CODE OF CONDUCT

This Code of Conduct is responsive to NYS Project S.A.V.E. (Safe Schools Against Violence in Education), Education Law 280, Section 100.2 effective July 1, 2001. Parents/Guardians are essential partners in our endeavor to maintain a safe and orderly environment where all children can learn.

We will collaborate with you to ensure our mutual responsibility for a safe and productive school year. We are all accountable. We will communicate our concerns to problem solve together. We will exhibit flexibility and adaptability when necessary. We will strive for cross-cultural understanding to enhance an atmosphere of respect. We will use our critical thinking skills to evaluate and respond to issues which may be divisive. We will be creative and innovative to address any obstacles which stand in the way of our ability to be successful students.

The Disciplinary Policy is a guide for disposition of standard discipline cases and indicates what can be expected when a student breaks a rule. Discipline cases with extenuating circumstances will be subject to administrative discretion. Recurring offenses by an individual may be subject to an increased level of discipline with the expectation of parental/guardian involvement for effective resolution.

Disciplinary Procedures

Note:
- ASD — After School Detention (2:45-3:15 for 1st offense/2:30-5:20 for 2nd offense and beyond)
- SAT — Saturday Detention
- ISS — In School Suspension
- OSS — Out of School Suspension

Definition of Terms

A. Detention – Detaining a student after school hours

1. After School Detention – Time frame determined by schedule and staffing. Student will be detained after school hours with an expectation that the student will work on school assignments. Bus transportation will be available

2. Saturday Detention – Requiring student to serve a detention on a non-school day. No transportation to or from the school will be provided.

Criteria for Saturday Detention

- ✓ Saturday Detention may be offered/assigned as an alternative to an In School Suspension, if a student has failed to attend or is unable to attend an assigned After School Detention
- ✓ Saturday Detention may be offered/assigned if an In School Suspension does not effectively address recurring inappropriate behavior
- ✓ Saturday Detention may be offered/assigned at parent/guardian's request for an alternative to In School Suspension
- ✓ Once assigned, failure to attend a Saturday Detention will result in an automatic In School Suspension for the subsequent school day and no alternative consequence will be available

Conditions for Saturday Detention

1. Hours 8:30 am – 12:00 pm. If student is on time, he/she will be released at 11:30 am. If student arrives after 8:45 am, Saturday Detention will be denied and In School Suspension will be assigned.
2. Student must adhere to Saturday Detention guidelines which include, but are not limited to, silence, academic productivity, respect and cooperation. There will be no eating, sleeping, or

talking in Saturday Detention. Failure to meet these expectations will result in automatic termination of Saturday Detention and In School Suspension will be assigned.

B. Discrimination – The unjust or prejudicial treatment of different categories of people or things based on a person's actual or perceived race, age, sexual orientation, , color creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, use of a recognized guide dog, hearing dog, or service dog, or a disability as a basis for treating another in a negative manner on school property or at a school function.

C. In School Suspension – (ISS) – Removing a student from his/her normal class schedule and placing him/her in an alternate location with supervision. Class work will be requested from his/her teachers with the expectation that the work will be completed during this time frame. ISS is generally assigned as one full day, but may be modified.

D. Out of School Suspension – (OSS) – Administration may exercise the authority to remove a student from school for up to 5 days. At the time of the suspension, parental/guardian notification is required and all attempts will be made to contact the parent/guardian by phone. Written notification will also be provided prior to suspension. During suspension, a student is entitled to 2 hours per day of tutoring to be arranged through Guidance. **You and your son/daughter have the right to an informal conference with administration at which time he/she may give his/her version of events, and, upon request, you may question complaining witnesses. Please call the school if you wish to schedule a conference.** During the course of this suspension, students are not permitted to attend any school functions, enter any school buildings or come on to any school property. A violation of this requirement may result in prosecution for trespassing and further school discipline.

E. Suspension from Transportation – If a student does not conduct him/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or superintendent. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building principal, and all parties involved, to discuss the conduct and the penalty involved if applicable.

