



ROCKLIN ACADEMY

FAMILY OF SCHOOLS

STUDENT AND FAMILY PRIVACY RIGHTS

The Board of Directors of Rocklin Academy Family of Schools (“RAFOS”), a California nonprofit public benefit corporation operating public charter schools, adopts this Student and Family Privacy Rights Policy to comply with requirements to participate in the Healthy Kids Survey or other federal or state surveys in which RAFOS charter schools might participate in the future. This Policy applies to all RAFOS charter schools.

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 (grades K-6) before the student participates in a survey containing one or more of the following items:

1. Political affiliations or beliefs of the student or his/her family
2. Mental or psychological problems of the student or his/her family
3. Illegal, anti-social, self-incriminating or demeaning behavior
4. Critical appraisals of other individuals with whom students have close family relationships
5. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians or ministers
6. Religious practices, affiliations or beliefs of the student or his/her parent/guardian
7. Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program

Notwithstanding the above requirements, RAFOS 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 student attitudes or practices related to health risks and behavioral health, as long as parents/guardians are provided written notice and given an opportunity to request, in writing, that their child not participate. In such cases, written consent is not required.

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.

RAFOS will not administer to students in grades K-12 anonymous, voluntary, and confidential research instruments, including tests and surveys, containing age-appropriate questions about their attitudes or practices related to sexual health unless required by law.

Exceptions to Collection of Personal Information

Any district restriction regarding collection of personal information shall not apply to the collection, disclosure, or use of personal information collected from students for the purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment or military recruitment
2. Book clubs, magazines, and programs providing access to low-cost literary products
3. Curriculum and instructional materials used by elementary and secondary schools
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
5. The sale by students of products or services to raise funds for school-related or education related activities
6. Student recognition programs

Parent/Guardian Access to Surveys and Instructional Materials

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

1. Upon request, inspect that survey or instrument before it is administered or distributed to his/her child or any instructional material used as part of his/her child's educational curriculum. Within a reasonable period of time of receiving a request, the principal or designee shall permit a parent/guardian to view a survey, instrument or instructional material. A parent/guardian may view the document any time during normal business hours.
2. Refuse to allow his/her child to participate in the activity. Students whose parents/guardians exercise this option shall not be penalized by RAFOS.

Health Examinations

No school official or staff member shall subject a student to a non-emergency, invasive physical examination as a condition for school attendance, except as permitted or required under California law.

Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body. This does not include a properly authorized hearing, vision or scoliosis screening.

Notifications

At the beginning of the school year, the Executive Director/Superintendent or designee shall notify parents/guardians of the following:

1. RAFOS's policy regarding student privacy
2. The process to opt their children out or opt their children in, as applicable, of participation in any activity described in this policy and administrative regulation
3. The specific or approximate dates during the school year when the following activities are scheduled:
 - a. Survey requesting personal information
 - b. Physical exams or screenings

A K – 6th grade student's parent/guardian shall provide prior written consent before the student participates in a survey requesting personal information. RAFOS 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 student attitudes or practices related to health risks and behaviors, as long as parents/guardians are provided written notice and given an opportunity to request, in writing, that their child not participate. Parents/guardians shall also be notified of any substantive change in this policy within a reasonable period of time after adoption of the change.