

School Notice of Parents of Rights under the Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal Law, requires that **Chenango Forks Central School District**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, **Chenango Forks Central School District** may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the **Chenango Forks Central School District** to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill showing your student's role in a drama production;
- The annual yearbook;
- Honor roll and other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, the New York State Education Law § 2-1 and two federal laws require school districts receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with student names, addresses and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

Once the proper FERPA notification is given by the district, a parent/guardian or student will have 30 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 student for the release. Once the student or parent/guardian provides the "opt-out," it will remain in effect after the student is no longer enrolled in the school district.

- (1) The student's name;
- (2) The student's address;
- (3) The student's telephone listing;
- (4) The student's date and place of birth;
- (5) The student's class designation and major field of study (e.g., first grade, tenth grade, and the like);

- (6) The student's participation in officially recognized activities and sports;
- (7) The student's degrees, achievement awards or honors;
- (8) The student's weight and height if a member of an athletic team;
- (9) Dates of attendance;
- (10) The student's photograph;
- (11) The most recent educational institution attended before the student enrolled in the school district; and
- (12) Electronic mail address.

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

Students who opt out of having directory information shared are still required to disclose their student ID cards.

Send notice to:
Chenango Forks Central School District
Attn: Colleen Kresge
1 Gordon Drive
Binghamton, NY 13901

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

For a complete list of exceptions to FERPA's prior consent requirements see regulation 5500-R, Section 5.

Pesticide Notification

In accordance with new regulations issued by the New York State Office of the Attorney General, we are providing written notice to the public of the following:

1. Pesticides may be used at school facilities or on school grounds throughout the year;
2. The school is required to maintain a list of staff and parents who wish to receive 48 hours advance written notice of pesticide applications. To keep our records current, a new letter is required annually;

3. Instructions on how to register to receive such notice and inquiries for more specific information should be directed to Mark Putrino, Business Official, at 648-7543 prompt three.

Please contact Mr. Putrino if you want advance notification of pesticide use or if you have any questions regarding this notice.

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