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PROTECTION AND PRIVACY OF PUPIL RECORDS PUBLIC NOTICE

The Studio School gives notice to parents/legal guardians of students currently in attendance in the school, and eligible students currently in attendance in the school, of their rights regarding pupil records.

1. Parents/legal guardians and eligible students are hereby informed that they have the following rights:
 - a. That a parent/legal guardian or eligible student has a right to inspect and review the student's education records. A parent/legal guardian or eligible student should submit to the school a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent/legal guardian or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent/legal guardian or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent/legal guardian or eligible student may ask the school to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent/legal guardian or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent/legal guardian or eligible student wishes the school to make. The request shall be signed by the parent/legal guardian or eligible student. If the school decides not to amend the record as requested by the parent/legal guardian or eligible student, the school will notify the parent/legal guardian or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/legal guardian or eligible student when notified of the right to a hearing;
 - c. That the parent/legal guardian or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated there under authorize disclosures without consent;

- d. That the school may disclose education records to other school officials within the school if the school has determined they have legitimate educational interests. For purposes of such disclosure, 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) or other employee; a person serving on the school board; a person or company with whom the school has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent/legal guardian or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a “legitimate educational interest” if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;
 - e. That the school forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student’s enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act of 2001, 20 U.S.C. 7165 [and data regarding a student’s history of violent behavior,] and any disposition order which adjudicates the student as delinquent for committing an illegal act on school property and certain other illegal acts;
 - f. That 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 Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202
 - g. That 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 records; and
 - h. That copies of the school’s policy regarding the protection and privacy of school records are located in the School’s office or school’s website.
2. The Studio School has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

- a. It classifies records as public, private or confidential.
 - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
 - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
 - d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent/legal guardian or student when required prior to disclosure.
3. Copies of the school board policy and accompanying procedures and regulations are available to parents/legal guardians and students upon written request to the School Director or on the school's website.
 4. Pursuant to applicable law, The Studio School gives notice to parents/legal guardians of students currently in attendance in the school, and eligible students currently in attendance in the school, of their rights regarding "directory information."
"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information.
"Directory information" also includes the name, address and telephone number of the student's parent(s). Directory information does not include a student's social security number or a student's identification number ("ID") if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position or nationality.
 - a. The information listed above shall be public information which the school may disclose from the education records of a student or information regarding a parent/legal guardian.
 - b. Should the parent/legal guardian of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's/legal guardian's or eligible student's prior written consent except to school officials as provided under federal law.

- c. In order to make any or all of the directory information listed above “private” (i.e. subject to consent prior to disclosure), the parent/legal guardian or eligible student must make a written request to the school director within thirty (30) days after the date of the last publication of this notice. This written request must be signed, dated and include the following information:
- (1) name of student and parent/legal guardian, as appropriate;
 - (2) home address;
 - (3) school presently attended by student;
 - (4) parent’s/legal guardian’s legal relationship to student, if applicable;
 - (5) specific category or categories of directory information which is not to be made public without the parent’s/legal guardian’s or eligible student’s prior written consent.
5. Pursuant to applicable law, The Studio School hereby gives notice to parents/legal guardians of secondary students and eligible secondary students of their rights regarding release of information to military recruiting officers. The school district must release the names, addresses, and home telephone numbers of secondary students to military recruiting officers within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

Should the parent of a student or the eligible student so desire, any or all of the listed information will not be disclosed to military recruiting officers without prior consent.

In order to refuse the release of this information without prior consent, the parent/legal guardian or eligible student must make a written request to the responsible authority, *the School Director* by *October* each year. This written request must include the following information:

- (1) name of student and parent/legal guardian, as appropriate;
- (2) home address;
- (3) student’s grade level;
- (4) school presently attended by student;
- (5) parent’s/legal guardian’s legal relationship to student, if applicable;
- (6) specific category or categories of information which are not to be released to military recruiters without prior consent;



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(7) specific category or categories of directory information which are not to be released to the public, including military recruiters.

Notice: Refusal to release the above information to military recruiting officers alone does not affect the school district's release of directory information to the public, including military recruiting officers. In order to make any directory information about a student private, the procedures contained in the directory information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers.

Dated: January 7, 2018

The Studio School Board of Directors:

Jennifer Becker, Board Chair

Colleen Brennan

Craig Farmer

Aaron Monson

Maria Sperl