

# ROSLYN PUBLIC SCHOOLS

## Parent & Community Notifications

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Under the Family Educational Rights and Privacy Act (1974) (FERPA), parents/guardians of a student under 18, or eligible students age 18 or older, have a 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 building principal a written request that identifies the records they wish to inspect.
- request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
- consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (e.g., disclosure to school officials with legitimate educational interests).
- file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

In addition to the rights outlined above, FERPA also provides that a school district may designate certain student information as "directory information", which is information that is generally not considered harmful or an invasion of privacy if released. Directory information includes a student's name, address, date and place of birth, dates of attendance, major course of study, degrees and awards received, award recognitions, most recent school attended, class schedule, grade level, photograph, class roster, weight and height if a member of an athletic team, and participation in officially recognized activities and sports. Further, directory information will only be made available to parent/faculty associations, representatives of the District's insurance carriers, entities providing educational, occupational, or career opportunities, or to publish in school news publications, school student newspapers, magazines, yearbooks or other student publications, daily or weekly newspapers for journalistic purposes only, athletic, musical or theatrical programs, or news releases.

The School District may disclose "directory information" without prior consent if it has given public notice to parents of students in attendance and eligible students in attendance in the School District of: the type of personally identifiable information that has been designated as directory information; the parent's or eligible student's right to refuse disclosure of certain or all designated information; and the period of time the parent or eligible student has to notify the School District in writing that he/she wishes to withhold consent for disclosure.

Requests to view or amend a student's records, or to withhold consent for disclosure of personally identifiable information, may be addressed to the building principal. Requests to withhold consent for disclosure of directory information must be submitted in writing and returned to the building principal by September 15 each school year, or in the case of new students who enter school during the school year, within 15 days of entry.

### FREEDOM OF INFORMATION LAW

The District Clerk (801-5002) is the district's records access officer who processes requests for inspection and copies of district records under NY's Freedom of Information Law.

### STUDENT PRIVACY

Under the Protection of Pupil Rights Amendment, as revised by the No Child Left Behind Act, parents may contact the building principal to opt a child out of the following activities:

- The collection, disclosure and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students.
- The administration of any survey revealing certain types of personal behavior or political beliefs.
- The administration of any invasive physical examination or screening that is not necessary to protect the immediate health or safety of the student or other students. This does not apply to any physical examination or screening required or permitted under state law, including those permitted without parental notification.

## DISCLOSURE TO THE MILITARY

Pursuant to the No Child Left Behind Act, the school district must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of high school students. Parents (or students 18 years of age or older) wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and/or institutions of higher learning must make such request in writing to the high school principal.

## ASBESTOS COMPLIANCE

The district's asbestos management plan, as well as reports of current or planned asbestos inspections, response actions and post-response actions, are available to parents, faculty and staff. Please contact Thomas Szajkowski, Assistant to the Superintendent for Operations, who is the district's asbestos compliance officer (801-5450).

## PESTICIDE APPLICATION

Parents, faculty, and staff may, upon request, receive 48-hour prior written notice of certain pesticide applications. Some pesticide applications, such as when a school remains unoccupied for 72 hours following the application, are not subject to prior notification requirements. To receive prior notification of applications that are scheduled to occur in a school, or to receive complete list of applications not requiring notification, please contact Thomas Szajkowski, Assistant to the Superintendent for Administration & Special Projects (801-5450).

## STAFF QUALIFICATIONS

In accordance with the federal No Child Left Behind Act of 2001, parents and guardians have the right to request the following information about the professional qualifications of their children's classroom teachers:

- if the teacher has met New York State qualifications and licensing criteria for the grade levels and subject areas he or she teaches;
- whether the teacher is teaching under emergency or other provisional status through which the state qualification or licensing criteria have been waived;
- the teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- if your child is provided services by any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Requests for information about the qualifications of your child's teacher(s) may be directed to Michael Goldspiel, Assistant to the Superintendent for Secondary Education (801-5020).

## NONDISCRIMINATION

The Roslyn Union Free School District reaffirms its commitment to the principles of Equal Employment Opportunity (EEO), human rights and civil rights laws (including 42 U.S.C. 1981, et seq.) and non-discrimination. It is the District's policy to prohibit discrimination based on race, color, religion, national origin, sex (including sexual harassment), age (40 years and over), and disability (mental and physical). All employees will abide by the letter and intent of EEO, the New York State Human Rights Law, Federal civil rights laws (including 42 USC 1981, et seq.) and policies applicable to employment in their daily actions, conduct and decisions.

**Title IX** : Susan Warren, Assistant Business Administrator, (801-5030), is the compliance officer who oversees implementation of the law prohibiting discrimination on the basis of gender in hiring, promotion or other personnel practices.

**Section 504, Americans With Disabilities Act**: Barbara Schwartz, Director of Pupil Personnel Services (801-5060), is responsible for implementing regulations which prohibit discrimination on the basis of disability.