



Notification of Parents' and Students' Rights

Family Education Rights and Privacy Act ("FERPA") 20 U.S.C. § 1232g

Laura E. Mason Christian Academy (LEMCA) and its constituent schools provides this annual notification to parents/guardians and eligible students regarding their rights under FERPA. Complaints regarding violations of rights accorded parents or eligible students may be addressed following the *Parent-Teacher Relationships: Problem Solving Procedures* as found in the school handbook.

Rights: Federal and state laws protect the privacy of student education records. The law also gives parents and eligible students (age 18 and over) the right to inspect and review their records within 45 days of the day the school receives a request for access; to request that the school correct records that are found to be inaccurate or misleading; and to control the release of the record without parent/eligible student written consent except as permitted by law and school, Laura E. Mason Christian Academy, or Rocky Mountain Conference of Seventh-day Adventists policy. Copies of student records will be provided to parents/eligible students upon request and the payment of costs listed on the LEMCA website under student records.

Procedures for Reviewing/Inspecting Records: Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal or other school office personnel will plan for access and notify the parent or eligible student of the time and place where the records may be inspected. The school office may be closed for much of the summer. Parents or eligible students needing school records maintained in the school are encouraged to request copies prior to the end of the school year.

Procedures for Amending Records: Parents or eligible students who wish to ask the school to amend any record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the administration decides not to amend the record as requested by the parent or eligible student, the administration will notify the parent or eligible student of the decision and advise them of their right to a hearing with the school's executive committee regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing by the school's local chairperson of the board. If the executive committee decides not to amend the record as requested by the parent or eligible student, the chairperson will notify the parent or eligible student of the decision in writing and advise them of their right to petition the Rocky Mountain Conference Office of Education.

The School's Local Board Executive Committee: is herein delegated the authority to act on behalf of the school board between sessions. The executive committee consists of the school

administrator, school board chairperson, constituent pastor(s), school treasurer, and the Home and School Association leader.

Disclosure Without Prior Consent: One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the South Atlantic Conference as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the local school board or Rocky Mountain Conference K-12 Board of Education; an approved volunteer 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 is also a person or company with whom the school has contracted to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant or therapist), but who is under the direct control of the school or Rocky Mountain Conference of Seventh-day Adventists Office of Education and has agreed not to redistribute personally identifiable information. The school will use reasonable methods to ensure that school officials obtain access to only those educational records in which they have a legitimate educational interest. School officials have a legitimate educational interest if the officials need to review an education record pursuant to their official duties for the purpose of: a) seeking information from a student's record in order to provide assistance to the parent or eligible student in the student's educational development; b) providing assistance in maintaining the records; c) conducting educational research approved by the administrative staff; or d) maintaining a safe and orderly environment.

Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for the purposes related to the student's enrollment or transfer; or to another agency in accordance with state law and school, Rocky Mountain Conference, and Mid-America Union Conference policies. Discipline information, including that from a previous school district, will be communicated to each teacher and counselor who has direct contact with the student; such person must maintain the confidentiality of the information and does not have the authority to communicate it to others.

Directory Information: The school may disclose "directory" information unless the parent/eligible student annually objects to such disclosure in writing to the principal within two weeks of enrollment. Directory information includes: Name, date of birth, gender, participation in officially recognized activities, weight and height of athletes, degrees and awards received, dates of attendance and photographs, student address and phone number(s).

Medical Information: The school may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.