

FERPA: The Family Educational Rights and Privacy Act of 1974

The purpose of this notice is to advise you of your rights with respect to the school records pursuant to the Federal Family Educational Rights and Privacy Act of 1974 (FERPA).

1. Parents/Guardians of a student under the age of 18 and students who are 18 years or older (eligible students), whose rights are not limited by court order or formal agreement (see below) have a right to inspect and review any and all educational records no more than 45 days after TIEGERMAN receives a written request for access as per FERPA regulations. A parent/guardian/eligible student who is interested in accessing educational records must put a request in writing to the Elementary School Principal, Mrs. Karen Katzman, identifying the records they wish to inspect. TIEGERMAN will make arrangements for access and notify the parent of the time and place where the records may be inspected.

2. Parents/Guardians/Eligible Students have the right to request an amendment of the educational records that he/she believes are inaccurate, misleading, or otherwise in violation of privacy rights under FERPA.

3. Parents/Guardians/Eligible Students who wish to amend educational records should issue a request in writing to the Director, Mrs. Lauren Leonardi, clearly identifying the part of the record they want changed, and specifying why it should be changed. If the

TIEGERMAN Educational Review Board decides not to amend the record as requested by parents/guardians/eligible students, TIEGERMAN will notify the parent/guardian or eligible students of the decision and of their right to a hearing with the TIEGERMAN Educational Review Board regarding the request for an amendment. Additional information regarding the hearing procedures will be provided when notified of the right to a hearing.

Student records are confidential and may not be released or made available to persons other than the parent/guardian/eligible student and the appropriate school district without signed and dated written consent. Signed and dated written consent may include a record and signature in electronic form provided that such signature:

- a. Identifies and authenticates a particular person as the source of the electronic consent; and
- b. Indicates such person's approval of the information contained in the electronic consent.

FERPA affords parents/guardians/eligible students the right to provide written consent before the school discloses personally identifiable information (PII) from the education records, except to the extent that FERPA authorizes disclosure without consent. An exception to this policy are TIEGERMAN employees and officials, and certain state and federal officials for whom there is a legitimate educational need to access a student's records. A TIEGERMAN school official includes a person employed by TIEGERMAN as an administrator, supervisor, staff member (including health or medical staff) and law enforcement unit personnel, or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which TIEGERMAN would otherwise use its own employees and who is under the direct control of TIEGERMAN with respect to the use and maintenance of (PII) from education records, such as an attorney, auditor, medical consultant or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

Please be advised that parents/guardians/eligible students are entitled to file a complaint with the U. S. Department of Education concerning alleged failures by TIEGERMAN to comply with the requirements of FERPA and its regulations. The name and the address of the office that administers FERPA is:

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

Information concerning the Parent's Bill of Rights for Data Privacy and Security is on TIEGERMAN's website and/or will be mailed upon request.

Supplemental Information Regarding Third-Party Contractors

In the course of complying with its obligations under the law and further ensuring confidentiality and security of “student data and/or teacher or principal data” as an appendix to the Parents’ Bill of rights, each contract TIEGERMAN enters into with a third-party contractor shall include the following supplemental information:

- 1) The exclusive purposes for which the student data or teacher or principal data will be used;
- 2) How the third-party contractor will ensure that the subcontractors, persons or entities that the third-party contractor will share the student data or teacher or principal data with, if any, will abide by data protection and security requirements;
- 3) When the agreement expires and what happens to the student data or teacher or principal data upon expiration of the agreement;
- 4) If and how a parent, student, eligible student, teacher or principal may challenge the accuracy of the student data or teacher or principal data that is collected; and
- 5) Where the student data or teacher or principal data will be stored (described in such a manner as to protect data security), and the security protections taken to ensure such data will be protected, including whether such data will be encrypted.

NY State Education Law 2-D

TIEGERMAN is committed to protecting the privacy and security of each and every student’s data. Pursuant to NY State Education Law 2-D, parents, legal guardians and persons in parental relation to a student are entitled to certain rights with regard to their child’s personally identifiable information, as defined by Education Law.

1. A student’s personally identifiable information cannot be sold or released for any commercial purposes.
2. Parents/Guardians/Eligible Students 18 years or older have the right to inspect and review the complete contents of their educational records as maintained by TIEGERMAN.

3. State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred.

4. A complete list of all student data elements collected by the State is available for public review at:

<http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>,

or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234.

5. Parents/Guardians/Eligible Students 18 years or older have the right to file complaints about possible breaches of student data. Parents/Guardians/Eligible Students 18 years or older may submit a complaint regarding a potential breach by TIEGERMAN to Mrs. Lauren Leonardi, TIEGERMAN, 100 Glen Cove Avenue, Glen Cove, NY 11542. Complaints pertaining to the State Education Department or one of its third-party vendors should be directed in writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234, or email to CPO@mail.nysed.gov.

6. Upon the adoption of regulations and guidance from the State Education Department, as required by Education Law 2-d(3)(d) and 2-d(5)a-b), if TIEGERMAN enters into a contract with a third-party in which student, teacher, or principal data is shared with a third-party, supplemental information for each such contract will be appended to this Parents' Bill of Rights.

