

7024 - PROTECTING STUDENT RECORDS AND DATA

Adopted and Effective: November 19, 2025

ACTION: Safeguarding student information and upholding the highest standards of data privacy and security.

Standards: Rule 6A-1.0955, F.A.C., Education Records (effective date of rule: 08/19/2025)

PURPOSE

Protecting student identities and data is not only a legal obligation but a moral imperative. Rule 6A-1.0955, F.A.C., Education Records, requires school districts, charter schools, and other educational institutions to protect all education records, which include personally identifiable information (PII) such as students' names, birthdates, addresses and other sensitive data.

In accordance with Rule 6A1.0955(10), F.A.C., the principal or designee holds primary responsibility for safeguarding the privacy and security of all student records maintained at the school and, in the absence of a superintendent, is accountable for protecting student records.

Odyssey Charter School, Inc. has established provisions that must be adhered to by all staff. Provisions include:

- Annual written notice and other notices necessary to inform parents and eligible students of their rights as defined in s. 1002.22(2), F.S., and in accordance with the Family Educational Rights and Privacy Act (FERPA). The school has methods of notice for informing parents and eligible students who are unable to comprehend written notices in English.
- Permitting parents and eligible students to inspect and review the education records of the student. The school will comply with a request within a reasonable period of time, but in no case more than thirty (30) days after it has been made.
- Parents and eligible students may exercise the right to waive access to their educational records, confidential letters, or statements. However, the school may not require that parents or eligible students waive any of their rights under s. 1002.22(2), F.S. and FERPA.
- A schedule of fees and charges for copies of education records that charges no more than the fees and charges for public records as set forth in s. 119.07, F.S. In no circumstance must the cost reflect the costs to retrieve the education records;
- A listing of the types and locations of education records maintained by the school and the titles and addresses of the school officials responsible for those records.
- Disclosure of PII where prior written consent of the parent or eligible student is not required.
- Disclosure of PII where prior written consent of the parent or eligible student, is required, and provisions for maintaining records of requests and disclosures.
- Maintenance and security of student records, including procedures to ensure the confidentiality of student records and safeguard records from unauthorized or unintentional access.
- Disclosure of PII in health and safety emergencies.

- Disclosure of directory information.
- Challenging the content of any record which the parent or eligible student believe to be inaccurate, misleading, or a violation of the right of privacy and for providing an opportunity for amendment of such information.
- Ensuring the accuracy of information maintained and for periodic review and elimination of information no longer useful, in the manner prescribed by s. 1001.52(3), F.S.
- Parents to specify the use of any deviation from their child's legal name in school. The school will develop a form to obtain parental consent along with any required documentation, as appropriate.

Any staff member who knowingly violates the safeguarding of student information will be subject to disciplinary action.

PROGRESSIVE DISCIPLINE

Any instructional and administrative personnel who knowingly violate the safeguarding of student information will face disciplinary action as outlined in the Employee Handbook Section 6.3 – Disciplinary Process (Progressive Discipline Policy).

Adopted this 19th day of Nov, 2025.



Andrew Ziegler, President