



STONE ACADEMY

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. “Education records” include records, files, documents, and other materials that contain information directly related to a student and are maintained by Stone Academy. FERPA provides certain exceptions to the definition of “education records.” The following are not considered to be “education records”: Notes and other records by Stone Academy faculty and other personnel that are not accessible or revealed to any other person, records maintained for law enforcement purposes, and medical and counseling records that are used solely for treatment.

Under FERPA, students have the following rights:

- (1) The right to inspect and review the student’s education records within 45 days of the day Stone Academy receives a written request for access. Although students have the right to inspect and review their education records, it is Stone Academy’s policy to not provide students with a copy of any education records.

Students who wish to inspect and review their education records should submit to the School Director a written request that identifies the record(s) they wish to inspect. The School Director will make arrangements for access and notify the student of the time and place where the records may be inspected, generally during business hours only. Students have a right to review only their own education records. If a record includes information about other students, that information will not be disclosed.

- (2) The right to request the amendment of information in the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights.

Students who wish to ask Stone Academy to amend a record should submit a written request to the School Director clearly identifying the part of the record they want changed and specifying why they believe it is inaccurate, misleading or otherwise in violation of the student’s privacy rights.

If Stone Academy decides not to amend the record as requested by the student, the school will notify the student in writing of the decision and of the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of the right to a hearing. If Stone Academy rejects the requested amendment to the student’s records, the student may place a statement in his or her records explaining his or her disagreement with the information in the records.

Stone Academy is not required under FERPA to consider requests for amendment that:

- Seek to change a grade or disciplinary decision;
- Seek to change the opinions or reflections of a school official or other person reflected in an education record.

(3) The right to provide written consent before Stone Academy discloses any personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows schools to disclose information without the student's consent in certain circumstances, including where the information is disclosed to other school officials who have a legitimate educational interest in the information, or when the information is "directory information." §99.32 of FERPA regulations requires the institution to record the disclosure, except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, Eligible students have a right to inspect and review the record of disclosures.

(a) **School officials with a legitimate educational interest.** FERPA permits disclosure of personally identifiable information from a student's education records, without the student's consent, to school officials who have a legitimate educational interest in the information. A "school official" is a person employed or retained by the school in an administrative, supervisory, academic, or support staff position (including instructors, law enforcement unit personnel, and health staff); or a student serving in an official capacity or on an official committee. A "school official" also may include a volunteer or contractor outside of the Stone Academy who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs the information in order to fulfill his or her professional responsibilities or duties for the School. This may include action or interest related to the student's education, discipline, a service or benefit for the student, evaluation of a student's academic work, maintenance of campus safety and security, and any other action or interest relating to the administration of Stone Academy's academic, administrative or financial programs.

(b) **Directory information.** The types of information listed below have been designated by Stone Academy as directory information, and as such, may be disclosed for any purpose at Stone Academy's discretion without a student's consent:

- Student's name;
- Dates of attendance and class year;
- Address and telephone number;
- Email address;
- Photograph;
- Date and place of birth;
- Major field of study degrees and awards received; and
- Most recent previous educational institution attended.

Under FERPA, students have the right to refuse to let Stone Academy designate any or all of the above types of information about the student as "directory information," and thereby have the information withheld from public disclosure, by submitting a written request to the School Director within two weeks of their starting school. In the absence of receipt of such a request, it will be assumed that the above information may be disclosed without consent for the duration of their attendance. A new request for non-disclosure may be submitted at the commencement of each academic year.

(c) **Limited Disclosure to Parents.** FERPA regulations state that schools MAY, but are not required to, disclose education records to a student's parent without student consent, if the parent provides verification that the student is a dependent for income tax purposes. Stone Academy policy is to limit the student educational record information that may be released to parents without the student's consent to directory information.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Stone Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

FERPA requires Stone Academy to afford students the rights noted above. FERPA does not require Stone Academy to:

- Create or maintain any particular education records or to re-create lost or destroyed education records;
- Provide students with school calendars, notices, or other documents that do not contain information that is directly related to individual students;
- Respond to questions about a student;
- Provide students access to parents' financial records or any information contained in such records.