

Data Privacy Policy

Confidentiality and Access to Student Records

In compliance with the Family Education Rights and Privacy Act of 1974 20 U.S.C., 123(g) and 34 C.F.R. Part 99, the Woods Charter School adheres to the following policy:

Student educational records are records, files, documents and other materials which contain information directly related to a student. Such information includes but is not limited to completed academic work, grades, achievement test scores, aptitude or psychological intelligence test scores, attendance records, interest inventory results, health data, family background information, teacher or counselor ratings and observations, adaptive behavior scales and verified reports of serious recurrent misbehavior.

Parents or guardians have the right to review and copy the contents of their children's school records. Students 18 years of age or older have the right to review their own school records. At Woods Charter School the permanent record is the official record, and it will follow the student through school.

School authorities have the responsibility to make certain that the student's file remains confidential, relevant, and factual.

Procedures for Review by Parents/Guardians Students

The student and/or parents and guardians have the opportunity to review the student's file according to the following procedures:

1. Parents, guardians or eligible students who wish to inspect and review the cumulative record folder will submit a request in writing to the Principal. When he receives a written request for review of the records from a parent, guardian or student who has a right to inspect the records, the Principal will schedule the review no later than 15 school days following the request. Contents of the permanent record may be examined only in the presence of a school official competent in interpreting student records.
2. A student's parents, guardian or person standing in loco parentis may examine the contents of the permanent record at all reasonable times. Parents or guardians of students who are 18 years of age or older may examine their child's records if the child is classified as a dependent under federal income tax regulations.
3. Students at least 18 years of age may examine the contents of their permanent record.
4. When the child's parents are separated or divorced, the records will be open to both parents unless a court order specifying otherwise is displayed to school officials.
5. The parent, guardian, person standing in loco parentis, or student will have the right to due process and to make a written objection to any information contained in the records.
6. Any written objection will be signed by the parent, guardian or student and dated.

This will become a part of the student's permanent record.

7. School personnel who have proper educational purpose in examining the information may have access to the permanent records.

Procedures for Release of Information to Other Persons

Information from the permanent record may be released subject to the following regulations:

1. Persons, who in the judgment of the school personnel have a valid reason, may have access to the following data classified as directory information, without the consent of either the student or his or her parent, guardian or person standing in loco parentis, unless the Principal is notified in writing, according to administrative policy which is published annually in accordance with federal laws, that directory information for a specified individual is not to be released; student's name, address, telephone listing; parents' or guardian's name, address, telephone listing; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student.
2. Officials of other schools and school systems in which the student enrolls or intends to enroll may send student records without prior authorization of the parent or guardian (or eligible student), unless the parent or guardian (or eligible student) has declined in writing to approve the transfer of records. This declination must be on file prior to the receipt of a request for the transfer of records by the student's new institution. Upon request, the school will provide a parent or guardian (or eligible student) with a copy of the educational records that have been transferred.
3. Student records may be sent to authorized representatives of the comptroller-general, the secretary of education and the administrative head of an education agency, or state education authorities, if any of these officials needs information from student records to conduct an audit and evaluation of a federally supported education program or to pursue enforcement of the federal legal requirements relating to that program or for any other reason permitted by 20 U.S.C. '123(g).
4. Student records may also be sent in connection with a student's application for or receipt of financial aid.
5. Persons acting under a lawful court order or subpoena may have access to student records within the limits of their legal authority; however, the school will notify the parents, guardians or eligible student of the pending release of information prior to complying with the court order or subpoena.
6. Information from the permanent record will be available to duly authorized representatives of educational agencies of the state and federal governments; however, to the extent possible within the law, the Woods Charter School will not provide personally identifiable information to such agencies.
7. Accrediting organizations in order to carry out their accrediting functions.
8. In connection with an emergency, to appropriate persons, if having such information is necessary to protect the health or safety of the student or other persons.

Date Adopted: August 14, 2008