Students' Bill of Rights

1. All students have the right to clear standards.
2. All students have the right to appropriate materials and resources.
3. All students have the right to a suitable learning environment and facilities that enable learning and health.
4. All students have the right to high quality teachers and professional staff.
5. All students have the right to have professional staff who are knowledgeable of students' individual educational plans.
6. All students have the right to a safe, secure and supportive school environment that is nondiscriminatory, and safe from harassment or abuse of any kind.
7. All students have the right to a school environment that encourages and supports prosocial, positive interactions.
8. All students have the right to confidentiality as per FERPA.
9. All students have the right to attend school and receive a free public school education from kindergarten to age 21 or receipt of a high school diploma, whichever comes first, as provided by law. Students with disabilities who have been determined to be in need of a special education are entitled to a free appropriate public education from age 3 until age 21, as provided by law.
10. All students have the right to receive guidance, counseling and advice for personal, social and educational development.
11. All students have the right to be free from corporal punishment and verbal abuse.
12. All students have the right to be provided with the code of conduct and rules and regulations of the school.
13. All students have the right to know what appropriate behavior is and what behaviors may result in disciplinary actions.
14. All students have the right to be accompanied by a parent and/or representative at conferences and hearings.

Parents' Bill of Rights

ALL PARENTS HAVE THE FOLLOWING RIGHTS:

1) THE RIGHT TO A FREE PUBLIC SCHOOL EDUCATION

Parents have the right to a free public school education for their child in a safe and supportive learning environment.

Parents have the right to:

- a) free public school education for their child as provided by law;
- b) have their child receive his or her full instructional schedule for the 12 month school year;
- c) have their child learn in a safe and supportive learning environment, free from discrimination, harassment, bullying, and bigotry;
- d) have their child receive courtesy and respect from others and equal educational opportunities regardless of actual or perceived race, color, religion, age, creed, ethnicity, national origin, alienage, citizenship status, disability, sexual orientation, gender (sex) or weight;
- e) have a child accorded all the rights set forth in TIEGERMAN's Students' Bill of Rights.

2) THE RIGHT TO ACCESS INFORMATION ABOUT THEIR CHILD

The Department of Education and its schools are responsible for providing parents with access to their child's education records and any available information on educational programs and opportunities.

Parents have the right to:

- a) oral and written translation if they require or request language assistance in order to communicate effectively with TIEGERMAN staff;
- b) information regarding all policies, plans and regulations which require parent consultation at TIEGERMAN;
- c) be informed about required health and immunization requirements;
- d) information concerning expectations relating to their child's educational program, attendance and behavior;

- e) be assured of the confidentiality of their child's records in accordance with FERPA;
- f) access and review their child's education records no more than 45 days from receipt of the request;
- g) request that their child's education records be released to an outside agency with written consent;
- h) have their child's education records sent in a timely manner to another school to which their child has transferred;
- i) consent to disclosures of personally identifiable information contained in their child's education records, except to the extent that Family Educational Rights and Privacy Act (FERPA) authorizes disclosure without consent. One exception permitting disclosure without consent is disclosure to TIEGERMAN's officials and the School District who need to review education records to fulfill their professional responsibility. Examples of school officials include TIEGERMAN employees (such as administrators, supervisors, teachers, other instructors, or support staff members).
- j) file complaints about possible breaches of student data. Parents may submit a complaint regarding a potential breach by Tiegerman Schools to Mrs. Lauren Leonardi, TIEGERMAN, 100 Glen Cove Avenue, Glen Cove, NY 11542. Tiegerman shall promptly acknowledge any complaints received and commence an investigation into the complaint while taking the necessary precautions to protect personally identifiable information. Tiegerman shall provide a response detailing its findings from the investigation no more than sixty (60) days after receipt of the complaint. Complaints pertaining to the State Education Department or one of its third-party vendors should be directed in writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234, or email to privacy@nysed.gov, or by telephone at 518-474-0937.

3) THE RIGHT TO BE ACTIVELY INVOLVED AND ENGAGED IN THE EDUCATION OF THEIR CHILDREN

Parents have the right to:

- a) feel welcomed, respected and supported in their school communities;
- b) be treated with courtesy and respect by all school personnel, and to be accorded all rights without regard to race, color, creed, religion, national origin, sex, gender,

age, ethnicity, alienage/citizenship status, marital status, partnership status, sexual orientation, gender identity or disability;

- c) participate in regular written or verbal communication with teachers and other school staff and share concerns regarding their child's academic, social and behavioral progress;
- d) meet with their child's teachers and principal in accordance with established procedures;
- e) participate in meaningful and productive parent-teacher conferences to discuss their child's progress in school and have access to other school staff, as appropriate, throughout the school year to discuss concerns;
- f) be informed on a regular basis, both informally and through formal progress reports, of their child's academic and behavioral progress in school;
- g) due process as set forth in TIEGERMAN's Code of Conduct when their child is subject to discipline;
- h) have school staff make every reasonable attempt to ensure that parents receive important notices from the school, including notices about parent-teacher conferences, Parent-Teacher Association meetings, Parent Education meetings, school events, etc.;
- i) be a member of TIEGERMAN's Parent Teacher Friends Association;
- j) receive a copy of the "Parents' Bill of Rights and Responsibilities", the Students' Bill of Rights", and the Code of Conduct.