



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF MANAGEMENT

Model Notification of Rights under FERPA*

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- (1) The right to inspect and review the student's education records.
- (2) The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- (4) The right to file with the U.S. Department of Education a complaint concerning alleged failures by State University to comply with the requirements of FERPA.
- (5) The right to obtain a copy of the State University's student records policy. You can obtain a copy of the policy from the Registrar's office.

* Section 99.7 of FERPA requires that schools annually notify students currently in attendance of their rights under FERPA and inform them of the location where the policy can be obtained. The notification may be given by any means reasonably likely to inform students of their rights such as publication in a newsletter or in a student handbook.

A school may wish to include in its annual notification of rights its notice regarding its intent to designate certain information as directory information in accordance with 34 CFR §99.37. Section 99.3 of the FERPA regulations provides a list of the types of information that can be designated as directory information. That list is not all-inclusive. A school could also designate photograph and class schedule, for example, as directory information. However, personal identifiers such as social security numbers and student identification numbers cannot be designated as directory information. If you have any questions with regard to designating certain information as directory information under §99.3 or the notice regarding such designation under §99.37, please call the Family Policy Compliance Office for technical assistance. Our telephone number is: (202) 260-3887.

EDUCATION CODE:

58501. The following notice shall be sent along with the notification of parents and guardians required by Section 48980:

"Notice of Alternative Schools

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the **Education Code** defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

(a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.

(b) Recognize that the best learning takes place when the student learns because of his desire to learn.

(c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects.

(d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.

(e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district."

Further, a copy shall be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance unit for the entire month of March in each year.

EDUCATION CODE

48205. (a) Notwithstanding Section 48200, a pupil *shall* be excused from school when the absence is:

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore.

The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance **at** religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

MENLO PARK CITY SCHOOL DISTRICT

NOTICE OF NONDISCRIMINATION

The Menlo Park City School District does not discriminate on the basis of race, color, national origin, sex, or handicap in its programs and activities. The following persons have been designated to handle inquiries regarding the nondiscrimination policies.

NAME	Jo Sauer Mitchell
TITLE	Director of Curriculum
ADDRESS	181 Encinal Avenue, Atherton, CA 94027
TELE/FAX	(650)321-7140; (650)321-7184

NAME	Eunice Johnson
TITLE	Director of Student Services
ADDRESS	1011 Altschul Avenue, Menlo Park, CA 94025
TELE/FAX	(650)854-1215; (650)854-0882

Coordinator of Civil Rights Compliance for the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.