

## **Annual Notices of Rights**

### *Directory Information*

Unless objection to any of the specific items of information following is submitted in writing by parents or legal guardians or by those students themselves who are over the age of 18 years, the Manchester-Shortsville Central School District herewith gives notice of intention to provide, release or publish in the newsletters, school or student newspapers, magazines, yearbooks or other publications, daily or weekly newspapers, athletic programs, musical or theatrical programs, news releases and/or all of the following information pertaining to students as may be appropriate under the circumstances: name of student, grade level, participation in officially recognized activities and sports, honors, degrees and awards received, and photos. Under Title 34, Part 99, Privacy Rights of Parents and Students, parents who do not desire release of any of the above information must make specific request in writing to the Superintendent of Schools. Failure to make such request shall be deemed consent to release, provide, or publish the directory information during the 2023-2024 school year.

### *Access to Public Records*

The Freedom of Information Law establishes your right to inspect the public records of the Manchester-Shortsville Central School District. Requests to inspect school records must be made in writing on a form provided by the District and submitted to Kim Brown, Board Clerk, Manchester-Shortsville Central School District.

### *Student Records / Family Rights and Privacy Act*

It is the intent of the Manchester-Shortsville Central School District to be in compliance with PL. 93-380 and PL. 94-142, and, therefore, it has established procedures for parents to exercise their rights relative to student records. MSCSD further intends that each member of its student body has the right of protection against an unwarranted invasion of privacy.

The Superintendent of Schools has developed procedures which recognize that parents and eligible students have the following rights:

- To inspect and review the student's educational records.
- To challenge the records and to seek to expunge or correct parts which are believed to be inaccurate, misleading, or otherwise improper.
- To file an appeal should the records not be altered in accordance with their request.
- To obtain copies of the student's records, the policy, and administrative regulations which pertain to records.

Those who are interested in access to student records or the policies of the Manchester-Shortsville Board of Education which relate to student records are asked to contact Brian Weller, Director of Teaching, Learning, and Accountability, at (585) 289-2160.

*Release Information*

Notice to parents with students in 9th-12th grades.

The Federal Act ESSA (Every Student Succeeds Act) requires school districts to provide access to secondary student's names, addresses and telephone listings to military recruiters or institutions of higher education unless parents request in writing not to release the information.

If you desire your child's information not to be released, please complete and return the following withdrawal of consent form:

I, \_\_\_\_\_ (parent name)

parent of, \_\_\_\_\_, (student name)

deny consent to release my child's information to military recruiters or institution of higher education as provided under the NCLB Act.

Return to: Guidance Office, Red Jacket High School, 1506 Rt. 21, Shortsville, NY 14548 or drop off in the High School Office.

*Publication of Student Names and Pictures*

The Manchester-Shortsville Central School District actively pursues ways to celebrate the accomplishments of our students and staff. As part of this effort, lists or pictures of students, and articles citing individual student accomplishments are published in area newspapers, district and local newsletters and on our district website.

If you have a concern about any of your child's information (including name, photo, etc.) appearing in such a publication, please fill out and return the form below.

Name of Student: \_\_\_\_\_

Please DO NOT release the name or photo of my child,

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to the District Office