



# Sheppard Pratt School

## COMAR 13A.09.10.12A-C, H

### Privacy Rights

It is the policy of Sheppard Pratt School to protect all rights of the students and families in our programs. To this end, policies governing practices relevant to Student Privacy Rights are reviewed annually and updated as prudent or required by any governing entity.

- Sheppard Pratt School record is the property of the school and maintained for the benefit of the student, staff and school. It is the responsibility of the school to safeguard the information in the record against loss, defacement, tampering, or use by unauthorized persons. Records may be removed from the school's jurisdiction and safekeeping only in accordance with a court order, subpoena, or statute.
- Parents/Guardians have the right to inspect and review their child's student record.
- The Policies and Procedures of Sheppard Pratt School should not be construed to abrogate the privacy rights of a student or the parents/guardians of a student under federal or state law. The contents of the school's records are confidential and protected by state and federal laws.
- Sheppard Pratt School will not disclose personally identifiable information from a student's record without prior written consent of the parent/guardian.
- A File Access Log is maintained in the student's record file. The date, signature of the reviewer, and purpose of the inspection is recorded each time the student's file is accessed.
- A Release of Information Log for each request for and disclosure of personally identifiable information from the student's record is also maintained in the student's file. Parent(s)/Guardian(s) shall be informed and given a copy of Sheppard Pratt School's Student Privacy Rights Policy by Sheppard Pratt School's Admissions Coordinator during the

admission process and, on an annual basis by the end of each school year by Sheppard Pratt School's education director or their designee.

The following specific procedures are to ensure the privacy rights of all Sheppard Pratt School students. A parent/guardian wishing to exercise their right to review the student's record must adhere to the following procedures:

- The request must be submitted in writing to the school's education director 5 days prior to date of review.
- All review of records must be conducted on-site and will be conducted only in front of the education director or their designee.
- The parent/guardian has the right to ask for information to be removed from a student's records; however, the removal of such information will be determined by the student's local school system's IEP committee.