



August 1, 2017

District Clerk
South Country Central School District
189 Dunton Avenue
East Patchogue, NY 11772

Dear District Clerk's Office,

The New York Civil Liberties Union and Latino Justice submit this request for records to the South Country Central School District ("SCCSD") under the New York Freedom of Information Law, N.Y. Pub. Off. Law § 85, *et seq.*, for access to, and copies of the records collected by the SCCSD regarding requests described below.

Unless otherwise indicated, the time period for all documents requested below is August 1, 2013 to August 1, 2017. If responsive records did not yet exist on August 1, 2013, we seek records from the earliest date after August 1, 2013 that such records are available.

1. Documents sufficient to identify the accurate number of students enrolled in your district by race, ethnic background, language spoken at home, and country of origin.
2. Documents sufficient to identify the number and length of suspensions where a student has no prior record of school discipline or suspension.
3. Documents sufficient to identify the number of suspensions issued, the length of each suspension issued, the basis for the suspension issued, as well as the race, ethnic background, language spoken at home, and country of origin of the students who received each suspension.
4. Documents sufficient to identify the number of student suspensions based on suspected gang-related activity or gang membership, the length of the suspension, and the race, ethnicity, country of origin, and age of the student suspended.
5. Documents sufficient to identify the number of student suspensions based on the wearing of clothing deemed to be gang related, the length of the suspension, and the race, ethnicity, country of origin, and age of the student suspended.
6. All documents maintained by the SCCSD purported to list or identify suspected gang members, with any identifying details redacted to the degree necessary to protect an unwarranted invasion of privacy (see N.Y. Pub. Off. Law §§ 87, 89).

7. Documents sufficient to identify the number of individuals whose identities the SCCSD has shared, due to suspected gang membership or activity, with the:
 - a. Suffolk County Police Department (“SCPD”);
 - b. Immigration and Customs Enforcement (“ICE”) and or any other branch of the Department of Homeland Security (“DHS”);
 - c. Federal Bureau of Investigation (“FBI”);
 - d. Department of Justice (“DOJ”);
 - e. Any other law enforcement agency.
8. All policies, guidance, procedures, memoranda, rules, instructions, documents, or correspondence directing SCCSD employees (including any school security officers) how to recognize and respond to suspected gang membership and gang activity. This includes, but is not limited to, specific descriptions of clothing, jewelry, hairstyle, shoes, tattoo, logos, makeup, symbols, graffiti tags, patterns, colors, symbols, hand gestures, songs, whistles, etc.
9. All policies, guidance, procedures, memoranda, rules, instructions, documents or correspondence specifying how SCCSD employees or administration may monitor and or investigate a students’ social media presence.
10. All policies, guidance, procedures, memoranda, rules, instructions, documents on how SCCSD employees or administration may use the results of monitoring or investigating a students’ social media presence.
11. Documents sufficient to identify the number of times students have been disciplined in school without their parents present, including any informal meetings with a principal, teacher or SCCSD employee.
12. Documents sufficient to identify the number of times students have been requested to and have provided a written statement in a disciplinary action, including but not limited to an informal meeting with a principal, teacher or SCCSD employee.
13. Any instructions, directives, or memoranda from the Suffolk County Police Department to the SCCSD regarding how to identify gang membership or gang activity.
14. All SCCSD policies, procedures, protocols, directives, guidance, rules or regulations that refer to the Suffolk County Police Department, ICE, or any other branch of DHS.
15. All contracts, memoranda of understanding, or agreements between the SCCSD and the Suffolk County Police Department, ICE, or any other branch of DHS.
16. All agendas and minutes from school faculty meetings, parent teacher association meetings and district board of education meetings relating to law enforcement agency presence in schools, dress codes, social media, disciplinary proceedings, gang-related activity, and immigrant children.

17. All SCCSD and school-level policies, procedures, protocols, directives, guidance, rules or regulations given to SCCSD staff and contractors related to school dress-code, police relations, and gang-related activity.
18. Any inquiry or guidance sought by the district board of education, district superintendent, or school administration from the New York State Board of Education on how to address school dress-code, police relations, and gang-related activity within the district.
19. Any documents that pertain to actions initiated against any SCCSD employee pursuant to New York Education Law §§ 310 and 306.
20. Any instructions, guidance, or correspondence provided to students and their parents that amend, add, or change any of SCCSD's code of conduct regarding dress code, gang-affiliated behavior, and social media.
21. All policies, guidance, procedures, memoranda, rules, instructions, documents on how to provide and monitor "alternative instruction" for suspended students. (see N.Y. Educ. Law § 3205.)
22. Documents sufficient to identify the number of students receiving alternative instruction based on race, ethnic background, country of origin, primary language, and age.
23. All policies, procedures, protocols, directives, guidance, rules or regulations, and trainings provided to parties who interpret for students who are designated as "English as a New Language" students.

As you know, the Freedom of Information Law requires that an agency respond within five business days of receipt of a request. Therefore, we would appreciate a response as soon as possible and look forward to hearing from you shortly. If you determine that certain documents may be more quickly identified and produced than others, we are amenable to establishing a production schedule for documents that will take longer to produce.

We agree to compensate you for the cost of duplicating the records we request, as provided by law. Upon locating the requested documents, please contact us prior to photocopying and advise us of the actual costs of duplication so that we may decide whether a narrowing of the request will be necessary. To the extent that records are available in electronic format, we request that they be provided in that format.

Please furnish records to:

Nathalia Varela
LatinoJustice PRLDEF
99 Hudson Street 14th Floor
New York, NY
10013-2815
212.219.3360

If for any reason any portion of this request is denied, please inform us of the reasons for the denial in writing and provide the name and address of the person or body to whom an appeal should be directed. If you determine that any portion of the requested records are exempt from disclosure pursuant to FOIL, please delete only the material claimed as exempt, inform us of the basis for the exemption claim, and furnish copies of those portions of the records that you determine not to be exempt.

Sincerely,



Kristen Burzynski
New York Civil Liberties Union



Nathalia Varela
LatinoJustice PRLDEF