

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) PROCEDURES

The District's PPRA Notice is available in the Code of Student Conduct and may also be found under the "Privacy Notices" Quick Link on the main page of the District's website:

<http://www.browardschools.com/SiteMedia/Docs/Policies/PPRA-Notice-Revised-6-25-14.pdf>

The procedures to ensure compliance with PPRA are as follows:

1. To inspect surveys, instruments used to collect personal information, and instructional materials, requests must be submitted to the school. Such inspection must be conducted in-person under the supervision of designated staff and at the location designated by the school principal.
2. Prior to the administration of protected information surveys, principals or designated District staff will provide direct notification (including but not limited to mail, e-mail, in-person, or by acknowledgement form) to parents, guardians, or eligible students and provide the required consent forms. All completed forms must be returned to the child's school.
3. Principals or designated staff will directly send parents opt out forms for any instruments used to collect personal information for marketing, sales or distribution purposes. All completed forms must be returned to the child's school.
4. All surveys containing protected information and all instruments used to collect personal information for marketing, sales, or distribution will be administered in a manner that protects students' privacy.
5. Regarding non-invasive health screenings, the principal or designee will send opt out forms to parents. Parents choosing to opt their child out of non-invasive health screenings must return completed opt out forms to the principal.
6. Parents will be provided reasonable advance notification of items listed in paragraph B.6 of the PPRA Notice, pertaining to instruments used to collect personal information from students for any marketing, sales, or distribution processes.