

513 PROTECTION AND PRIVACY OF STUDENT RECORDS

I. Purpose

Stonebridge World School recognizes its responsibility in regard to the collection, maintenance, and dissemination of student records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. General Statement of Policy

The following procedures and policies regarding the protection and privacy of parents and students are adopted by Stonebridge World School, pursuant to the requirements of 20 U.S.C. 1232g, et seq., (Family Educational Rights and Privacy Act) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch.13, and Minn. Rules Parts 1205.0100-1205.2000.

III. General Classification

State law provides that all data collected, created, received, or maintained by Stonebridge World School are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a School which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of 20 U.S.C. 123g and the regulations promulgated thereunder.

IV. Statement of Rights

Rights of Parents/ Legal Guardians and Eligible Students

Parents and eligible students have following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally, identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law.
4. The parent/legal guardian or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school to comply with the requirements of 20 U.S.C. 1232g, and the rules promulgated thereunder, the name and address of the office that administers the Family Education and Privacy Act is:

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

5. The parent/ legal guardian or eligible student has a right to obtain a copy of the school's policy regarding the protection and privacy of pupil record

V. Consent Required for Disclosure

- A. Stonebridge World School must obtain a signed and dated written consent form from the parent/ legal guardian of a student before disclosing personally identifiable information from the education records of the student.
- B. A written consent form must be filled out with all the following information completed:
 1. A specification of the records to be disclosed;
 2. The purpose or purposes of the disclosure;
 3. The party or class of parties to whom the disclosure may be made; and
 4. If appropriate, a termination date for the consent
- C. When a disclosure is made:
 1. If the parent/ legal guardian or eligible student so requests, the school shall provide him or her with a copy of the record disclosed.
 2. If the parent/ legal guardian of a student who is not an eligible student so requests, the school shall provide the student with a copy of the records disclosed.

VI. Prior Consent for Disclosure Not Required

Stonebridge World School may disclose personally identifiable information from the education records of a student without the written consent of the parent/ guardian if the disclosure is:

- A. The school may disclose education records to other school officials within the school if the school has determined they have legitimate educational interests.
- B. The school forwards education records requested by a school intending to enroll, or a student is already enrolled in.
- C. Parents/ Legal guardians when a student over 18 is still a dependent.
- D. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to conditions relative to such disclosure provided under the federal law.
- E. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 1. Determine eligibility for the aid
 2. Determine the amount of the aid
 3. Determine conditions for the aid

4. Enforce the terms and conditions of the aid
- F. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents/legal guardians or students by individuals.
- G. To accrediting organizations in order to carry out their accrediting functions.
- H. Individuals who have obtained court orders.
- I. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted. To comply with FERPA Stonebridge World School requires all parents/legal guardians to fill out the *Student Record Release Form* where they can consent to share immunization data.
- J. The Juvenile Justice System.

VII. Record Retention

Destruction and retention of records by the school shall be controlled by state and federal law.

Approved: 10-24-2017

Revised: