

## **Student Records**

Data and information about students shall be gathered to provide a sound basis for educational decisions and to enable preparation of necessary reports.

### **PROCEDURE TO BE ESTABLISHED**

The Superintendent shall establish procedures to promote effective notification of parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) and to ensure District compliance with applicable state and federal student record requirements.

### **DISCLOSURE OF RECORDS**

Student records shall be made available for inspection and review to the parent(s) of a student or to an eligible student on request. Legal separation or divorce alone does not terminate a parent's record access rights. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. In general, FERPA rights pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws.<sup>1</sup>

Upon written request, parents or eligible students may be provided copies of their educational records, including those maintained in electronic format, when necessary to reasonably permit inspection. Such copies shall be provided in a manner that protects the confidentiality of other students. A reasonable fee may be charged for copies.

District personnel must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the District discloses personally identifiable information from education records.

In addition, considering the totality of the circumstances, the District may disclose information from education records to appropriate parties, including parents of eligible students, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or other individual. In such instances, the basis for a decision that a health or safety emergency existed shall be recorded in the student's education records.

Authorized District personnel also may disclose personally identifiable information to the following without written parental consent:

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- Authorized representatives of a Kentucky state child welfare agency if such agency presents to the District an official court order placing the student whose records are requested under the care and protection of said agency. The state welfare agency representative receiving such records must be authorized to access the child's case plan.
- School officials (such as teachers, instructional aides, administrators, including health or medical staff and law enforcement unit personnel) and other service providers (such as contractors, consultants, and volunteers used by the District to perform institutional services and functions) having a legitimate educational interest in the information.

District and school officials/staff may only access student record information in which they have a legitimate educational interest.

## **Student Records**

### **DISCLOSURE OF RECORDS (CONTINUED)**

Contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions may access student records provided they are:

- Under the District's direct control with respect to the use and maintenance of education records; and
- Prohibited from disclosing the information to any other party without the prior written consent of the parent/eligible student, or as otherwise authorized by law.

### **DISCLOSURE TO REPRESENTATIVES FOR FEDERAL OR STATE PROGRAM PURPOSES**

Personally identifiable student information may be released to those other than employees who are designated by the Superintendent in connection with audit, evaluation, enforcement, or compliance activities regarding Federal or State programs. Such designation must be executed in writing with the authorized representative and specify information as required by 34 C.F.R. Part 99.35.

### **DUTY TO REPORT**

If it is determined that the District cannot comply with any part of FERPA or its implementing regulations due to a conflict with state or local law, the District must notify the Family Policy Compliance Office (FPCO) within forty-five (45) days of the determination and provide the text and citation of the conflicting law.

### **DIRECTORY INFORMATION**

The Superintendent/designee is authorized to release Board-approved student directory information. Approved "directory information" shall be: name, address, phone number, date and place of birth, student's school email address, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and most recent educational institution attended. Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Superintendent/designee in writing within thirty (30) calendar days after receiving notification of FERPA rights.

The District allows for disclosure of directory information only to specific parties for specific purposes. Such limitations are specified in the student directory information notification.

Unless the parent/guardian or student who has reached age 18 requests in writing that the District not release such information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

### **SURVEYS OF PROTECTED INFORMATION**

The District shall provide direct notice to parents/guardian to obtain prior written consent for their minor child(ren) to participate in any protected information survey, analysis, or evaluation, if the survey is funded in whole or in part by a program of the U.S. Department of Education.

## **Student Records**

### **SURVEYS OF PROTECTED INFORMATION (CONTINUED)**

Parents/eligible students also shall be notified of and given opportunity to opt their child(ren) out of participation in the following activities:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

PPRA requirements do not apply to evaluations administered to students in accordance with the Individuals with Disabilities Education Improvement Act (IDEIA).

### **STUDENTS WITH DISABILITIES**

The District's special education policy and procedures manual shall include information concerning records of students with disabilities.

### **RECORDS RELEASE TO JUVENILE JUSTICE SYSTEM**

Once a complaint is filed with a court-designated worker alleging that a child has committed a status offense or public offense, schools shall provide all records specifically requested in writing, and pertaining to that child to any agency that is listed as part of Kentucky's juvenile justice system in [KRS 17.125](#) if the purpose of the release is to provide the juvenile justice system with the ability to effectively serve, prior to adjudication, the needs of the student whose records are sought. The authorities to which the data are released shall certify that any educational records obtained pursuant to this section shall only be released to persons authorized by statute and shall not be released to any other person without the written consent of the parent of the child. The request, certification, and a record of the release shall be maintained in the student's file.

### **JUVENILE COURT RECORDS**

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received, the Superintendent shall notify the Principal of the school in which the child is enrolled. The Principal shall then release the information as permitted by law. Only the Superintendent and school administrative, transportation, and counseling personnel or teachers or other school employees with whom the student may come in contact, shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator. Notification in writing of the nature of offenses committed by the student and any probation requirements shall not become a part of the child's student record.<sup>2</sup>

**Student Records****RECORDS OF MISSING CHILDREN**

Upon notification by the Commissioner of Education of a child's disappearance, the District in which the child is currently or was previously enrolled shall flag the record of such child in a manner that whenever a copy of or information regarding the child's record is requested, the District shall be alerted to the fact that the record is that of a missing child. Instead of forwarding the records of a child who has been reported missing to the agency, institution, or individual making the request, the District shall notify the Justice Cabinet.

