321, Programs for Students with Disabilities Under IDEA and Part 89
5550, Student Privacy
5151, Homeless Children [IF THE POLICY EXISTS]

Ref: Family Educational Rights and Privacy Act, as amended, 20 USC 1232g; 34 CFR Part 99
No Child Left Behind Act, 20 USC §7908 (Military Recruiter Access)
10 USC §503 as amended by §544 of the National Defense Reauthorization Act for FY 2002
Education Law §§ 2-a; 2-b; 2-c; 2-d; 225;
Public Officers Law §87(2)(a)
Arts and Cultural Affairs Law, Article 57-A (Local Government Records Law)
8 NYCRR 185.12 (Appendix I) Records Retention and Disposition, Schedule ED-1 for Use by School Districts and BOCES

“Guidance for Reasonable Methods and Written Agreements.”

http://www2.ed.gov/policy/gen/guid/fpco/pdf/reasonablemtd_agreement.pdf

Parents’ Bill of ~~Adoption date:~~ December, 1991

Revised: ~~September 24, 2002~~
~~May 24, 2011~~
~~January 24, 2012~~
~~September 3, 2014~~