

Privacy of Students

The Board of Trustees respects the rights of all children attending Galloway Community Charter School to a minimum of public disclosure. Therefore, meetings of the Board at which a child is discussed will utilize a code designation rather than a name. Public records of the Board will reflect a child's name only when it is legally necessary to do so. No child's picture may be reproduced without parental consent. Staff is instructed to be conscious that they are dealing with handicapped children whose present status and future interest demand confidentiality of our dealings with them and their parents/guardians. Outcomes of school meetings, classroom activities, etc. should be treated with the upmost regard for the individuals involved. There is never justification for "idle" comment.

The content of any official conversation between school authorities and parents or students is confidential information between the parties concerned. School employees shall not use knowledge gained in the course of their duties for their or anyone else's personal benefit. Pupil records shall be handled in strict compliance with the State Administrative Code.

Student Participation in Academic/Nonacademic Surveys, Analyses, or Evaluations

In compliance with the New Jersey Pupil Privacy Protection Act (NJPPRA), the Board of Trustees requires that any survey, analysis instrument, or evaluation form, even if participation is voluntary and/or anonymous, requesting the following types of information be administered to students only after

- a. receipt of *prior (two weeks' notice) written informed consent* from the involved student's parent/guardian;
- b. a copy of the document to be administered has been made available to the parent/guardian at convenient locations and time periods.

The following categories of information (any one or more) trigger the parent/guardian notification provisions of the NJPPRA:

1. political affiliation;
2. mental and psychological problems potentially embarrassing to the student/student's family; sexual behavior and attitudes;
3. illegal, anti-social, self-incriminating, and demeaning behavior;
4. critical appraisals of other individuals with whom a respondent has a close family relationship;
5. legally recognized privileged or analogous relationships (lawyers, physicians, counselors, clergy, etc.);
6. income or financial status other than that required by law as eligibility criteria for participation in a program or for receiving financial assistance under a program; and
7. Social Security numbers.

Additionally, parents/guardians will receive notice of and have the right to opt out of the following activities:

1. Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing, selling, or otherwise distributing the information to others;
2. Any survey requesting protected information, regardless of its funding source; and
3. Any non-emergency invasive physical examination or screening required as a condition of school attendance that is scheduled and administered by the school or its agent that is not necessary to protect the immediate health and safety of the student or of other students, except for hearing, vision, scoliosis, and other screenings permitted or required under state law.
4. Rights of Parents/Guardians to inspect certain material.

Upon request, the following may be inspected prior to the district's use or administration of them:

1. Surveys requesting protected information of students (including any instructional materials used in connection with the survey);
2. Documents used to collect personal information for any of the above marketing, sales, or other distribution purposes; and
3. Instructional materials used as part of the educational curriculum.
4. Notice to parents/guardians of their rights under this Policy shall be provided annually.