F. Suspension from Athletic Participation, Extra-Curricular Activities and Other Privileges – A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

G. Teacher Removal of a Disruptive Student – A student who, despite previous intervention strategies, has failed to comply with classroom expectations and interferes with classroom instruction and/or learning. Grounds for removal include but are not limited to the following;

1. Refusal to comply with teacher's direction
2. Excessive arguing with teacher
3. Consistent talking
4. Poses a danger e.g. physical and/or verbal behavior which in any way threatens staff or students.

Students will be removed for a minimum of three class periods (maximum of 5) from that class only. The student will be permitted to attend all other classes. For the duration of the removal, the following conditions apply;

If the student poses an immediate danger, the teacher will

1. Remove the student, explain the reason and allow an opportunity for the student to be heard within 24 hours or next school day.
2. Supply class work for the student.
3. Inform the principal of reasons for removal and demonstrate previous intervention strategies applied.

If the student does not pose an immediate danger, the teacher will

1. Before removing, explain basis for removal and allow student to informally present his/her version of relevant events
2. Inform principal of reasons for removal

Principal's responsibilities triggered by teacher removal are

1. Notification of the parents within 24 hours of the reasons for the removal
2. On request, student/parent must be given an opportunity to discuss reasons with principal. Teacher will be asked to attend for clarification.
3. If student denies the charges, student/parent must be given explanation of basis for removal and an opportunity to present his/her version. This should take place within 24 hours of removal.
4. Principal must decide, by the close of business on the day following the opportunity to be heard by the principal, whether or not the discipline will be set aside. Principal may only set aside discipline if:
   - The charges against the student are not supported by substantial evidence
   - The student's removal is in violation of the law
   - The conduct warrants suspension and the suspension will be imposed.

There will be a minimum one-day suspension period for students who are removed from the classroom by the teacher more than four times in a semester. The District may reduce the suspension period on a case by case basis consistent with law.

H. Chronic Offenders - If consequences are deemed ineffective after numerous attempts to modify behavior which interrupts the educational process, an informal meeting with the principal will occur. Parents/guardians will be contacted to take the student home for the remainder of the day. A conference will be arranged. Parental involvement will be mandated as a key component to rectify misbehavior.

I. Disruptive Student – An elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

J. School Property – In or within any building, structure, athletic playing area, playground, parking lot or land contained within the real property boundary line on a public elementary or secondary school, or in/on a school bus as defined in Section 142 of the NYS Vehicle and Traffic Laws.

K. School Function – Any school sponsored extra-curricular, co-curricular or other event or activity.

L. Violent Student – A student under the age of 21 who:

~ Commits an act of violence upon a school employee, or attempts to do so.
~ Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at a school function, or attempts to do so.
~ Possesses, while on school property or at a school function, a weapon.
~ Displays, while on school property or at a school function, what appears to be a weapon.
~ Threatens, while on school property or at a school function, to use a weapon.
~ Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
~ Knowingly and intentionally damages or destroys school property.

M. Weapon – A firearm as defined in the Gun-Free Schools Act (18 USC Section 921) as well as any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used for such purposes.

N. Bullying - School bullying can be described as a situation in which one or more students (the bullies) single out a student (the victim) and engage in behaviors intended to harm that child. Bullying can be direct or indirect:

Direct Bullying – the bully confronts the victim face to face. Examples include verbal harassments, threats, physical attacks or social embarrassment.

Indirect Bullying – the bully attacks the victim's social standing or reputation, usually when the victim is not around. Examples would include spreading malicious gossip, writing insulting graffiti, organizing a peer group to ostracize classmates, staring, pointing at the victim.

