

WAUNAKEE COMMUNITY SCHOOL DISTRICT

NOTIFICATION OF PUPIL PRIVACY RIGHTS

Protection of Pupil Rights Amendment (PPRA) affords parents/guardians of elementary and secondary students certain rights regarding the administration of surveys, collection and use of information for marketing purposes, and certain physical exams. The Waunakee Community School District has adopted policies and procedures that comply with federal and state law aimed at providing access to information and protecting pupil rights to privacy. These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor under State law. These rights include, but are not limited to, the right to:

- Parent/guardian advanced notification of right to inspect and opt his/her child out of the administration of third party surveys which may delve into sensitive subjects.
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or student's parent; or
 - Income, other than as required by law to determine program eligibility.
- Parent/guardian right to inspect upon request and before administration or use:
 - Protected information surveys of students and surveys created by a third party;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.
- Parent/guardian right to receive notice and an opportunity to opt a student out of:
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

The Waunakee Community School District has declined to designate any information as Directory Data. As such the District will not disclose any information without written consent of parents/guardians or adult students.

The Waunakee Community School District will disclose the following pupil information per Federal Law to military recruiters and higher education institutions upon request unless the parents/guardians or adult student notifies the school district to not disclose after receiving the annual pupil records notification, or after first receiving the annual records notification:

1. Student names
2. Student addresses
3. Student telephone numbers
4. Student electronic mail address

The Waunakee Community School District will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. The Waunakee Community School District will also directly notify through U.S. Mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Waunakee Community School District will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents/Guardians will also be provided an opportunity to review any pertinent surveys.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202