



Board of Education

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Superintendent of Schools

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September 2017

Dear Parents and/or Guardians:

As a parent/guardian of a student enrolled in the Cheektowaga Central School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner, if you ask for it. Please let me assure you that our teachers are certified.

You have the right to ask for the following information about each of your child's classroom teachers:

- Whether the teacher has met New York State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which New York State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals (teaching assistants and/or teacher aides) and, if so, their qualifications.

If you would like to receive any of this information, please call my office at 686-3606.

Sincerely,

A handwritten signature in black ink that reads "Mary A. Morris".

Mary A. Morris
Superintendent

Annual Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of* –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Cheektowaga Central School District has policies and procedures in place to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **The Cheektowaga Central School District** directly notifies parents regarding this at the start of each school year and after any substantive changes. **The Cheektowaga Central School District** directly notifies, such as through newsletters, U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys as noted below and provides an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

The Cheektowaga Central School District makes this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents are provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents are also provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Annual Notification of Rights under FERPA for Elementary and Secondary Schools

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 School receives a request for access.

Parents or eligible students should submit to the School 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School 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 school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (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 school official in performing his or her tasks. A school 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 School discloses education records without consent to officials of another school 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 School 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 20202-5920

An Important Message to Parents/Guardians from Superintendent Mrs. Morris...

On August 22, 2006, the Board of Education clarified Cheektowaga Central's Directory Information Designations under FERPA (see below). Please note that **PHOTOGRAPHS** are designated as Directory Information. This means, for example, that the school or district may include your child's photograph in school publications or that your child's photo could be included in a press release. Please note that as explained below, if you do not want the school or district to disclose directory information (including his/her photograph), you must notify your child's principal in writing by September 22, 2017. If you have questions, please call the Superintendent's Office at 686-3606.

NOTIFICATION OF DIRECTORY INFORMATION DESIGNATIONS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Cheektowaga 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, the 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 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 or 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, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, which includes the District, to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.⁽¹⁾

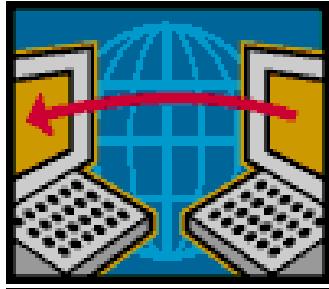
If you do not want the School or District to disclose directory information from your child's education records without your prior written consent, you must notify your child's school principal in writing by September 22, 2017.

Please note that the Cheektowaga Central School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Type of Diploma
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Footnotes:

¹.These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.



IMPORTANT INFORMATION FOR ALL PARENTS/GUARDIANS:

The Board of Education's Acceptable Use Policy (AUP) for Computers/Technology and Internet Access requires that all users abide by the terms and conditions of the AUP. Students and parents do not sign the AUP to indicate that they have read and agree to abide by the AUP.

If the parent/guardian objects to his/her child's use of computers/technology, including the Internet, the parent/guardian must provide written notification of his/her objection to the principal. Unless such written notification is received by the principal, the child/children will automatically be given Internet and computer access.

Please call the principal if you have questions or require additional information.

CHEEKWAGA CENTRAL SCHOOL DISTRICT

Board of Education Policy 7314 – Adopted on 6/12/12; Policy 8271- Adopted on 5/14/99; Amended 6/12/12

INTERNET SAFETY - ACCEPTABLE USE POLICY (AUP) FOR COMPUTERS/TECHNOLOGY AND INTERNET ACCESS

The Board of Education requires all users of District Technology to abide by the following Acceptable Use Policy (AUP):

Technology resources are available to students and staff in the Cheektowaga Central School District (CCSD). These resources include software delivered via CCSD's Local Area Network (LAN) and through the Internet. We are pleased to provide this access and believe that telecommunication and other technology resources offer vast and unique opportunities to our community. Our goal in providing this service is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication.

