



FERPA ANNUAL NOTICE OF RIGHTS

PURPOSE

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights regarding the student's education records. Promontory School of Expeditionary Learning is committed to protecting student privacy and maintaining the confidentiality of student records in accordance with FERPA, Utah student privacy laws, Utah State Board of Education (USBE) requirements, and applicable federal and state regulations.

ANNUAL NOTICE

Promontory School of Expeditionary Learning provides this notice annually to all parents and eligible students in accordance with FERPA. This notice outlines the rights of parents and eligible students regarding student education records and the school's responsibilities related to student privacy and data protection.

These rights include:

❖ RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

Parents or eligible students have the right to inspect and review the student's education records within forty-five (45) days of submitting a request.

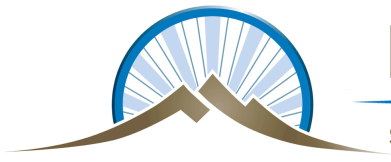
Requests should be submitted in writing to the School Director and should identify the records requested for review. The school will notify the parent or eligible student of the time and location where records may be inspected.

❖ RIGHT TO REQUEST AMENDMENT OF EDUCATION RECORDS

Parents or eligible students have the right to request that Promontory amend records believed to be inaccurate, misleading, or in violation of the student's privacy rights.

Requests must:

- Be submitted in writing to the School Director;
- Clearly identify the portion of the record to be amended; and
- State the reason for the requested amendment.



If the school denies the request, the parent or eligible student will be notified of the decision and provided information regarding the right to a hearing.

❖ RIGHT TO CONSENT TO DISCLOSURE OF EDUCATION RECORDS

Parents and eligible students have the right to provide written consent before personally identifiable information (PII) from education records is disclosed, except when FERPA authorizes disclosure without consent.

Promontory may disclose education records without prior consent to school officials who have legitimate educational interests.

School officials may include:

- Teachers
- Administrators
- Counselors
- Special education personnel
- Related service providers
- Board members
- School resource personnel
- Contractors
- Consultants
- Auditors
- Attorneys
- Therapists
- Student teachers
- Practicum students
- Volunteers performing school-authorized duties
- Educational technology providers operating under approved student data privacy agreements

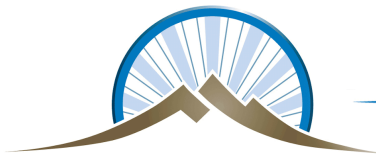
A school official has a legitimate educational interest when access to education records is necessary to fulfill professional responsibilities on behalf of the school.

STUDENT DATA GOVERNANCE

Promontory School has designated a Student Data Manager responsible for overseeing compliance with federal and state student data privacy requirements, including FERPA, Utah student data protection laws, and Utah State Board of Education (USBE) data governance requirements.

The Student Data Manager shall:

- Monitor compliance with student data privacy laws and regulations;
- Assist with requests regarding student records and data privacy;
- Coordinate responses to data privacy concerns;
- Oversee approved educational technology applications and vendors;



- Ensure appropriate safeguards are maintained for student information.

SCHOOL COMMUNICATION SYSTEMS

Promontory School utilizes approved communication platforms and information systems to facilitate communication between the school and families.

Student and parent contact information may be used through approved school communication systems, including email, phone, text messaging, and school communication platforms, for educational, safety, attendance, transportation, and school operational purposes.

The school will not use student information for commercial purposes and will only share information with approved service providers operating under applicable privacy protections.

STUDENT DATA PRIVACY AND EDUCATIONAL TECHNOLOGY

Promontory utilizes educational technology platforms and digital learning tools to support instruction, assessment, communication, intervention, and school operations.

These systems may include educational software, learning management systems, assessment platforms, communication systems, and student information systems.

The school only shares student information with approved vendors and service providers consistent with:

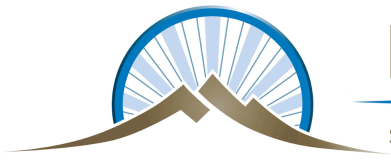
- FERPA
- Utah Student Data Protection laws
- Utah Code Title 53E, Chapter 9
- USBE Data Governance requirements
- Applicable data privacy agreements

Educational technology providers are prohibited from using student information for advertising, marketing, or non-educational purposes.

