

New City School

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Student Educational Data Policy

Reason for Policy

The following information serves as New City School's annual Family Educational Rights and Privacy Act Notice to Parents.

New City School fully complies with state and federal laws regarding student education data. Education data is governed by state law, Minn. Stat. §13.32, and by federal law, the Family Educational Rights and Privacy Act (FERPA). Parents have rights under these laws. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Release of Records

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions: School officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law.

Parental Review of Records

Parents or eligible students have the right to inspect and review the student's education records maintained by New City School. A parent or eligible student who wishes to inspect or review the student's record should place this request with the Executive Director. A time will be arranged for the parent or eligible student to review the records in the presence of a staff person.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Directory Information

Under the FERPA, certain student information designated as "directory information" may be disclosed without a parent's written consent.

New City School has designated the following student information as directory information: Student's Name; Photograph; Grade Level; Participation in officially recognized activities; Pictures or video images for school approved publications, newspapers, or website. Parents who do not wish to disclose "directory information" of their child's must notify the school by October 1st.

Whom to Contact with Questions

Questions regarding FERPA or Student Records should be directed to the Executive Director.

Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by New City School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202.

Adopted by the NCS Board of Directors, April 18, 2018