The Internet is an "electronic highway" connecting world-wide users. Students and staff may have access to:

1. Electronic mail (E-mail) communication with people all over the world.
2. Information and international news.
3. Public domain software and graphics of all types for school use.
4. Discussion groups on a plethora of topics.
5. Many library catalogs and databases.
6. Training by a CCSD technology staff member in proper use.

CCSD has taken precautions to restrict access to materials that are not considered to be of value in the context of the school setting. However, it is impossible to control all materials on a global network. We at CCSD believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may obtain material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of end users who must adhere to this AUP policy, which is provided so that each user is aware of his/her responsibilities. In general, this requires each user's efficient, ethical and legal utilization of the network resources.

If a CCSD user violates any of these provisions, his or her Internet and/or network privileges may be terminated. Those who engage in unacceptable use may also be subject to further disciplinary measures under District policy and the Code of Conduct. The District reserves the right to pursue legal action and may bring suit in civil court.

Terms and Conditions for Use of Computer Technology and Internet Access

1. **Acceptable Use** - The District Technology Coordinator and the Superintendent of Schools will deem what is appropriate/inappropriate use. The administration, staff and students of CCSD may request the system administrator to deny, revoke, or suspend user privileges at anytime.
2. **Privileges** - The use of all hardware, software, and other technology resources is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Every person who receives an account will be instructed by a CCSD staff member in the proper use of the network. The purpose of the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of a CCSD account must be in support of education and research and be consistent with the educational objectives of CCSD. Use of other organizations' networks or computing resources must comply with the rules appropriate for that other site. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or sexually explicit material, or material protected by trade secret.
3. **Responsibilities** – Users are expected to abide by the generally accepted rules of the CCSD network and other technology resources, including but not limited to the items noted in this AUP. **Failure to comply will result in loss of privileges.** These responsibilities include (but are not limited to) the following:

- a. Each user must utilize a District-issued user ID and password for his/her account in order to gain access to network resources.
 - b. Users are responsible for all activity on his/her account while "logged on." When not actively using the account, he/she **must** "log off".
 - c. Users must keep his/her network ID and password confidential – any sharing of passwords is prohibited.
 - d. Students must **not** reveal their personal address, phone number, or personal data about themselves or other students, faculty or staff.
 - e. Students must not meet anyone in person with whom they have made electronic contact unless District and/or parental permission is granted.
 - f. Users must be polite and not be abusive in messages to others. Appropriate language must be used.
 - g. Electronic mail (E-mail) is not guaranteed to be private. The system operators have access to all mail. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. The E-mail system is the property of the District and intended only for its use.
 - h. Users must not use the network in a way that disrupts the use of the network by other users.
 - i. Users must assume that all accessible electronic information is copyright protected.
 - j. Users must report each and every incidence of computer system abuse/misuse to the District Technology Coordinator.
4. Warranties - CCSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. CCSD will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. CCSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the system, you must notify the District Technology Coordinator. Do not demonstrate the problem to other users. Attempts to log on to the system as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or of having a history of problems with other computer systems may be denied access.
6. Software usage – Only District-owned software may be used with the exception of staff owned software that has been approved by the District Technology Coordinator. Portable storage devices are permitted for school assignments. Unauthorized use of devices may result in such devices being confiscated with other possible consequences to the user.
7. Hardware – Use of non-District hardware requires the approval of the District Technology Coordinator.
8. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to alter or destroy data of another user, to damage computer hardware or software, and/or to misuse the Internet, or any other agencies or computer systems that are connected to CCSD. This includes, but is not limited to, the uploading or creation of computer viruses. Improper use and tampering will not be tolerated.
9. Ethical Use (Staff) – Use of District network resources and any other CCSD technology resources are a privilege. Religious messages and materials that are intended or could be perceived to be proselytizing are strictly prohibited. Also prohibited: use of District resources for personal gain and sending chain letters. An approved technology forum for the posting of goods for sale has been made available by the District Technology Coordinator.
10. Data – Student and staff data files and other electronic storage areas are considered to be District property and subject to control and inspection. The District Technology Coordinator may access all files and communications to insure use compliance. Unauthorized access, sharing and transmission of school District data are strictly prohibited.