

**UCEN Board/Oasis Charter Public School
Salinas California**

Policy Adopted: April 30, 2024

Section II Community Relations

Article VII Annual Parent/Guardian Information Sharing Notice

The UCEN Board/Oasis Charter Public School understands the rights of parents/guardians to be annually notified of any matter related to students' general information and to release and/or share any student information. The school under the Family Educational Rights and Privacy Act (FERPA) may provide information for a legitimate educational purpose under FERPA or California Education Code or School Directory information. The school shall notify parents/guardians and eligible students and receive their written consent before releasing a student's personally identifiable information.

Oasis Charter Public School shall avoid the disclosure of information that might indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by Family Educational Rights and Privacy Act (FERPA).

➤ Oasis Charter Public School personnel shall take the following action steps upon receiving an information request related to a student's or family's immigration or citizenship status:

✓ Notify a designated Oasis Charter Public School official about the information request.

✓ Provide students and families with appropriate notice and a description of the immigration officer's request.

✓ Document any verbal or written request for information by immigration authorities.

✓ Unless prohibited, provide students and parents/guardians with any documents issued by the immigration-enforcement officer.

➤ Except for investigations of child abuse, child neglect, or child dependency, 61 or when the subpoena served on the local educational agency prohibits disclosure,⁶² the Oasis Charter Public School shall provide parental or guardian notification of any court orders, warrants, or subpoenas before responding to such requests.

➤ The Oasis Charter Public School shall require written parental or guardian consent for release of student information, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information to immigration authorities for immigration-enforcement purposes; no student information shall be disclosed to immigration authorities for immigration enforcement purposes without a court order or judicial subpoena.

The Oasis Charter Public School request for written or parental or guardian consent for release of student information must include the following information: (1) the signature

and date of the parent, guardian, or eligible student providing consent; (2) a description of the records to be disclosed; (3) the reason for release of information; (4) the parties or class of parties receiving the information; and (5) if requested by the parents, guardians or eligible student, a copy of the records to be released. The Oasis Charter Public School shall permanently keep the consent notice with the record file.

➤ The parent, guardian, or eligible student is not required to sign the consent form. If the parent, guardian or eligible student refuses to provide written consent for the release of student information that is not otherwise subject to release, the Oasis Charter Public School shall not release the information.

General Information Policy

➤ The Oasis Charter Public School must provide an annual notice to parents and guardians of the school's general information policies that includes:

✓ Assurances that the Oasis Charter Public School will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

✓ A description of the types of student records maintained by the Oasis Charter Public School.

✓ A list of the circumstances or conditions under which the Oasis Charter Public School might release student information to outside people or entities.

✓ A statement that, unless the Oasis Charter Public School is providing information for a legitimate educational purpose under FERPA and the California Education Code or directory information, the Oasis Charter Public School shall notify parents or guardians and eligible students—and receive their written consent—before it releases a student's personally identifiable information.

Directory Information

If the school releases directory information, the school shall provide an annual notice to parents/guardians and eligible students that includes:

a. The categories of information that the school has classified as public directory information may be disclosed without parental consent and would only include the information specifically identified in Education Code 49061 subdivision c.

b. A statement that directory information does not include citizenship status, immigration status, place of birth or any other information indicating national origin except where the school receives consent as required by law.

c. The recipients of the directory information.

d. A description of the parents/guardians' ability to refuse the release of the student's directory information, and how to refuse the release

e. A deadline by which the parents/guardians or student must notify the school in writing that they do not want the information designated as directory information