

Operation Policy #901 Confidentiality

Purpose:

The SusQ-Cyber Charter School Board of Trustees is governed by the Disabilities Education Act, or “IDEA” and the “Family Educational Rights and Privacy Act of 1974” that requires the confidentiality of personally identifiable information for children with disabilities.

Guidelines:

- The charter school must fully inform parents about the requirements of this policy in the native language of the parent, including: a description of the children about whom information will be used, how it will be stored, retained, disclosed to third parties and destroyed.
- The rights of parents and children regarding this information including rights guaranteed under FERP Act must be published or announced in newspapers or other media, or both, with circulation adequate to notify parents throughout the charter school area of the activity prior to any major identification, screening, location, or evaluation activity is conducted.

Access rights:

- The SusQ-Cyber Charter School shall permit parents to inspect and review any education records relating to their child that is collected, maintained, or used by the charter school under 34 CFR part 300.
- The charter school will comply with a request without unnecessary delay and before any meeting regarding an IEP, or any hearing pursuant to §§300.57 and 300.521-300.528, and in no case more than 45 days after the request has been made.

Delegation of Responsibility:

The CEO is charged with the responsibility to ensure that confidentiality is properly advertised and maintained and that guidelines are developed to ensure the policy is followed. This information shall be distributed with the Child Find Annual Notice and shall incorporate the Student Records Policy.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.