

**Board Policy**  
**Students**  
**STUDENTS AND FAMILY PRIVACY RIGHTS**

The Governing Board believes that personal information concerning district students and their families should be kept private in accordance with law.

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Legal Reference:  
EDUCATION CODE – 49450-49457, 49602, 51513

UNITED STATES CODE, TITLE 20 – 1232g, 1232h

Policy Adopted:

Administrative Regulation Adopted:

**Administrative Regulation**

**Students**

**STUDENTS AND FAMILY PRIVACY RIGHTS**

**Definition**

*Personal information* means individually identifiable information including a student's or parent/guardian's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a social security identification number.

**Surveys Requesting Information about Beliefs and Practices**

A student's parent/guardian shall provide prior written consent before the student participates in a survey containing one or more of the following items:

1. Mental or psychological problems of the student or family.
2. Sexual behavior or attitudes or personal beliefs and practices in family life.
3. Illegal, anti-social, self-incriminating, or demeaning behavior.
4. Critical appraisals of other individuals with whom the students have close family relationships.

If a student participates in a survey regarding information about beliefs and practices as identified above, school officials and staff members shall not request or disclose the student's identity.

Notwithstanding the above requirements, the district may administer to students in grades 7-12, anonymous, voluntary, and confidential research and evaluation tools to measure student health risks and behaviors, including tests and surveys about the student's attitudes or practices related to sex as long as parents/guardians are provided written notice and given an opportunity to request that their child not participate.

**Parent/Guardian Access to Surveys**

Before school staff administers a survey or evaluation containing personal information as identified above, the student's parent or guardian may:

1. Upon request, inspect that survey or instrument before it is administered or distributed to his/her child

Within a reasonable period of time of receiving a request, the principal or designee shall permit a parent/guardian to view a survey or instrument. A parent/guardian may view the document during normal business hours.

2. Refuse to allow his/her child to participate in the survey.

Student whose parents/guardians exercise this option shall not be penalized by the district.

### **Notifications**

Prior to administering anonymous and voluntary surveys regarding health risks and behaviors to students in grades 7-12, the district shall provide parents/guardians with written notice that the survey is to be administered. At the beginning of the school year, the principal or designee shall notify parents/guardians of:

1. The district's policy regarding student privacy.
2. The process to opt their children out of participation in any activity described in this policy and administrative regulation.
3. The specific or approximate dates during the school year when the survey is scheduled.

Parents/guardians shall also be notified of any substantive change in this policy and administrative regulation within a reasonable period of time after adoption of the change.

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#### Legal Reference:

EDUCATION CODE – 51101, 51513, 51938

UNITED STATES CODE, TITLE 20 – 1232g, 1232h