

PROCEDURES FOR PUPIL PRIVACY RIGHTS

Effective: May 15, 2014

1. Parents will be notified, at least annually, at the beginning of the school year or when enrolling students for the first time in district schools of the policy, RP.16, "Pupil Privacy Rights".
2. No student shall be required, without parental consent, to take part in a survey, analysis or evaluation given by **third parties** that reveals information concerning:
 - political affiliations or beliefs of a student or a student's parents;
 - mental or psychological problems of a student or student's family;
 - sexual behavior or attitudes;
 - illegal, anti-social, self-incriminating and demeaning behavior;
 - critical appraisals of other individuals with whom student respondents have close family relationships;
 - legally recognized privileged or analogous relationships, such as those of lawyers, physicians or members of the clergy;
 - income (other than that required by law to determine eligibility for participation in a program for receiving financial assistance under such program; or
 - religious practices, affiliations, or beliefs of the student or the student's parents.
3. Written requests for review must be made in sufficient time to allow a response at least two weeks in advance of any survey to be given.
4. Notifications will include an explanation that parents/guardians or students 18 years of age or older, have the right to "opt out" of the following activities:
 - Personal Information for purposes other than those related to school-sponsored activities such as, but not limited to, sports, co-curricular activities competitions, awards, and recognitions.
 - The collection, disclosure and use of personal information gathered from students for the purpose of marketing or selling that information.
5. Parents will be notified prior to any physical examination/screening or survey at least two weeks prior to it being administered or distributed to students.
6. Parents may request to inspect any instructional materials used as part of the educational curriculum and shall be granted access to or provided such materials within two weeks of their request.

As used in Policy RP.16, the following terms shall mean:

- "*Personal information*" means individually identifiable information including a student's or parent's name, address, telephone number, or social security number.
- "*Instructional material*" means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.
- "*Parent*" means a natural or adoptive parent, a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of a child).

Legal Reference: Protection of Pupil Rights, 20 U.S.C. § 1232h>