Cyber Bullying – While LaFayette Junior-Senior High School students do not have online email access, cyber bullying off campus may have in-school implications. Cyber bullying includes:

- Harassment – repeated rude and insulting messages
- Flaming – a message that contains angry and vulgar language
- Cyber Stalking – persistent threats of harm that make a person fear for his/her safety
- Denigration – cruel gossip that damages someone's reputation or friendships
- Impersonation – breaking into someone's account, posing as that person, and sending messages to make him/her look bad or to get him/her into trouble
- Trickery – fooling someone into sharing secrets that are then sent to others
- Exclusion – barring someone from a group, such as a buddy list or game

LaFayette Junior-Senior High School will not assume responsibility for cyber bullying which occurs off-campus, but will assist in a resolution to maintain an environment necessary to fulfill our academic mission. (Also see Technology and Right to Privacy).

We encourage students to report online bullying. Do not delete the offending message, preserve the evidence and **tell an adult**.

O. Sexting – The use of a cell phone to take and send a sexually explicit photo to another cell phone use, with or without the consent of the person pictured. Federal law regards child pornography as "any visual depiction of a minor (any person under the age of 18) engaging in sexually explicit conduct." New York law regards a "child" as less than 16 years of age and violations of New York's child pornography laws are listed as felonies.

P. Hazing – Hazing means committing an act against a student, or coercing a student into committing an act, that creates a risk of emotional, physical, or psychological harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any humiliating, degrading or dangerous activity demanded of a student to join a group, regardless of the student's willingness to participate (conduct has the potential to endanger the mental or physical health or safety of a student).
2. Any hurtful, aggressive, destructive or disruptive behavior such as striking, whipping, sleep deprivation, restraint or confinement, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Substance Abuse – use or abuse of tobacco, alcohol or illegal drugs.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to emotional, physical or psychological stress, dignity of the students or discourages the student from remaining in school.
5. Any activity that causes the student to perform a task or act that involves violation of state or federal law or of school district policies or regulations.

Reporting Hazing – In order for the Board of Education to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of hazing, and persons with knowledge of hazing report the incident immediately to the appropriate supervisor. The district will promptly investigate all complaints of hazing either formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

Q. Informal Conference – Pursuant to New York State Education Law section 3214(3), the suspending authority must notify the student of the charged misconduct, and if the student denies the charges, provide the student with an explanation of the suspension. On request, the student and the student's parents must be given an opportunity for an informal conference with the building principal. At the informal conference, the student and/or the student's parent has a right to present the student's version of the incident and to question the complaining witnesses against the student. When suspension of a student for five days or less is proposed, the district must immediately provide the parents with written notice delivered by personal messenger, express mail, or an "equivalent means reasonably calculated to assure receipt" within 24 hours of the decision to propose suspension. Although notification of the proposed suspension must be provided where possible by telephone if the district has the parent's phone number, oral notification is not sufficient notice even when followed by same day regular mail notification.

R. Technology and the Right to Privacy - We respect the right for staff and students to be notified if they will be videotaped, audiotaped, recorded, photographed and/or imaged in any manner. Any **unauthorized** videotaping, audiotaping, photographing, recording and/or imaging of a student or staff member will be regarded as a violation of this right to privacy and will result in one or more of the following consequences dependent upon the situation and implications of the offense;

Out of School Suspension
In School Suspension
Notification of Law Enforcement
Superintendent's Hearing

In addition, if District Technology is involved, the District Technology/Internet Usage Policy will automatically apply

CLASS I INFRACTION

Defined as – The possession of a dangerous weapon

- ☐ Guns
- ☐ Knife
- ☐ Jackknife
- ☐ Mace
- ☐ Pepper Gas
- ☐ Martial Arts Weapons
- ☐ Bombs
- ☐ Fireworks
- ☐ Any object that may cause bodily harm and/or injury

