

ANNUAL NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 239. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:
 - a. We have your prior written consent for disclosure;
 - b. The information is considered "directory information" and you have not objected to the release of such information; or
 - c. Disclosure without your prior consent is permitted by law.

The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. 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); the school board (in executive session); 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 or duties.

The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.

3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education if you believe that Unified School District No. 239 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
5. The right to obtain a copy of Unified School District No. 239 policies for complying with FERPA. A copy may be obtained from: USD 239 North Ottawa County, 716 E. Seventh St., Minneapolis, Kansas, 67467.

Directory Information: For purposes of FERPA, Unified School District No. 239 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees,

honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 239 North Ottawa County at 716 E. Seventh St., POI Box 257, Minneapolis, Kansas, 67467 on or before September 1, 2015. If a refusal is not filed, Unified School District No. 239 assumes you have no objection to the release of the directory information designated.

Recruiting information: Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

ANNUAL NOTICE OF RIGHTS UNDER 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:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"), but only if the survey is funded in whole or in part by a program of the U.S. Department of Education.
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal, antisocial, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 - Religious practices, affiliations or beliefs of the student or parents; or
 - Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of
 - Any other protected information survey, regardless of funding;
 - Any nonemergency, 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
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - 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 unless the parents still claim the student as a dependent for federal income tax purposes.

In consultation with parents, Unified School District No. 239 has developed and adopted policies regarding these rights, as well as procedures 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. USD No. 239 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. USD No. 239 will also directly notify parents of students who are scheduled to participate in the specific activities or surveys covered by PPRA, through the U.S. mail or e-mail. The school will also provide an opportunity for parents to opt their children out of participation of the specific activity or survey.

If the school has identified the specific or approximate dates of the activities or surveys at the beginning of the school year, USD No. 239 will provide notice to parents at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

The following is a list of the specific activities and surveys covered under this notification 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 the Department of Education.
- Any nonemergency, 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

ANNUAL NOTICE OF AUTHORIZED STUDENT DATA DISCLOSURES

In accordance with the Student Data Privacy Act, student data submitted to or maintained in a statewide longitudinal data system may only be disclosed as follows. Such data may be disclosed to:

- the authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- the student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first. (A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations.)

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public

or private audit and evaluation or research organization if the data is aggregate data. "Aggregate data" means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- student directory information when necessary and the student's parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student's written consent.

As the parent or legal guardian of the following student(s), I acknowledge that I have been provided with notice of authorized student data disclosures under the Student Data Privacy Act, FERPA, and PPRA.

Name of Student

Grade Level

Name of Student

Grade Level

Name of Student

Grade Level

Name of Student

Grade Level

Parent / Guardian Signature

Date