

# Family Rights & Legal Notices

## Family Rights and Privacy Act

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student records. The Act affords parents or legal guardians of a child under 18 years of age or students and former students 18 years of age or older the right to inspect, review, and challenge information and data in the student's educational records.

A request for access to a student's school records must be submitted in writing to the Superintendent of Schools, guidance counselor, or principal. Upon receipt of a request, arrangements will be made to provide access to the student's records within a reasonable amount of time, but not more than 45 days after the request has been received. Student records are confidential and may not be released or made available to persons other than parents or students without the written consent of such parents or students with the exception of "Directory Information."

## Release of Directory Information

Under the Family Education Rights and Privacy Act, certain information known as "Directory Information" may be released without prior written consent. Directory information is identified as information that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes:

- Student's Name
- Address
- Telephone listing
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- The most recent educational agency or institution attended.

If you wish to refuse permission for the release of any or all directory information, you must advise the building principal in writing by September 30.

## Equal Opportunity

The Clarence Central School District is an equal opportunity employer in compliance with all applicable laws including NYS Human Rights Law, Title IX, Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Law, and Section 504 of the Rehabilitation Act.

## Title I

The Title I Elementary and Secondary Education Act (ESEA), as amended by the "No Child Left Behind Act" (NCLB) of 2002, requires that school districts notify parents of students who attend a school

that receives Title I federal funds of their right to request information regarding the qualifications of their children's teachers and para-professionals.

Please be advised that all teachers in this district possess minimally a bachelor's degree and/or master's degree and hold the appropriate NYS certification required in their field.

Para-professionals employed by the district also meet all NYS requirements. If your child

attends a Title I school, you may obtain specific information about the school's teachers by submitting written request to Dr. John Ptak, Director of Personnel, 9625 Main Street, Clarence, NY, 14031.

## **Homeless Assistance**

The McKinney-Vento Homeless Assistance Act is the primary federal law dealing with the education of pre-K and school-aged children in homeless situations. Under the law, homeless children and youth have the right to get to, stay in, and be successful in school while they or their families are homeless. The law focuses on maintaining school stability and school access and providing support for academic success for homeless children. The law also requires schools and states to use child-centered, best-interest decision making when working with homeless children and their families, to choose a homeless child's school, services, and other needed resources. The District's designated liaison for assistance under the McKinney-Vento Act is Mary Jo Dunkle, Assistant Director of Special Education, 407-9105. Additional assistance is available by calling the toll-free help line for the National Center for Homeless Education at 1-800-388-2014.

## **Title IX**

In compliance with Title IX of the Educational Amendment of 1972, the Clarence Central School District provides equal access to all its educational programs and activities regardless of sex, race, color, national origin, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, extracurricular activities, or other school resources. The District's designated compliance officer who coordinates the nondiscrimination requirements of Title IX is Mrs. Kristin Overholt, Director of Curriculum, 407-9109.

## **Section 504**

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the Clarence Central School District does not discriminate on the basis of disability. No qualified student with a disability shall, on the basis of that disability, be denied access to any of the District's educational programs or activities. The District's designated compliance officer who coordinates the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973 is Mrs. MaryEllen Colling, Director of Special Education, 407-9105.

## **Grievance Procedure**

The Clarence School District has an established grievance procedure for the prompt and equitable resolution of complaints alleging discrimination based on sex or disability. For information regarding the District's grievance procedure or questions about the District's policy in regard to Title IX or Section 504, please contact Dr. Hicks, Superintendent of Schools, 9625 Main Street Clarence 14031, telephone 407-9102.

## **Child Find**

Pursuant to Federal and State Law of the Individuals with Disabilities Education Act and Article 89 of the New York State Education Law, the Clarence School District seeks to locate, identify, evaluate, and maintain information about all children with disabilities residing within the district, including those attending private schools. Parents or legal guardians who believe their child has a handicapping condition and may be in need of special services should contact MaryEllen Colling, Director of Special Education, at 407-9105.

## **Medicaid Compliance Program**

The Clarence School District has established a Medicaid Compliance Policy to ensure that claims for services are in compliance with all applicable federal and New York State laws and regulations. The District's designated Medicaid compliance officer is Richard J. Mancuso, 9625 Main Street, Clarence, NY 14031. To anonymously report a compliance concern, call 407-9123.

## **Integrated Pest Management**

Integrated Pest Management (IPM) is a systematic approach to managing pests with an emphasis on long-term prevention or suppression with minimal impact on the environment and non-target organisms. Our strategies for managing pest populations, should they develop, will be based on the pest species and whether that species poses a threat to students, staff, property or the environment. The District currently utilizes various outside companies to provide inspections, monitoring, and recommendations to assist us in our response actions.

At this time, we do not anticipate the application of any pesticides in the District. If a situation should occur, we will provide 48-hour notification before an application is made to all individuals requesting such information. If you wish to receive prior notification or if you have any questions about the IPM program, please call Brian Logel, Superintendent of Buildings and Grounds at 407-9131.

## **Parental Rights**

Each parent has the right to contact the Director or Assistant Director of Special Education (407-9105) to obtain information regarding a referral or potential referral and evaluation of their child for the purposes of special education programs or services.