



PROVIDENCE HALL CHARTER SCHOOL

Board Policy Student Records, Privacy Rights, and Release of Information

REFERENCES

[Utah Code Ann. §53A-13-301 et seq., Utah Family Educational Rights and Privacy Act 20 U.S.C §1232\(g\), Family Educational Rights and Privacy Act, 34 CFR Part 99](#)
[20 U.S.C §1232\(h\), Protection of Pupil Rights Amendment, 34 CFR Part 98 Annual Notice](#)

THE POLICY

Providence Hall complies with all state and federal laws pertaining to protecting the privacy of student records, students, and their parents and families. In general, school employees are not to disclose personal information about students or their school performance unless the individual or agency requesting such information has both a legal right and a legitimate educational need to obtain the information.

The purpose of this policy is to assure that students and their parents or guardians are notified of and afforded their rights under the law, including:

- A. The right to examine and request the amendment of education records;
- B. the right to limit access to student records and/or personal information;
- C. the right to be notified of, examine, and either consent to or opt of, participating in surveys or educational activities that relate to specific protected areas; and
- D. the right to deny the release of names, addresses, and telephone numbers of high school students to military or college recruiters.

The school will set forth its specific process for implementing this board policy through the Administrative Procedures found below.



Administrative Procedures

Student Records, Privacy Rights, and Release of Information

DEFINITIONS

Parent: The parent or legal guardian of a student.

Eligible Student: Any student over the age of 18, or who is married, legally emancipated, or enrolled in post-secondary education programs.

PROCEDURES FOR IMPLEMENTATION

- I. General Procedures
 - A. All documents in the student cumulative/permanent record file, which include directory information, ethnic origin, schools and years attended, subjects completed, grades and credits earned, competency evaluations, certain health records, and other documents related to the education program, are private records with the exception of certain directory information.
 - B. Student records shall be accessible to:
 1. Authorized school personnel having responsibility for the student's educational program, and to individuals conducting federal, state, or district audits of educational programs.
 2. Parents.
 - a) In the event that parents are divorced or separated, both parents shall be entitled to access their child's student records unless prohibited by court order.
 3. Eligible students.
 - C. Except in accordance with state and federal law, access to student records shall not be given to individuals other than those listed in Section (B) above.
 - D. Certain student information designated as "directory information" may be made public without prior written consent. However, there is no legal requirement that the school release directory information about a student. Providence Hall has designated the following student information as directory information:
 1. student's name, address, and telephone listing;
 2. participation in officially recognized activities and sports;
 3. weight and height of members of athletic teams;
 4. dates of enrollment at a school;
 5. degrees and awards received;
 6. the most recent or previous educational agency or institution attended by the student;
 7. current grade in school and teacher(s); and

8. yearbook photos.
- E. Parents or students who do not want this information to be made public will be given an opportunity each year to notify the school that such information is not to be made public through the Annual Notice.
- F. A copy of the Annual Notice, which includes information on access rights, must be included in student registration packets and all student handbooks, posted on the school's website, and otherwise widely distributed and made available to parents.
- G. School staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, make audio or videotape recordings of students, or interview students for school related stories. These recordings or images may appear in school publications, the school website, on school approved social networking accounts, or in the news media.
 1. This information and these images are generally not considered harmful or an invasion of privacy if released. However, parents or eligible students may opt out of having such information released.
 2. Parents or eligible students should complete and submit the district's Media Release Form to the principal if they wish to opt out of giving media consent within 20 days of completing Online Student Registration.
- H. The district's Student Information Military and College Recruiting Opt-Out Form must also be included in high school registration packets, published in high school handbooks, posted on the school's website, and otherwise widely distributed and made available to parents.

II. Requests to Review Student Records

- A. Parents of students currently enrolled or eligible students may submit a written request to the school principal or designee to review or obtain copies of their student's record.
- B. Before allowing a person access to student records, school personnel must verify the identity of the person making the request.
- C. Directory information should not routinely be released to the public or media. School employees should contact the school principal if they have questions about requests they may receive.
- D. Access to school records under the Family Educational Rights and Privacy Act (FERPA) pertains only to official educational records, such as grades, attendance, and other information found in the cumulative file. It does not extend to classroom records held by an individual teacher, principal, counselor, or other staff.
- E. Schools are not required to prepare special reports or to recreate lost or destroyed records to satisfy a request for student records.
- F. Copies of records must be provided to parents and eligible students at a reasonable cost. Inability to pay reproduction costs may not prohibit access to the record itself.
- G. Requests for access to records should be granted in a timely manner; however, schools have up to 45 days to reply to a request.

- H. Except for those individuals listed in Section (I)(1)-(3) below, schools must maintain a record of each request for access to, and each disclosure they make from, an education record.
 - 1. The record of access must include the names of parties who have requested or received information from the records, and the stated reason for the request.
 - 2. A copy of the signed parent consent to release a record must be kept in the student's cumulative file.
- I. Schools are not required to keep a log or other record of access if the request is from, or the disclosure made to, any of the following:
 - 1. the parent or eligible student;
 - 2. a properly designated school official for a legitimate educational purpose; or
 - 3. a party seeking directory information.

III. Denial of Release of Student Information

- A. When a school receives either a parent's or eligible student's written authorization to deny the release of their student's directory information, or a signed Media Release Form or Military and College Recruiting Opt-Out Form, the school will document that authorization in the student information system in a timely manner and in such a way that any employee may readily determine whether to deny disclosure of the student's directory information.
- B. A request made by an eligible student or parent to deny the release of the student's directory information will only be valid in the documented school year. Requests must be made each year if the parent or eligible student wishes to continue the request.
- C. Schools must monitor each request to deny the release of a student's information to ensure that the request is honored.
- D. At the high school level, all requests for student names, addresses, and telephone listings received from military recruiters or institutions of higher education will be referred to the school principal for a response.
- E. Before releasing a student's directory information, the school principal will verify, to the best of his or her ability, whether any documentation restricting the release of such information exists.
- F. Before releasing any student information to or on any media, the applicable school employee will verify, to the best of his or her ability, whether any documentation restricting the release of such information exists.

