

MINA Charter School

EC Student Security and Confidentiality Policy

Confidentiality is the act of protecting all personally identifiable data, information, and records collected, used, or kept about an EC student. Confidentiality requirements also apply to discussions about a student and the student's record.

Student Personal identifiable data includes, but is not limited to:

- Child or family names and address
- Student social security or student number
- Descriptions that would easily identify the student

EC students are afforded privacy rights under The Family Education Rights and Privacy Act of 1974, commonly known as FERPA (34 CFR Part 99). FERPA protects the privacy of student education records under federal law. Students have specific, protected rights regarding the release of their records. MINA Charter School (MCS) will always keep in compliance with federal FERPA confidentiality laws by strictly adhering to the guidelines set forth under FERPA before releasing educational records. The guidelines all MCS staff members follow are:

- May release information from students' education records with the prior written consent of parent/guardian.
- May review an education record to fulfill their professional responsibilities without parental/guardian consent.
- Information from students' records may be released to state and local education officials to conduct audits or to review records in compliance with state and federal laws without parental/guardian consent.
- May disclose information from education records in response to subpoenas or court orders without parental/guardian consent.
- Information about each request for records access and each disclosure of information from an education record must be maintained as part of the record.

Parents have the right to review the education records of their children.

At the discretion of the Lead Administrator, the school may participate in policy evaluations or research studies if it is in the interest of advancing education and/or public policy. If student records are to be released for these purposes, MCS must obtain prior consent of the parent. Signed and dated written consent must:

- Specify the records that will be released;
- State the reason for releasing the records;
- Identify the groups or individuals who will receive the records.

Educational records are defined by FERPA as:

- Records, files, documents and other materials which contain information directly related to a student and are maintained by MCS.

Records may include:

- Written documents; (including student advising folders)
- Computer media;
- Microfilm and microfiche;
- Video or audio tapes or CDs;
- Film; Photographs.
- Any record that contains personally identifiable information that is directly related to the student is an educational record under FERPA. This information can also include records kept by MCS in the form of student files, student system databases kept in storage devices such as servers, or recordings or broadcasts which may include student projects.

Records not considered as educational records:

- Private notes of individual staff or faculty;
- Campus police records;
- Medical records;
- Statistical data compilations that contain no mention of personally identifiable information about any specific student.
- Faculty notes, data compilation, and administrative records kept exclusively by the maker of the records that are not accessible or revealed to anyone else.

References

Family Educational Rights and Privacy Act FERPA – 20 U.S.C. § 1232g; 34 CFR Part 99
Individuals with Disabilities Educational Act IDEA -34 CFR Part 300 (CFR – Code of Federal Regulations).

Adopted and Approved by MCS: 05/20/2020