

## **Notice of Parent/Guardian Rights Under the Family Educational Rights and Privacy Act**

September 8, 2009

River Montessori Charter School wishes to inform you, as parent or guardian of a student enrolled in our school, that you have rights under federal law, including the Family Educational Rights and Privacy Act (FERPA). These rights include the right to:

- Inspect and review the student's education records;
- Seek amendment of the student's education records that you believe to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Code of Federal Regulations authorize disclosure without consent; and
- File with the U.S. Department of Education a complaint concerning alleged failures by the School to comply with the requirements of FERPA and its promulgated regulations.
- Request that the School not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

### Procedure for Exercising Right to Inspect and Review Educational Records

Please submit any request to review education records in writing to the Executive Director, indicating the full name of the student, as well as your name as parent or guardian. The request must be signed and dated. Within 10 days, or 30 days when the School is not in session, the School shall comply with the request. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the School will provide the parent or eligible student with a copy of the requested records or make other arrangements for inspection and review of the requested records.

### Procedure for Requesting an Amendment to Student Records

If upon review, after exercising your right to inspect and review a student's educational records, a parent or guardian discovers any information or notation that is factually inaccurate, misleading or in violation of the student's right of privacy, he or she may request, in writing, that the School amend the record. The request must be submitted within thirty (30) days of the discovery of the inaccurate or misleading information or a violation of the student's right of privacy. Please be as detailed as possible as to what information and why it may be inaccurate, misleading, or in violation of the right of privacy. The School will respond within ten (10) days of the receipt of the request to amend. The School's response will be in writing and if the request for amendment is denied, the School will set forth the reason for the denial and inform the parent or eligible student of his or her right to a hearing challenging the content of the education record.

### Disclosure of Educational Records Without Parental Consent

The School will disclose education records, without consent, to the following parties:

- a. School employees who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
- b. Other schools to which a student seeks or intends to enroll;
- c. Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
- d. Appropriate parties in connection a student's application for, or receipt of, financial aid to a student if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
- e. Organizations conducting certain studies for the School in accordance with 20 U.S.C. § 1232g(b)(1)(F);
- f. Accrediting organizations in order to carry out their accrediting functions;
- g. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
- h. Individuals who have obtained lawful court orders or subpoenas;
- i. Persons who need to know in cases of health and safety emergencies;.
- j. State and local authorities, within a juvenile justice system, pursuant to specific State law.
- k. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include final results of the disciplinary proceedings conducted by the School with respect to that alleged crime or offense. The School may disclose the final results of the disciplinary proceeding, regardless of whether the School concluded a violation was committed.

The School will release educational records to school officials without prior consent, including the Executive Director, classroom teachers, and any other certificated teacher employed by the School who has regular contact with the student and who has an interest in furthering the educational aspirations and goals of the student. The School will also release educational records to the School Principal or Director of another School to whom the student or parent(s) has applied to attend.