Consequences for a Class I Infraction include, but are not limited to

- ☑ *Out of School Suspension*
- ☑ *A Superintendent's Hearing, and/or*

- ☑ *Notification of Law Enforcement*
- ☑ *Youth Court Option (when applicable)*

CLASS II INFRACTION

Defined as the following

- ☐ Possession, Distribution and/or Sale of Substance (see Drug/Alcohol Policy)*
- ☐ Possession of Toy Weapon
- ☐ Indecent Exposure
- ☐ Fighting
- ☐ Assault
- ☐ Theft
- ☐ Arson
- ☐ Possession/Use of Tobacco, Tobacco Products, Lighter/Matches
- ☐ Gambling
- ☐ Bomb Threats
- ☐ False Alarms
- ☐ Computer Tampering (See Computer Use Policy)
- ☐ Misuse of Technology (See Computer Use Policy)
- ☐ Any Act That Endangers the Safety, Health or Well Being of Students/Staff/Building; Unacceptable Social Behavior
- ☐ Non-Sanctioned Senior Skip Day/Non-Sanctioned 'Class' Skip Day
- ☐ Personal Threats Against Staff, Students or Anyone

Consequences for a Class II Infraction include, but are not limited to

- ☑ *In School Suspension*
- ☑ *After School Detention*
- ☑ *Saturday Detention*
- ☑ *Suspension from Computer Use*
- ☑ *Pass Restriction*
- ☑ *Out of School Suspension*
- ☑ *A Superintendent's Hearing, and/or*
- ☑ *Notification of Law Enforcement*
- ☑ *Youth Court Option (when applicable)*

* Possession, distribution, and/or sale of any substance which causes damage, including but not limited to alcohol, prescription, and non-prescription drugs in or on school grounds or at a school function

CLASS III INFRACTION

Defined as the following

- ☐ Verbal and/or Sexual Harassment
- ☐ Bullying
- ☐ Excessive Arguing with Staff Member
- ☐ Defacement of School Property/Vandalism

Consequences for Class III Infractions include, but are not limited to

- ☑ *Restitution*
- ☑ *Reimbursement*
- ☑ *In School Suspension*
- ☑ *After School Detention*
- ☑ *Pass Restriction*
- ☑ *Sexual Harassment Hearing*
- ☑ *Out of School Suspension*

- ☑ *A Superintendent's Hearing, and/or*
- ☑ *Notification of Law Enforcement*
- ☑ *Youth Court Option (when applicable)*

CLASS IV INFRACTION

Defined as the following

- ☐ Truancy/Out of Building Without a Pass
- ☐ Failure to Reimburse an Activity
- ☐ Altering/Forging Passes
- ☐ Cheating (See Academic Integrity Policy)
- ☐ Cafeteria Disruption (See Cafeteria Etiquette)
- ☐ Driving Self/Others Without Permission
- ☐ Reckless Driving on School Property

Consequences for Class IV Infractions include, but are not limited to

- ☑ *Revocation of Driving Privileges/Vehicle May Be Towed*
- ☑ *In School Suspension*
- ☑ *After School Detention*
- ☑ *Pass Restriction*
- ☑ *Reimbursement/Restitution*
- ☑ *Out of School Suspension*
- ☑ *Superintendent's Hearing, and/or*
- ☑ *Notification of Law Enforcement*
- ☑ *Youth Court Option (when applicable)*

CLASS V INFRACTION

Defined as the following

- ☐ Tardy
- ☐ Excessive Display of Affection
- ☐ Foul/Obscene Language and/or Gestures
- ☐ Insubordination
- ☐ Class Cut
- ☐ Class Disruption
- ☐ Unauthorized Elevator Use
- ☐ Clothing (disruptive to the educational process)* (See Dress Code)
- ☐ Hats/Scarves* (See Dress Code)
- ☐ Unacceptable Bus Behavior (See Bus Behavior)
- ☐ Unauthorized Cell Phone, Camera Phone, Video Phone Use
- ☐ Unauthorized Use of CD Players, IPODs, etc. During the School Day

Consequences for Class V Infractions include, but are not limited to

- ☑ *In School Suspension*
- ☑ *After School Detention*
- ☑ *Pass Restriction*
- ☑ *Bus Suspension*
- ☑ *Out of School Suspension*
- ☑ *Superintendent's Hearing, and/or*
- ☑ *Notification of Law Enforcement*
- ☑ *Youth Court Option (when applicable)*

DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. A student's dress, grooming and appearance shall be safe, appropriate and not disrupt or interfere with the educational process. The U.S. Supreme Court ruled in the 2007 Morse V. Frederich case to "...allow schools to restrict student expression that they reasonably regard as promoting illegal drug use." LaFayette has established the following dress code:

Inappropriate attire includes the following:

1) **Extremely brief garments such as tube tops, net tops, halter tops, and short shorts, plunging necklines (front and/or back) and see through garments are not appropriate. Clothing should not be too tight.**
2) **Underwear must be completely covered with outer clothing.**
3) **Footwear is required at all times and should be appropriate for activities for that day. Footwear that is a safety hazard is not allowed.**
4) **The wearing of hats in the building is prohibited except for medical or religious purposes or to celebrate special events sanctioned by school personnel. This also includes scarves and hoods.**
5) **Items that are vulgar, obscene, and libelous or denigrating to others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability are prohibited.**
6) **Items that promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities are prohibited.**
7) **Outerwear (unless warranted by building climate conditions)**
8) **Sunglasses do not need to be worn in the building (on the head, face, around the neck) unless medically necessary.**

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline up to and including In School Suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline up to and including Out of School Suspension.

TECHNOLOGY/INTERNET

The LaFayette Central School District offers computers and internet access for educational purposes. The Acceptable Use Policy and Information Network Access Ethics Policy follow:

POLICY 7314 INSTRUCTION

ACCEPTABLE COMPUTER USE POLICY BY STUDENTS AND STAFF

The LaFayette Central School District recognizes that computers are used to support learning and to enhance instruction. Computer information networks allow people to interact with many other computers and networks. It is a general policy that all computers are to be used in responsible, efficient, ethical and legal manner.

The LaFayette Central School District declares that when accessing or using school computers, networks or the internet, unethical or unacceptable behaviors just cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action for any activity through which an individual:

- Uses the information networks for illegal, inappropriate, or obscene purposes, or in support of such activities shall be defined as those which violate local, state and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle.

- Personal use of the LaFayette Central School computer equipment will be allowed as long as the equipment/hardware does not have to be in service for educational/instructional purpose at that time. (Exception being: personal use of Internet access not being used for school/educational purposes.
- Uses the information networks for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright license agreements and other contracts.
- Intentionally disrupts information network traffic or crashes the network and connected systems.
- Degrades or disrupts equipment or system performance.
- Uses LaFayette Central School District computing resources for commercial or financial gain or fraud.
- Steals data, equipment or intellectual property.
- Gains unauthorized access to the files of others, or vandalizes the data or files of another user.
- Gains or seeks to gain unauthorized access to resources or entities.
- Forges electronic mail messages, or uses an account owned by another user.
- Invades the privacy of individuals.

*** We respect the right of staff and students to be notified if they will be videotaped, audiotaped, recorded, photographed, transmitted, and/or imaged in any manner. Any UNAUTHORIZED videotaping, audiotaping, photographing, recording, transmitting and/or imaging of a student or staff member with the intent of distributing, broadcasting, and/or posting for public access will be regarded as a deliberate violation of this right to privacy and will result in one or more of the following consequences dependent upon the situation, implications and scope of the offense. Please be aware that criminal prosecution may be mandated as civil and criminal law broadly protects an individual's right to privacy. Victims are well within their right to levy charges beyond the scope of school authority. Consequences:

In School Suspension
Out of School Suspension
Notification of Law Enforcement
Superintendent's Hearing

Parents/guardians who do not wish their child to use the Internet must inform the district in writing.

The acceptable computer policy which the students and parent/guardian must read states unacceptable/unethical behaviors is just cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action for any infraction of the stated rules.

Students are not allowed to play computer games while using computers in the classroom, lab or library. (Non-educational games.) Nothing should be downloaded to district owned computers without permission from the Network Administrator or District Technology Coordinator. This includes, but is not limited to, the use of disks and CD's.

If a student violates the rules, consequences of violations include, but are not limited to:

1. Suspension of information network access;
2. Revocation of information network access;
3. Suspension of network privileges;
4. Revocation of network privileges;
5. Suspension of computer access;
6. Revocation of computer access;
7. School Suspension;
8. School Expulsion; or
9. Legal action and prosecution by the authorities.

