



BridgePrep Academy Procedures Under FERPA

The Family Educational Rights & Privacy Act of 1974 and implementing regulations ("FERPA") is a federal law designed to protect the privacy of a student's education records.

General Overview

Education records are records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. For all students, the educational agency maintains education records that include, but are not limited to:

1. Personally identifiable information ("PII") is confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.
2. Directory information is information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, participation in officially recognized activities and sports, sports activity sheets showing weight and height of members of athletic teams, dates of attendance, degrees, honor roll, recognition lists, awards received, and the most recent previous educational agency or institution attended.

Parental Rights

Parents have the right to consent or refuse to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits the disclosure of PII from student's education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations.

"Consent" means: the parent (s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and maybe revoked at any time, information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the school, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); state agency representative, person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical

consultant, or therapist); 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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory information may be released without parent consent. Parents have the right to refuse to let an agency designate any or all of the above information as directory information. Parents are required to submit written notification to the school's principal, by September 30th of each school year, or within two weeks after enrolling at BridgePrep Academy if later than September 30th, if they do not want the school to release Directory information.

Parental Requests

BridgePrep Academy will comply with the following requests as required by FERPA:

- The request of the parent or legal guardians to inspect and review their child's education record, within forty-five (45) days after having received such request, in writing. A BPA staff member will accompany the parent during the entirety of the review.
- The request for a representative, appointed by the parent, to inspect and review their child's records. Such requests must be received in writing, and must include the following:
 - Parent signature
 - date
 - Statement to specifically state that a representative may inspect education records and specify the records that may be disclosed,
 - the time period that the release is in effect.
- The request of a parent or legal guardian to obtain a copy of the education record. The first copy will be provided free of charge. Any subsequent copies will incur a copying fee at the rate of \$.15 cent/per page.

If parents think information in an education record is inaccurate, misleading or violates the privacy or other rights of their child, they may request an amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. BridgePrep Academy will decide whether to amend the record and will notify the parents in writing of its decision.

Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by BridgePrep Academy to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Thomas Sutterfield
Board Chair Name

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Board Chair Signature

3/26/2024
Date