



Spencer-Van Etten Central School District

Parent's Bill of Rights

The Spencer-Van Etten School District, in compliance with Education Law section 2-d hereby establishes the following Parent's Bill of Rights relating to Student Data:

1. A student's personally identifiable information will not be sold or released for any commercial purpose.
2. Legal Guardians have the right to inspect and review the complete contents of their child's education record. Procedures for reviewing student records can be found in the Board Policy 5500 entitled Family Educational Rights and Privacy Act (FERPA).
3. Security protocols regarding confidentiality of personally identifiable information are currently in place and the safeguards necessary to protect the confidentiality of student data are maintained at industry standards and best practices. The safeguards include, but are not limited to, encryption, firewalls, and password protection.
4. New York State maintains a complete list of all student data collected by the State and the data is available for public review at www.nysed.gov, or by writing to 89 Washington Avenue, Albany, NY 12234.
5. Legal Guardians have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to the Superintendent of Schools.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days after the day Spencer-Van Etten Central School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school Records Retention official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask Spencer-Van Etten Central School District to amend a 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 school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing 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.

- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests, such as an employee of the district, an attorney, therapist, and law enforcement.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Spencer-Van Etten Central School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202