

Sections from the 2014-2015 Student Discipline Code Book – these sections are distributed to parents at the start of each school year:

18. THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA), the school system is allowed to release directory information on students at various times during the school year without the consent of the parent/guardian or eligible student. In addition, two federal laws require that school systems receiving federal funds under the Elementary and Secondary Education Act to provide military recruiters, upon request, with three pieces of directory information – student names, addresses, and telephone numbers – unless the parent/guardian has advised the school system that they do not want this information disclosed without prior written consent.

Prior to the release of such information, parents/guardians must be given the opportunity to withhold the release of this information for their child. To assist you in making a determination as to whether or not you want your child's information released, we are providing you with the definition of "directory information". In Lawrence, the definition of directory information follows the Department of Education's categories and includes the following items: student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of athletic team members, class, participation in officially recognized activities and sports, degrees, honors and awards, and post high school plans.

By law, you are required to submit a request to withhold directory information each year. We are required to maintain a record of such requests each year; however, these requests are not carried over from year to year. Thus, if you do not want directory information released, you must notify your child's school each school year. The deadline for such notification is October 1st of each school year. If it is your desire to withhold this information, please complete and return the form at the bottom at the end of this booklet specifying which information you do not want released as you may opt to withhold all or portions of the directory information. Please note, if we do not hear from you by October 1st, the school will assume that you are allowing the release of directory information for your child.

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 Assistant Superintendent for Administration, Reporting, and Compliance, as Keeper of the Records, a written request that identifies the record(s) they wish to inspect. The Assistant Superintendent 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, which the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the Assistant Superintendent for Administration, Reporting, and Compliance, as Keeper of the Records, clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 unit personnel); a person serving on the School Board; a person or company with whom the School

has contracted to perform a special task (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. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Lawrence Public Schools 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 20202-5901

19. THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Lawrence Public Schools has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The

Lawrence Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Lawrence Public Schools will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

20. RELEASE OF DIRECTORY INFORMATION

A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent.

The request to withhold the release of directory information for a student is on the last page of this booklet.

DISCIPLINE CODE
ACKNOWLEDGMENT STATEMENT

Student's Name: _____ Grade: _____

School: _____ Teacher: _____

We have read and discussed the Lawrence Public Schools Discipline Code. We understand that the code will be implemented and that all children are subject to its guidelines. We also understand our responsibilities as a student and parent or guardian and agree to fulfill these responsibilities as they relate to creating a safe and caring school climate for all students and the enforcement of the discipline code.

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

DETENTION AUTHORIZATION

In the event that my child is assigned an after school detention, I give permission for him/her to serve the detention that day as long as I am personally notified by telephone before school ends for the day. Otherwise, I will sign the detention notice that is sent home in order for the detention to be served on the assigned date.

Parent/Guardian Signature: _____

Date: _____

REQUEST TO WITHHOLD DIRECTORY INFORMATION

I do not want directory information released for my child. I understand that this decision may exclude my child from mailing lists, directories, etc. Please withhold the following (choose one):

All directory information Only directory information to military recruiters
 The following portions of the directory information: _____

Name of Student: _____ D.O.B: _____

School: _____ Grade: _____

Signature: _____ Date: _____