

## **The Heights Charter Board Policy**

### **Policies and Procedures Regarding Information Sharing**

#### General Information Policy

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

- Assurances that the 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 school.
- A list of the circumstances or conditions under which the school might release student information to outside people or entities.
- A statement that, unless the school is providing directory information or information permitted to be disclosed without parental consent under FERPA and the California Education Code, the school shall notify parents or guardians and eligible students—and receive their written consent—before it releases a student's personally identifiable information.
- Even for those exceptions that permit the release of education records without parental consent, the school is required to notify the student and their family unless an exception exists. The school's policy should explain these exceptions that do not require prior notification.

#### Directory Information Policy

If The Heights Charter decides to release directory information, the school shall provide an annual notice to parents and guardians, and eligible students in attendance, of the school's directory information policy that includes:

- The categories of information that the school has classified as public directory information that may be disclosed without parental consent and which should only include the information specifically identified in Education Code section 49061, subdivision (c).
- 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 under state law).
- The recipients of the directory information.
- A description of the parent's, guardian's, or eligible student's abilities to refuse release of the student's directory information, and how to refuse release.
- The deadline in which the parent, guardian, or eligible student must notify the school in writing that they do not want the information designated as directory information.

The Heights Charter

Adopted: 2/23/2026