

Appendix I to Policy 518

PUBLIC NOTICE

Agamim Classical Academy gives notice to parents/guardians of students currently in attendance in the school, and eligible students currently in attendance in the school, of their rights regarding pupil records.

1. Parents/Guardians and eligible students are hereby informed that they have the following rights:

- a. That a parent/guardian or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school. A parent/guardian or eligible student should submit to the school a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent/guardian or eligible student will be notified of the time and place where the records may be inspected;
- b. That the parent/guardian or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent/guardian or eligible student may ask the school to amend a record that they believe is inaccurate or misleading. The request will be in writing, identify the item the parent/guardian or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, will state the reason for this belief, and will specify the correction the parent/guardian or eligible student wishes the school to make. The request will be signed by the parent/guardian or eligible student. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing;
- c. That the parent/guardian or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
- d. That the school may disclose education records to other school officials within the school if the school has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;
- e. That the school forwards education records on request to a school in which a student seeks or intends to enroll, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act and data regarding a student's history of violent

behavior and any disposition order which adjudicates the student as delinquent for committing an illegal act on school property and certain other illegal acts;

f. That the parent/guardian or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school to comply with the requirements of 20 U.S.C. § 1232g, and the rules promulgated thereunder, the name and address of the office that administers the Family Education Rights and Privacy Act is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S.W. Washington, D.C. 20202-4605.

2. Copies of the school board policy and accompanying procedures and regulations are available to parents/guardians and students upon written request to the head administrator or their designee.

3. Pursuant to applicable law, Agamim Classical Academy gives notice to parents/guardians of students currently in attendance in the school, and eligible students currently in attendance in the school, of their rights regarding “directory information.” “Directory information” includes the following information relating to a student: the student’s name; address; telephone number; school-provided electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. “Directory information” also includes the name, address and telephone number of the student’s parent(s)/guardian(s). “Directory information” does not include identifying information on a student’s religion, race, color, social position or nationality.

a. The information listed above will be public information which the school may disclose from the education records of a student or information regarding a parent/guardian.

b. Should the parent/guardian of a student or the student so desire, any or all of the listed information will not be disclosed without the parent’s/guardian’s or eligible student’s prior written consent except to school officials as provided under federal law.

c. In order to make any or all of the directory information listed above “private” (*i.e.* subject to consent prior to disclosure), the parent/guardian or eligible student must make a written request to the head administrator within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:

(1) Name of student and parent/guardian, as appropriate

(2) Home address

(3) School presently attended by student

(4) Parent’s/Guardian’s legal relationship to student, if applicable

(5) Specific category or categories of directory information which is not to be made public without the parent’s/guardian’s or eligible student’s prior written consent.

4. Pursuant to applicable law, Agamim Classical Academy hereby gives notice to parents/guardians of secondary students and eligible secondary students of their rights regarding release of information to military recruiting officers. The school must release the names, addresses, and home telephone numbers of secondary students to military recruiting officers within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational

opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

a. Should the parent/guardian of a student or the eligible student so desire, any or all of the listed information will not be disclosed to military recruiting officers without prior consent.

b. In order to refuse the release of this information without prior consent, the parent/guardian or eligible student must make a written request to the head administrator by September 15 of each year. This written request must include the following information:

(1) Name of student and parent/guardian, as appropriate

(2) Home address

(3) Student's grade level

(4) School presently attended by student

(5) Parent's/Guardian's legal relationship to student, if applicable

(6) Specific category or categories of information which are not to be released to military recruiters without prior consent

(7) Specific category or categories of directory information which are not to be released to the public, including military recruiters

Appendix II to Policy 518

JUVENILE JUSTICE SYSTEM REQUEST FOR INFORMATION

Family Educational Rights and Privacy Act Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(b)

DATE/TIME OF REQUEST: _____

TO: _____

(Agamim’s Head Administrator or their designee)

FROM: _____

(Requester’s name/agency)

STUDENT: _____

BASIS FOR REQUEST:

_____ Juvenile delinquency investigation/prosecution

_____ Child protection assessment/investigation

_____ Investigation/filing of CHIPS or delinquency petition

REASON FOR REQUEST (Requester must describe why information regarding existence of the data marked below is necessary to effectively serve the student):

RESPONSE TO REQUEST (The school must indicate whether it has data on the student that document any activity or behavior marked by the requester):

Information requested (Mark all that apply):

Response provided (Yes/No):

_____ Use of a controlled substance, alcohol, or tobacco _____

_____ Assaultive or threatening conduct as defined in _____

Minn. Stat. § 13.32, Subd. 8

_____ Possession or use of weapons or look-alike weapons _____

_____ Theft _____

_____ Vandalism and damage to property _____

CERTIFICATION: The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

_____ (Printed Name)

_____ (Signature) _____ (Title)

Appendix III to Policy 518

AUTHORIZATION FOR RELEASE OF INFORMATION ON STUDENT

To: Agamim Classical Academy, 5300 France Avenue S, Edina, MN 55410

Re: Educational records of _____ (Student's Name)
_____ (Date of Birth and/or Social Security Number).

This release permits the district, pursuant to Minn. Stat. § 13.05, Subd. 4 and Minn. Rules 1205.1400, Subp. 4, to release the enumerated educational records and information to the specified party or individual(s).

Specification of records/information to be disclosed and extent of disclosure:

Exceptions to the above specification:

Purpose(s) of disclosure:

To whom the records and information should be disclosed:

This authorization specifically includes records prepared prior to the date of this authorization and records prepared after the date of this authorization, such records to be used only for the purpose specified. I do not authorize re-release of this information by the third party.

I understand that I may revoke this consent in writing at any time. Upon the fulfillment of the above-stated purpose, this consent will automatically expire without my express revocation. Minnesota law requires automatic expiration of this authorization one year from the date of authorization (Minn. Stat. § 13.05, 2010). A photocopy of this authorization will be treated in the same manner as an original.

Dated: _____

Printed Name of Authorized Signor: _____

Signature of Authorized Signor: _____