



Rights of Parents

Family Educational Rights and Privacy Act¹ (“FERPA”) provide that a parent has the right to inspect and confirm the accuracy of education records relating to his or her child. FERPA also restricts the access of outside parties to educational records. FERPA is contained in the United States Code: 20 U.S.C. §1232g. The Department of Education’s FERPA regulations are contained in 34 C.F.R. Part 99.

FERPA applies to all public schools and any state or local education agency that receives Federal education funds. Compliance with FERPA is necessary if schools are to continue to be eligible to receive Federal education funds.

Policies/Annual Notification

Pursuant to Federal law, FAME shall ensure the confidentiality of all pupil records. Please refer to the FAME Public Charter School “Directory Information” Policy regarding which educational records will be protected and which educational records may be released and the circumstances under which those records will be released. Parents are given annual notification as to the types of information designated as directory information. By a specified time after parents are notified of their review rights, parents may ask to remove all or part of the information on their child that they do not wish to be available to the public without their consent.

Educational Record Defined

An *educational record* is any written or computerized document, file, entry, or record regarding a student that is compiled by FAME Public Charter. Such information includes but is not limited to:

- a. Date and place of birth; parent and/or guardian’s address, and where the parties may be contacted for emergency purposes.
 - b. Grades test scores, courses taken, academic specializations and school activities;
 - c. Special education records;
 - d. Disciplinary records;
 - e. Medical and health records;
 - f. Attendance records and records of past schools attended;
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- g. Personal information such as, but not limited to, student identification numbers, social security numbers, photographs, or any other type of information that aids in identification of a student.

Directory Information Defined

Part of the education record, known as *directory information*, includes personal information about a student that can be made public, provided that a school has stated its policy regarding directory information in its FERPA policy. Directory information may include a student's name, address, and telephone number, and other information typically found in school yearbooks or athletic programs. Other examples are names and pictures of participants in various extracurricular activities or recipients of awards, pictures of students, and height and weight of athletes. Release of directory information is allowed as outlined below.

Parental and Legal Guardian Rights

A parent and/or a legal guardian has the right to inspect and review his or her child's education records. If upon review, a parent or legal guardian discovers any information or notation that is factually inaccurate, he or she may request the school to amend the record. FAME Public Charter School shall respond to this request in a reasonably prompt time period – generally within five (5) working days. This parental right does not include grades or educational decisions made by school personnel.

- a. Request for Amendment of Education Record

Any request for an amendment to an education record must be made in writing and submitted within thirty (30) days of the discovery of the error. A request to amend any education record does not confer upon a parent or legal guardian a right to have any amendment made. FAME Public Charter School will respond within ten (10) days of the receipt of the request to amend. FAME Public Charter School response will be in writing and if the request for amendment is denied, FAME Public Charter School shall set forth the reason for the denial. FAME Public Charter School will also note any objection to an adverse decision upon the record if so requested by the parent or legal guardian.

- b. Copies

FAME Public Charter School is not obligated to provide copies of any information unless providing copies is the only means of access. FAME Public Charter School may charge reasonable fees for copies it provides to parents.

Disclosure of Education Records and Directory Information

Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. With the exceptions listed below, FAME Public Charter School will not release educational records to any person or entity outside the school without the written consent of a parent or eligible student. However, FERPA authorizes FAME Public Charter School to disclose records, without consent, to the following parties:

- a. School employees who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
- b. Other schools to which a student is transferring;
- c. Certain government officials listed in 34 C.F.R. Part 99 in order to carry out lawful functions;
- d. Appropriate parties in connection with financial aid to a student;
- e. Organizations conducting certain studies for the school;
- f. Accrediting organizations;
- g. Individuals who have obtained lawful court orders or subpoenas;
- h. Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Although FAME may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. **It is FAME Public Charter School policy that it will not release any directory information unless authorized by written consent of the parent or guardian except for those entities designated by law as listed above.**

Complaints

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by FAME Public Charter School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605**

Military Notification

Congress recently passed legislation that requires high schools to provide to military recruiters, upon request, access to secondary school students and directory information on those students. Both the No Child Left Behind Act of 2001 and the National Defense Authorization Act for Fiscal Year 2002 reflect these requirements.

In accordance with those Acts, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school. As clarified in the enclosure, providing this information is consistent with the Family Educational Rights and Privacy Act, which protects the privacy of student education records. Student directory information will be used specifically for armed services recruiting purposes and for informing young people of scholarship opportunities. For some of our students, this may be the best opportunity they have to get a college education.

If you do not want FAME Public Charter School to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing. FAME has designated the following information as directory information.

- **Student's name**
- **Address**
- **Telephone listing**



CAHSEE Notification

Dear Parents/Guardians of Freshmen and Sophomores:

All California public school students are required by state law to satisfy the California High School Exit Examination (CAHSEE) requirement, as well as all other state and local graduation requirements, in order to receive a high school diploma. The CAHSEE requirement is satisfied by passing the CAHSEE exam. All students, including English learners and students with disabilities, must *first take the exam in the tenth grade*.

The examination consists of two parts: English-language arts (reading and writing) and mathematics. All questions are aligned to California content standards adopted by the State Board of Education.

Students must earn a score of 350 or higher on each part of the CAHSEE to pass the exam. Students who do not pass one or both parts of the exam will be given additional opportunities to take the exam in grades 11 and 12.

The CAHSEE will be given to all sophomores on February 1st & 2nd, 2010. Parents/Guardians of sophomores will receive more information regarding the 2009-2010 administration in early January.

For detailed information about the exam, including exam “blueprints”, sample questions, study guides and accommodations; visit the California Department of Education’s CAHSEE website at <http://www.cde.ca.gov/ta/tg/hs/resources.asp>

Beginning with the 2009-2010 school year, students with a disability and an active IEP or 504 Plans are not required to pass the high school exit examination as a condition of graduation. However, students with a disability shall still take the CAHSEE in grade 10 (CA Ed. Code 60852.3).

If you have any questions, please do not hesitate to call Anita Blount, Test Manager, at 510-687-1500, ext. 121.



UC/CSU a-g Notification

The University of California has established a sequence of 15 courses that a student must take in order to be considered for admission into the University of California and/or California State University systems.

The intent of the "a-g" Subject Requirements is to ensure that students can participate fully in the first-year program at the university level in a wide variety of fields of study. The requirements are written deliberately for the benefit of all students expecting to enter a university, and not for preparation for specific majors. UC/CSU faculty considers the Subject Requirements to be effective preparation, on many levels, for undergraduate work. This pattern of study assures the faculty that the student has attained a body of general knowledge that will provide breadth and perspective to new, more advanced study. Fulfillment of the "a-g" pattern also demonstrates that the student has attained essential critical thinking and study skills.

For more information please go to: <http://www.ucop.edu/a-gGuide/ag/a-g/>

Students attending FAME may fulfill the requirements by completing coursework that has been approved by the University of California. To see a list of FAME courses that satisfy the requirements please go to the following website: <https://doorways.ucop.edu/list/>

Some helpful websites to learn about University of California and California State University Admission requirements follow:

<http://www.universityofcalifornia.edu/admissions/>

<http://www.csumentor.edu/>

For further information about FAME graduation requirements and the college admission requirements, please see our website at:

http://www.famecharter.org/fremont_college_career.html

Students may also contact our Academic Counselor, Sunny Choi, at the FAME Fremont Kearney St. campus for more information: 510-687-1500 ext 106.



NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

FAME Public Charter School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletics or other school-administered programs.