FIELDWORK, EXPEDITIONS, AND STUDENT WORK

As an Expeditionary Learning school, Promontory provides students with opportunities to participate in:

- Fieldwork



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- Service learning
- Expeditions
- Celebrations of Learning
- Exhibitions
- Performances
- Community partnerships
- Outdoor learning experiences

Student work products, presentations, photographs, videos, and project artifacts generated through these educational experiences may become part of a student's educational record and will be protected consistent with FERPA and applicable privacy laws.

DIRECTORY INFORMATION

Promontory School may designate certain information as "Directory Information."

Directory Information may include:

- Student name
- Grade level
- Participation in officially recognized activities and programs
- Honors, awards, and recognitions
- Student artwork and academic work displayed publicly
- Photographs and videos used in school publications, school websites, yearbooks, social media, and other school communications

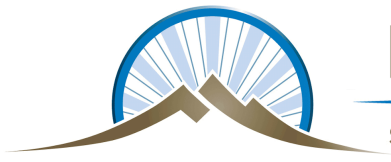
Parents or eligible students who do not wish Directory Information to be disclosed must notify the school in writing within ten (10) school days of enrollment or within ten (10) school days of receiving this annual notice.

DIRECTORY INFORMATION OPT-OUT

Parents and eligible students have the right to refuse the disclosure of directory information.

A written request to withhold directory information must be submitted:

- Annually at the beginning of each school year; or
- Within ten (10) school days of enrollment.



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The request shall remain in effect for the current school year unless revoked in writing by the parent or eligible student.

The school may be unable to include students in yearbooks, honor rolls, awards programs, school publications, media releases, or other school communications when a directory information opt-out request is in place.

RECORD OF DISCLOSURES

FERPA requires the school to maintain a record of certain disclosures of personally identifiable information from student records.

Parents and eligible students have the right to inspect records documenting those disclosures as permitted by law.

QUESTIONS REGARDING STUDENT RECORDS

Questions regarding student records, FERPA rights, directory information, or student data privacy may be directed to:

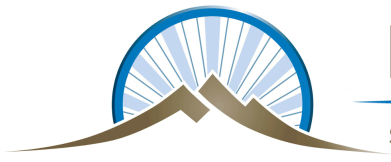
Director
Promontory School of Expeditionary Learning
1051 West 2700 South
Perry, Utah 84302
(435) 919-1282

The school will make reasonable efforts to respond to requests and inquiries regarding student records in a timely manner and in accordance with applicable law.

RIGHT TO FILE A COMPLAINT

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Promontory School of Expeditionary Learning to comply with FERPA requirements.

Student Privacy Policy Office
U.S. Department of Education



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400 Maryland Avenue, SW
Washington, DC 20202

DISCLOSURES PERMITTED WITHOUT CONSENT

FERPA permits schools to disclose personally identifiable information without prior consent under circumstances authorized by federal law, including but not limited to:

- School officials with legitimate educational interests;
- Schools where a student seeks or intends to enroll;
- Federal, state, and local educational authorities conducting audits or evaluations;
- Financial aid determinations;
- Juvenile justice system officials as permitted by law;
- Organizations conducting studies on behalf of schools;
- Accrediting organizations;
- Parents of dependent students;
- Judicial orders and lawfully issued subpoenas;
- Health and safety emergencies;
- Child welfare agencies responsible for the care of a student;
- Food and Nutrition Service program monitoring activities; and
- Other disclosures authorized by FERPA and applicable law.

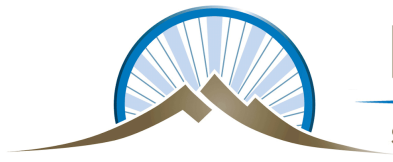
DATA SECURITY

Promontory School is committed to protecting student information and maintaining reasonable safeguards to prevent unauthorized access, disclosure, or misuse of student records. The school will respond to data security incidents in accordance with applicable law, USBE guidance, and school procedures.

Questions regarding FERPA rights or student records may be directed to the School Director.

Legal References

- Family Educational Rights and Privacy Act (20 U.S.C. §1232g)
- 34 CFR Part 99
- Utah Code 53E-9 (Student Privacy and Data Protection)
- Utah Student Data Protection Act
- USBE Data Governance Plan Requirements



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- Utah GRAMA (Government Records Access and Management Act)