

Cascade Heights Public Charter School Privacy Statement and Confidentiality Agreement

Most information about students maintained by Cascade Heights Public Charter School is confidential. Similarly, information about student families, school employees, school staff, school clients and school volunteers may be considered confidential. In order to protect the privacy of students, families, employees, staff, clients, and volunteers, information about any of the above may be disclosed only by an authorized administrator of the school.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

FERPA gives parents certain rights with respect to their children's education records. 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."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that 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.

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 records or information, 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.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and

eligible students a reasonable amount of time to request that the school not disclose directory information about them.

In addition to the Federal law set forth above, students, student families, employees, staff, clients and other volunteers in Cascade Heights may expect that information about them will be kept confidential. Therefore, please be respectful of their right to privacy.

- _____ Each student with whom you work has the right to expect that no information regarding your interaction with the student -will be repeated to anyone other than authorized school employees. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, administrator, or counselor, you may not share otherwise confidential information with them unless they have a legitimate educational interest in the information. For example, volunteers may not share results of a math assessment they conducted with anyone other than the student's classroom teacher. Teachers may always share information with authorized school employees and the child's parents.
- _____ You may use confidential student information only for the purpose authorized by the administrator. You may not use confidential information for any unauthorized purpose even if you believe doing so is in the best interest of the student. For example, volunteers may not talk to their own doctor to ask advice about a medical condition they have become aware of by talking to a student. A teacher may, however, suggest to the parents that they consult a doctor.
- _____ You may not share information about a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which a student's health or safety is in immediate risk and in which confidential information may be necessary for a student's care, is the only exception). You must refer all such questions to the administrator. For example, volunteers may not share information they learn about a student's family situation with the student's soccer coaches even if they think they should know. Instead, the volunteer might encourage the soccer coach to talk to the parents.
- _____ Parents, friends, or community members may, in good faith, ask you questions about a student. You must refer all such questions to the administrator. For example, volunteers may be asked by another parent about a student. You must refer those questions to the teacher or administrator.

I have read and understand the above, and agree to preserve in confidence, all information concerning students, families, clients, employees, staff members or volunteers that may be disclosed during the course of performing the job I am assigned.

VOLUNTEERS ONLY: I agree to indemnify and hold harmless Cascade Heights Public Charter School, its officials, officers, agents employees, volunteers, and representatives, from, and shall defend at my sole expense, against any and all claims, demands, damages, suits of law or at equity, liabilities, losses, judgments, liens, expenses, and costs arising out of or occasioned by the performance, act, and/or omissions by me, my employees, agents, family, friends or representatives

relative to any activity and/or services performed by me in my capacity as a volunteer at Cascade Heights Public Charter School.

Signature _____

Date _____

Printed Name _____