

CAMPUS COMMUNITY SCHOOL

“A Better Self, A Better World”

350 Pear Street, Dover, Delaware 19904

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Family Educational Rights and Privacy Act (FERPA) - DRAFT

All information and files relating to a child and his/her family are considered confidential. These become and remain the property of the school. Any requests for copies of information from a student's file must be accompanied by a release signed by the parent and/or guardian of the student.

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's educational records within 45 days of the day the school receives a request for access. Parents should submit to the Head of School a written request that identifies the record(s) they wish to inspect. The Head of School will make arrangements for access and notify the parent of the time and place the records may be inspected.
2. The right to request the amendment of the student's educational records that the parent believes are inaccurate. Parents may request, in writing, that the school amend a record that they believe is inaccurate. The writing should clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent, the school will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school may disclose personally identifiable information contained in the student's education records, without consent, as permitted or required by FERPA. Among appropriate recipients are school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, instructor, or support staff (including health or medical staff and law enforcement unit personnel.), a person serving on the school board, a person or company with whom the school has contracted to perform a special task (such as 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 .The school will, upon written request from the authorized parent, disclose educational records to officials of another school district in which the student seeks or intends to enroll. The school may disclose, without consent, "Directory Information even though such information may be contained in the student's educational record. Directory Information includes the student's name, address, telephone number, date and place of birth, honors and awards received, dates of attendance, participation in officially recognized activities/sports, and weight and height of members of athletic teams. Parents may request, by written notification to the Head of School, that such directory information not be disclosed.
4. The right to file a complaint with the U.S. Department of education concerning alleged failures by Campus Community School to comply with the requirements of FERPA.

www.campuscommunityschool.us

DRAFT – 11/22/16