



st.croixprep

Notice to Parents of Protection and Privacy of Student Records

This communication is to inform parents and students (18 years old or more) of the privacy and protection of parent and student records consistent with relevant federal and state statutes and regulations. Parents of students and eligible students have the following rights:

Directory Information.

“Directory information” includes the following: the student’s name, date of birth, sex, major field of study, participation in officially organized teams, dates of enrollment and graduation or withdrawal, grade levels completed, degrees and awards received, pictures of students for school approved publications/newspapers/yearbooks, school managed websites and school managed social media sites, bulletins, programs, or similar school-produced information pieces. Directory information also includes the name, street and email address(es) and telephone number(s) of the student’s parent(s) or guardian. Directory information does not include a student’s social security number, a student’s identification number (ID), user ID, or other unique personal identifier, identifying data which references religion, race, color, social position or nationality, data collected from nonpublic school students, other than those who receive shared time educational services. St. Croix Prep may disclose directory information relating to former students of the district. Directory information is public information which the School may disclose to anyone upon request. Parents or eligible students may request that any or all of the information listed above as directory information not be disclosed without the parent’s or eligible student’s prior written consent except to school officials or as provided under federal law. Such a request should be made by written notice to the appropriate principal within 30 days after the publishing of this communication. The request should include: the student’s name, home address, parent’s legal relationship to the student, and specific categories of directory information not to be made public without the parent’s or eligible student’s prior written consent.

Release to Military Recruiters and Post-Secondary Educational Institutions.

St. Croix Prep will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of request unless a parent or eligible student has refused to release this data. Parents and students have the right to refuse release of these data to military recruiting officers and post-secondary educational institutions. To exercise this right, parents or eligible students must provide written notice to the appropriate principal that he or she does not want St. Croix Prep to release this information. Notification must be provided within thirty (30) days after the publishing of this information. The written request must include: name of student and parent, home address, student’s grade level, parent’s legal relationship to the student and specific category or categories of information which are not to be released.

Right to Inspect and Review Education Records.

The parent or eligible student has a right to inspect and review the student’s education records, except those records which are made confidential by federal or state law. A parent or eligible student should submit a written request to the appropriate principal to inspect

education records. St. Croix Prep will attempt to comply with this request immediately or within 10 school days.

Right to Seek Amendment of Education Records.

The parent of a student or an eligible student who believe that information contained in the education records of the student is inaccurate, misleading, or violates the rights of privacy of the student may request that St. Croix Prep amend those records. Parents or eligible students who wish to ask the School to amend their student's or their education record should write the appropriate principal, clearly identify the part of the record they want changed, and specify why it should be changed. St. Croix Prep will decide whether to amend the education records in accordance with the request within 30 days.

Right to a Hearing to Challenge Education Records.

If St. Croix Prep decides to refuse to amend the education records of the student in accordance with the request, St. Croix Prep will inform the parent of the student or eligible student of its decision and advise the parent or eligible student of the right to a hearing. Additional information regarding hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

Right to Consent to Disclosures of Personally Identifiable Information.

The parent or eligible student have a right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Right to Disclose Education Records to School Officials.

St. Croix Prep may disclose education records to school officials within the School whom St. Croix Prep has determined have a legitimate educational interest in accessing those records. For these purposes, "school official" includes: a person employed by the school in an administrative, supervisory, instructional, or other professional position; a person employed as a temporary position in a professional position for the period of his or her performance as a substitute; a person employed by, or under contract, to perform a special task such as secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

A "legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. A "legitimate educational interest" includes a person's need to know in order to: perform an administrative task required in the school; perform a supervisory or instructional task directly related to the student's education; perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid; or perform a task directly related to responding to a request for data.

Parents and Eligible Students are Notified That St. Croix Prep Forwards Education Records.

Upon request, St. Croix Prep will forward a student's education records without consent to a school in which a student seeks or intends to enroll or is already enrolled as long as disclosure is for purposes related to the student's enrollment or transfer and such records will include information about any formal suspension, expulsion, and exclusion disciplinary action.

Right to a Complaint With the U.S. Department of Education.

A parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by St. Croix Prep to comply with the requirements of the Family Education Rights and Privacy Act (FERPA). The name and address of the office administering the Family Education Rights and Privacy Act is: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue S. W., Washington, D. C. 20202-5901.