Remedies and Recourse

Anyone accused of any of the violations has all the rights that would normally apply if such a person were accused of school vandalism or any other illegal activity.

The District has the right to restrict or terminate network access at any time for any reason.

The District further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network.

THE FOLLOWING IS THE SCHEDULE OF CONSEQUENCES FOR MISUSE OF THE INTERNET:

1. Inappropriate Use – as defined in Board Policy #7314 as a violation of intended use, will result in denied access for a minimum of 2 weeks for the first offense. Subsequent offense(s) will be regarded as flagrant disregard of Board policy and will result in up to 20 weeks of denied access.
2. Use for Purpose(s) of Obscenity – as defined by Board Policy #7314 as material that is sexually explicit, indecent or vulgar, and a violation of generally accepted social standards, will result in immediate revocation of internet access from the date of the offense to the end of the school year with possible extension into the next school year.
3. Illegal Use – as defined in Board Policy #7314 as the use of another person's account, violation of copyrights, license agreements, contracts forging electronic mail, use of computer resources for commercial purposes or fraud, invasion of privacy, and personal threats, will result in the revocation of internet access for one year with possible extension, and additionally, in school suspension, out of school suspension, initiating legal action, and/or a Superintendent's Hearing.
4. Damage to Equipment or System – as defined in Board policy #7314 as the degrading/disrupting/destroying of equipment or system performance, stealing data, equipment or intellectual property etc., will result in revocation of internet access/equipment for one year with a possible extension, and additionally, in school suspension, out of school suspension, initiating legal action, and/or a Superintendent's Hearing.
5. The LaFayette Central School District is using X-Stop as its Internet Filtering System to meet Federal E-Rate Guide Lines and the CIPA (Child Internet Protection Act). Any intentional efforts to circumvent the use of this filtration software will result in the revocation of all network access to any student/staff of the LaFayette Central School District.

LAFAYETTE STUDENT EMAIL RULES

LaFayette students will each be provided with an email account. ***LaFayette District student email is to be used ONLY for educational purposes and school related business.***

Rules and Regulations for Student Email Use

1. I will send only to people I know.
2. I will get teacher permission to mail to people I do not know.
3. I will keep my message short and to the point.
4. My messages will be polite and friendly and contain no offensive language.
5. I will have a reason to send a message.
6. I will put in a subject in the subject box.
7. I will use the proper greeting and sign my name.
    a. Name of the receiver of the message.
    b. Message.
    c. Sign my first name only.
8. I will double-check my message before sending.
9. I will double-check my address box before sending.
10. I will delete unnecessary messages in my In Box.
11. I will notify my teacher if I receive junk mail or offensive messages.
12. I will not send any software (games, programs, etc.) through e-mail.

13. I will get permission from my teacher before sending any pictures through e-mail.
14. I will not allow anyone else to use my account.

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 [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School 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, 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 [or appropriate school official], 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 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.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(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

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that LaFayette 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 LaFayette 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 all the LaFayette 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 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 (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 LaFayette 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 by September 18, 2008. The LaFayette Central School District has designated the following information as directory information: [NOTE: an LEA may, but does not have to, include all the information listed below.]

Student's Name
Address
E-Mail Address
Photograph
Date and place of birth
Dates of attendance
Most recent educational/institution attended
Participation in officially recognized activities/sports
Telephone Listing
Weight/Height for athletic teams
Degrees, honors, and awards received
Major field of study
Grade Level

NO CHILD LEFT BEHIND ACT

Pursuant to the Federal ***No Child Left Behind Act*** signed into law in January 2002, the School District must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of our high school students. However, the District must also notify parents of their rights and the rights of their children to request, in writing, that the District **not** release such information if it is requested.

Parents, or students who are at least 18 years old, wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and institutions of higher learning must sign and return the NCLB form. If you need a form, you can contact the Main Office at 677-3131.