

# Pembroke Central School District



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Tel (585)599-4525 or (585)762-9333  
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*Matthew Calderón*  
*Superintendent*

*Linda Greig*  
*School Accountant*

*Michael J. Nuwer*  
*Director of Facilities*

## Family Educational Rights & Privacy Act

Dear Parents and Families,

The purpose of this correspondence is to provide you with general information regarding your child's school records. The Family Educational Rights & Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to educational records. These rights are:

***(1) The right to inspect and review your child'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 your child's education records that the parent or eligible student believes are inaccurate, misleading, or are 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 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 privacy of personally identifiable information in your child'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 Pembroke Central School 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 Board of Education; a person or company hired to perform services for the District (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks, individuals and organizations secured to review special education placements, programs, or services to a student on behalf of the district including, but not limited to BOCES (Board of Cooperative Educational Services), other school districts, approved private schools, and providers of services such as speech therapy, physical therapy, occupational therapy, music therapy, counseling, autism services, special transportation, etc. Individuals and/or organizations will be considered a school official regardless of whether the district compensates them for their services. 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 including, but not limited to, reviewing or recommending services, program, or placement.

"In partnership with the community, the Pembroke Central School District is committed to knowing each individual student's interests, needs, and desires in order to prepare all students for graduation, with the knowledge, skills, and attitudes necessary to lead productive lives."

Upon request, the Pembroke Central School District discloses education records without consent to officials in another school district the student intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The Pembroke Central School District utilizes several web-based services operated by third parties, for example, GoogleApps and GoogleDrive, & GoogleMail for Education, as well as other Cloud Storage Services. In accordance with the Federal Children's Online Privacy Protection Act ("COPPA"), for students under the age of 13, the District must notify you that these services may collect personal information for the use and benefit of the school. If an operator of these applications or services intends to use or disclose students' personal information for the operator's own commercial purposes, the school must obtain parental consent.

**(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*

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### **Directory Information Notice**

The Family Educational Rights and Privacy Act (FERPA), requires that the Pembroke 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 Pembroke 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 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;
- The "Dragon Tales" newsletter
- 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, publish yearbooks, take school or sports pictures or provide other services to the students (Accelerated Reader, IXL Math, Type to Learn, Castle Learning, RAZ Kids A-Z, etc). In addition, federal laws require the District to provide military recruiters, upon request, with the following information - names, addresses, and telephone listings - unless parents have advised the District that they do not want their student's information disclosed without prior written consent.

As identified in Pembroke Board Policy 7242, the following information is considered directory information:

- Name
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Grade level
- Participation in sports and activities
- Weight and height (for members of athletic teams)
- Dates of attendance
- Honors, degrees, and awards
- Email address
- Photograph
- Name of educational institution previously attended

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) 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.

If you do not want the Pembroke Central School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing. Please address your notice to the building principal. Please be sure to submit one letter per child.

Any questions regarding student records, or the processes listed in this letter, can be directed to your child’s building principal.

Respectfully,

A handwritten signature in black ink that reads "Matthew E. Calderon". The signature is written in a cursive style with a large, prominent 'M' and 'C'.

Matthew E. Calderón  
Superintendent

# PEMBROKE CENTRAL SCHOOLS



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## INTERNET PHOTOGRAPHY/VIDEO OPT-OUT FORM

Throughout the school year, photo opportunities/multi-media opportunities exist both in the classroom and during special events. These opportunities may include, but are not limited to class pictures, candid, theater productions, activities covered by media, award assemblies, and pictures posted on the school website/social media platforms.

This form permits you to “opt out” of having your child’s photos posted on the Pembroke CSD website and District social media tools. At the start of the school year, you are considered to be “opted in” (participating) unless you “opt out” (by using this form.) You may opt out at any time. If you wish to opt out, you need to complete the information below and return it to your school principal. (Please allow 7-10 days for processing.)

**PARENTS/GUARDIANS:** If you’re **OK** with having your child’s photo published online, **you don’t need to fill this out.**

Thank you.

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If you **DO NOT** want to have your child photographed for online news media or school/district communication/publicity purposes, **sign below and return this form to your school office.**

(This applies to the current school year only. Please fill out a new form each school year if you do not want your child’s photo published.)

Current School: \_\_\_\_\_

School Year: \_\_\_\_\_ Grade level: \_\_\_\_\_

Student’s full name (please print) \_\_\_\_\_

Parent/Guardian name (please print) \_\_\_\_\_

Parent/Guardian’s signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*Please note that if your child participates in public events (such as sporting events or drama productions that are open to the community) the school/district may have little or no control over photographs taken by media, other parents or community members attending the event.

\*\*\*Students 18 years of age do not require parental consent for photo use.