IV. Requests to Amend Student Records

- A. If a parent or eligible student believes their student's record contains information that is inaccurate, misleading, or in violation of the student's right of privacy, he or she may request that the record be amended or corrected.
- B. Parents should submit a written request to the principal seeking a review of their student's record. Parents should cite information they believe to be inaccurate, misleading, or a violation of their child's privacy rights and provide any documentation that supports their belief.

- C. The principal will review the record, gather more information, and may conference with the parents to clarify their concerns.
- D. The principal will render a decision within 20 school days of the receipt of the request.
- E. If a parent wishes to appeal the principal's decision, he or she may send a written request for a hearing to the Board of Directors within ten school days of the principal's decision.
- F. The Board of Directors will conduct a hearing within 20 school days.
- G. Parents will have the opportunity to present evidence supporting their request that the record be changed.
- H. Parents may be assisted or represented by one or more individuals, including their attorney; however, parents must give advanced notice if they intend to bring legal counsel, so that the district also has the opportunity to have legal representation present at the hearing.
- I. The Board of Directors will render a written decision within 20 school days. The decision will include a summary of the evidence and the basis for the decision.
- J. If the decision is made to amend or correct the student's record, the amendment will be made and the parent will be informed of the amendment in writing.
- K. If the Board of Directors determines that the record will not be changed, the parent may place a statement in the student's record commenting on the contested information and/or an explanation of why he or she disagrees with the hearing officer's decision.

V. Requests for Records by Subpoena or in an Emergency

- A. Before releasing student information pursuant to a subpoena, the school should notify the parent that their child's records have been subpoenaed so that the parent has the opportunity to seek legal counsel, and seek to quash the subpoena.
- B. School officials may disclose student information to appropriate parties in an emergency situation if the sharing of the information is necessary to protect the health or safety of an individual.

VI. Prior Written Notification and Consent Required for Student Participation in Certain Activities

- A. Prior written consent from parents or guardians must be obtained before students are asked to complete written assignments, answer questions, complete questionnaires, or take psychological or psychiatric examinations, tests, or treatments which reveal any of the following information about the student or the student's family, whether such information is personally identifiable or not:
 1. political affiliations or, except as provided for in state law, political philosophies;
 2. mental or psychological problems;
 3. sexual behavior, orientation, or attitudes;
 4. illegal, anti-social, self-incriminating, or demeaning behavior;

5. critical appraisal of individuals with whom the student or family member has close family relationships;
 6. religious affiliations or beliefs;
 7. legally recognized privileged and analogous relationships, such as those with lawyers, medical personnel, or ministers; or
 8. income, except as required by law.
- B. Prior written consent under Section (A) above is required in all grades, kindergarten through grade twelve. The prohibitions included in Section (A) also apply within the curriculum and other school activities unless appropriate prior written consent has been obtained.
 - C. In order for the prior written consent to be valid, parents or guardians must be given notification at least two weeks before any information outlined in Section (A) is solicited.
 - D. This notice must include information that a copy of the educational or student survey questions to be asked is available at the school for the parents to review.
 - E. This notice must provide parents a reasonable opportunity to obtain written information concerning:
 1. records or information, including information about relationships, that may be examined or requested;
 2. the means by which the records or information shall be examined or reviewed;
 3. the means by which the information is to be obtained;
 4. the purposes for which the records or information are needed;
 5. the entities or persons, regardless of affiliation, who will have access to the personally identifiable information; and
 6. a method by which a parent can grant permission to access or examine the personally identifiable information.
 - F. School staff will provide appropriate consent forms to parents and will monitor student participation as per written parental consent.
 - G. Unless otherwise agreed to by the parent and the person requesting written consent, the authorization is valid only for the activity for which it was granted.
 - H. Following disclosure, parents may waive the two week minimum notification period.
 - I. The two week prior written notification requirement is not applicable in a situation which a school employee reasonably believes to be an emergency, in relation to child abuse or neglect reports, or by order of the court.
 - J. This policy does not limit the ability of a student to spontaneously express sentiments or opinions otherwise protected from disclosure.
 - K. If a school employee or agent believes that a situation exists which presents a serious threat to the well-being of a student, that employee or agent shall notify the student's parent without delay. If, however, the matter has been reported to the Division of Child and Family Services (DCFS), it is the responsibility of DCFS to notify the student's parent. (See, Board Policy S-8, Child Abuse.)

- L. These procedures outlining the need for prior written notification and consent in certain circumstances, are necessary in order for the school to comply with the Utah Family Educational Rights and Privacy Act (UFERPA) and the Protection of Pupil Rights Amendment (PPRA). (See, UFERPA at Utah Code Ann. §53A-13-302, and PPRA at 20 U.S.C. §1232(h); 34 C.F.R. Part 98.)
- M. School employees violating these procedures may be subject to discipline, up to and including termination.

VII. Internet Safety

- A. In accordance with the Children’s Internet Protection Act (CIPA), the School has developed an Internet safety plan that protects students from the unauthorized disclosure, use, and dissemination of their personal information on the Internet. Please refer to Student Acceptable Use Policy, and their accompanying administrative procedures for more information.

VIII. Notification of Student Data Breach

The school must notify the parent of a student if there is a release of the student’s personal records.

