



ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

PROCEDURE	Annual Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)		
SECTION	Students	CODE	C8R

Addison Northwest School District recognizes that student privacy is an important concern of parents and wishes to ensure that student privacy is protected pursuant to the Protection of Pupil Rights Act (PPRA), 20 U.S.C. § 1232h.

PPRA affords parents and students age eighteen (18) or older ("eligible students") certain rights regarding this school district's conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams and screenings.

These include the right to:

- Inspect surveys created by a third party (i.e. not federally funded) before it is administered.
- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 - Political affiliations or beliefs of the student or student's parent;
 - Mental and/or psychological problems of the student or student's family, or potentially embarrassing to the student or the student's family;
 - Sex behavior and/or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged or analogous relationships, such as those of lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program.

Receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding;
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing, or to sell, or otherwise distribute the information to others;

- 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.

Inspect, upon request and before administration or use:

- Protected information surveys of students;
- 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.

Notification at the start of the school year of specific of approximate dates any of the following will occur:

- Collection of information for marketing purposes, administration of surveys containing sensitive questions, and any non-emergency, invasive physical exams or screenings.
- Procedures for obtaining access to any of the above in a timely fashion.
- Parent will request in writing access to surveys and or instructional materials to school-based administrator. Request shall include specific surveys or informational material subject to inspection. Shall provide best available time(s) over the coming month to come in a review this information.

School based administrator will respond to said request in writing to the parent/guardian within 5 calendar days. Response shall include dates and times over the coming month to review requested information, shall specify a location where this information will be available and the name of the individual present during inspection.

Procedure for opt out:

- The parent or guardian shall put in writing to school administrator any request to opt out of any survey or physical examination or screenings or any collection of personal student data for marketing purposes.
- The parent shall provide notification of opt out at least 5 calendar days prior to administration of said surveys: exams or data collection.
- Parent shall be notified that said request has been received.
- A copy of said request will be provided to appropriate school personnel and will become part of the student record.

NOTE: These rights transfer to from the parents to a student who is 18 years of age.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C.20202-5901