

**Model Notification of Rights Under the Protection of Pupil Rights Amendment (“PPRA”)**

Dear Parents:

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents and eligible students (*i.e.* students over 18 or emancipated minors) certain rights with respect to the administration of student surveys, the collection and use of personal information, and the administration of certain physical exams. These rights include:

1. The right of a parent to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student;
2. The right of a parent to inspect, upon request, any survey concerning one or more of the following confidential topics:
  - a. Political affiliations or beliefs of the student or the student’s parent;
  - b. Mental or psychological problems of the student or the student’s family;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. Critical appraisals of other individuals with whom respondents have close family relationships;
  - f. Legally recognized privileged relationships, such as those with lawyers, doctors, physicians, or ministers;
  - g. Religious practices, affiliations, or beliefs of the student or the student’s parent; or
  - h. Income, other than as required by law to determine eligibility for certain programs or for receiving financial assistance under such programs;
3. The right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum. Instructional material means any instructional content that is provided to a student, regardless of its format, including printed representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet) but does not include academic tests or academic assessments;
4. The right of a parent to inspect, upon request, any instrument used in collection of personal information from students gathered for the purpose of marketing, selling or otherwise providing that information to others for that purpose. Personal information means individually identifiable including, a student or parent’s first and last name, a home or other physical address; a telephone number or a social security number;

5. The right of a parent to be notified of the specific or approximate dates of the following activities, as well as the right of a parent or eligible student to opt-out of participation in these activities:
  - a. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose);
  - b. The administration of any survey containing confidential topics (see#2, above, a-h); or
  - c. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and unnecessary to protect the immediate health and safety of a student. Such examinations do not including a hearing, vision, or scoliosis screening or other examinations permitted or required by State Law.

Parents and eligible students may not opt-out of activities relating to the collection, disclosure, and/or use of personal information collected from students for the exclusive purpose of developing, evaluation, or providing education products or services for, or to students or educational institutions, such as the following:

- a. College or other post-secondary education recruitment, or military recruitment;
- b. Book clubs, magazines, and programs providing access to low-cost literary products;
- c. Curriculum and instructional materials used by elementary and secondary schools;
- d. Tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
- e. The sale by students of products or services to raise funds for school-related or education-related activities;
- f. Student recognition programs

To protect student privacy in compliance with the PPRA, the Westfield Public Schools has adopted policies regarding these rights. Parents and/or eligible students who believe their rights have been violated under PPRA may contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

Adopted: June 28, 2004