

Section: 7000 - School, Parent and Community Relations

Title : Annual Notification

Number: 7020

Status: Active

Adopted: August, 2013

ANNUAL NOTIFICATION

At the beginning of each school year, the Charter School shall make available to each student's parent or guardian a listing of the rights under the FERPA on the school's web page.

The notice must include a statement that the parent/guardian or eligible student has a right to:

1. Inspect and review the student's education records;
2. A specification of the intent of Charter School to *limit* the disclosure of student education records or personally identifiable information contained in a student's education record except:
 - a. by prior written consent of the student's parent(s)/guardian(s) or the eligible student;
 - b. as directory information, provided the Act has also given notice to the types of personally identifiable information is has designated as directory information and the Charter School has given the parent(s)/guardian(s) or eligible students an opportunity to refuse to let the Charter School designate any or all of those types of information about the student as directory information;
 - c. to another school district in which a student seeks or intends to enroll, upon request by such school district and in accordance with law;
 - d. to individuals employed by the Charter School either as an administrator, advisor, instructor, or supporting staff member including health or medical staff and law enforcement unit personnel, school board members when acting as a corporate entity in the discharge of statutory duties and responsibilities, and individuals with whom the Charter School has contracted to perform a special task (i.e., the school attorney, auditor, medical consultant or therapist) who have a legitimate educational need for access to such records as set forth in the Charter School policy in accordance with law;
 - e. as otherwise expressly permitted by law.
3. Challenge the contents of the student's education records and ask for their amendment to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; notice of any decision by the Charter School not to amend a student's education records as requested by the parent(s)/guardian(s) or eligible student and of the right of the parent(s)/guardian(s) or eligible student to a hearing regarding the denial of such a request for amendment;
4. File a complaint with the U.S. Department of Education alleging failure of the Charter School to comply with FERPA and its regulations; and
5. Obtain copies of this policy and its accompanying regulation, as well as the locations where copies may be obtained.

When student records are inspected by parent(s)/guardian(s) or eligible students, appropriate school personnel must be present where necessary to prevent any misinterpretation or misunderstanding of records. Employees may inspect the records of their children under the supervision of an appropriate member of the professional staff; however, such staff member should not be under the direct evaluation of the parent employee who is viewing his/her child's records.

Under no circumstances may student records be removed from school premises.

The School shall arrange to provide translation of this notice to non-English speaking parent(s)/guardian(s) and eligible students in their native language.