

# CUBA-RUSHFORD CENTRAL SCHOOL

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Superintendent of Schools, 585-968-2650 / Fax: 968-2651  
Transportation Supervisor, 585-968-2446

Middle/High School  
5476 Route 305N, Cuba, NY 14727  
585-968-2650 / Fax: 968-1091

Elementary School  
15 Elm Street, Cuba, NY 14727  
585-968-1760 / Fax: 968-3181

*The Family Educational Rights and Privacy Act ("FERPA") afford 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 Cuba-Rushford Central School District ("the District") receives a request for access. Parents or eligible students should submit to the building principal a written request that identifies the record(s) they wish to inspect. The District official 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 or misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to as the District to amend a record should write the building principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the District 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 provide written consent before the school discloses personally identifiable information ("PII") 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 District as an administrator, supervisor, instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District's Board; a volunteer or contractor outside of the school who performs an institutional service or function for which the District would otherwise use its own employees and who is under the direct control of the District with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve 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. A school official has a legitimate educational interest if the official

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needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer;

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 is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

## Release of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the 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 District publications. Examples include but are not limited to: (i) a playbill, showing your child's role in a drama production; (ii) the annual yearbook; (iii) honor roll or other recognition lists; (iv) graduation programs; (v) sports activity sheets, showing weight and height of team members; and (vi) the District's website, and official Facebook page.

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 (ESEA) to provide military recruiters, upon request, with the following information — 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.

The District has designated the following information as directory information:

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- Student's name
- Photograph
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

**If you do not want the District to disclose directory information (as designated above) from your child's education records without your prior written consent, you must complete the “Media Exclusion Form” and submit it to the building principal in writing by September 30 of each year. Please be sure to submit one form per child.**

## **ACCESS:**

Student Access gives permission to use those programs which teachers make available for the purpose of supporting classroom or library media learning projects. This may include research programs, work processing programs, databases and the internet.

**STUDENT ACCESS EXPIRES AT THE END OF THE HIGHEST GRADE LEVEL AS FOLLOWS: PK - 5; 6 - 8; 9 -12 RESPECTIVELY**

## **Parent Acknowledgement:**

I acknowledge that I have received, reviewed and understand the Acceptable Use Policy (AUP) and agree to the terms and conditions described therein. I understand that access to the computer information technology systems, network, hardware, software, and devices is a privilege. I understand that if I or my child violates the AUP there are consequences which may include the loss of this privilege, disciplinary action, and/or legal action if Federal or State Laws are violated.

I am the parent/guardian of the abovenamed minor student who has signed the District's agreement for student use of computerized information resources. I have been provided with a copy and I have read the District's policy and regulations concerning use of the District Computer System DCS.

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I also acknowledge receiving notice that, unlike most traditional instructional or library media materials, the DCS will potentially allow my son/daughter student access to external computer networks not controlled by the Cuba-Rushford Central School District. I understand that some of the materials available through these external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for the District to screen or review all of the available materials. I accept responsibility to set and convey standards for appropriate and acceptable use of technology to my son/daughter when he/she is using the DCS or any other electronic media or communications, including my son/daughter's own personal technology or electronic device on school grounds or at school events. I also acknowledge receiving notice that, unlike most traditional instructional or library media materials, the DCS will potentially allow my son/daughter student access to external computer networks not controlled by the Cuba-Rushford Central School District. I understand that some of the materials available through these external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for the District to screen or review all of the available materials. I accept responsibility to set and convey standards for appropriate and acceptable use of technology to my son/daughter when he/she is using the DCS or any other electronic media or communications, including my son/daughter's own personal technology or electronic device on school grounds or at school events.

I agree to release the Cuba-Rushford Central School District, the Board of Education, its agents and employees from any and all claims of any nature arising from my son/daughter's use of the DCS in any manner whatsoever. I agree that my son/daughter will have access to the DCS and I agree that this may include remote access from our home or other non-district location.