**COURT ORDER/SUBPOENA**

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. In compliance with FERPA, notice to the parent is not required when a court order directs that disclosure be made without notification of the student or parent, or when the order is issued in the context of a dependency, neglect, or abuse proceeding in which the parent is a party. If the District receives such orders, the matter(s) may be referred to local counsel for advice.

**REFERENCES:**

<sup>1</sup>Section 152 of the Internal Revenue Code of 1986

<sup>2</sup>[KRS 158.153](#); [KRS 610.320](#); [KRS 610.340](#); [KRS 610.345](#)  
[KRS 7.110](#); [KRS 15A.067](#); [KRS 17.125](#); [KRS 158.032](#); [KRS 159.160](#); [KRS 159.250](#)  
[KRS 160.990](#); [KRS 161.200](#); [KRS 161.210](#); [KRS 365.732](#); [KRS 365.734](#); [KRS 600.070](#)  
[702 KAR 001:140](#); [702 KAR 003:220](#)

20 U.S.C. 1232g et seq., 34 C.F.R. 99.1 - 99.67

20 U.S.C. 1232h (Protection of Pupil Rights Amendment); 34 C.F.R. 98

[OAG 80-33](#); [OAG 85-130](#); [OAG 85-140](#); [OAG 86-2](#); [OAG 93-35](#)

Kentucky Family Educational Rights and Privacy Act ([KRS 160.700](#); [KRS 160.705](#)  
[KRS 160.710](#); [KRS 160.715](#); [KRS 160.720](#); [KRS 160.725](#); [KRS 160.730](#))

Individuals with Disabilities Education Improvement Act of 2004

Kentucky Education Technology System (KETS)

P. L. 114-95, (Every Student Succeeds Act of 2015)

**RELATED POLICIES:**

09.111; 09.12311; 09.43

Adopted/Amended: 7/25/2016

Order #: 4793

## **Assault and Threats of Violence**

For purposes of this policy, a “threat” shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

### **PUPILS**

Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary action, including suspension or expulsion.<sup>1</sup>

### **SCHOOL PERSONNEL**

Any pupil who threatens, assaults, batters or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action<sup>1</sup> up to and including expulsion from school and/or legal action.

### **REMOVAL OF STUDENTS**

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
2. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

Removal of students from a bus shall be made in compliance with [702 KAR 005:080](#).

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site.

When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal/designee shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

### **REPORT TO LAW ENFORCEMENT AGENCY**

When they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

### **NOTIFICATIONS**

As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify staff members and/or students who have been threatened and parents of students who are the subject of a threat. Such notification shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

**Assault and Threats of Violence****NOTIFICATIONS (CONTINUED)**

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee, guidance counselor or other official who has knowledge of the student's behavior prior to the assignment or contact.

**REFERENCES:**

<sup>1</sup>[KRS 158.150](#)  
[KRS 158.154](#); [KRS 160.290](#)  
[KRS 161.155](#); [KRS 161.190](#); [KRS 161.195](#)  
[KRS 508.025](#); [KRS 508.075](#); [KRS 508.078](#); [KRS 525.080](#)  
[702 KAR 005:080](#)

**RELATED POLICIES:**

03.123, 03.223  
06.34  
09.14; 09.2211; 09.422

Adopted/Amended: 7/22/2013  
Order #: 4345

## **Alternative Education**

### **DEFINITION**

Alternative Education Program means a program that exists to meet the needs of students that cannot be addressed in a traditional classroom setting but through the assignment of students to alternative classrooms, centers, or campuses that are designed to remediate academic performance, improve behavior, or provide an enhanced learning experience. Alternative education programs do not include career or technical centers or departments.<sup>1</sup>

### **PURPOSE**

The purpose of the Board's Alternative Education Program is to provide:

- Learning activities that support innovative pathways and are aligned to college and career outcomes for all students.
- A curriculum that is aligned with the Kentucky Academic Standards and the learning goals in each student's Individual Learning Plan (ILP).
- Successful student transition to the regular school assignment, when possible, or to post-secondary status.
- A meaningful alternative to suspension and/or expulsion of a student.

NOTE: Students do not have a right to assignment to alternative programs or services except as specifically provided by law.

As required by Kentucky Administrative Regulation:

- The District's Alternative Education Program shall include training to build capacity of staff and administrators to deliver high-quality services and programming.
- The Board shall review this policy and accompanying procedure(s) annually.<sup>2</sup>

### **ELIGIBILITY CRITERIA**

Alternative education placements may be utilized for students at middle and high school grade levels.

Placement may be voluntary or involuntary, and the program may be offered either on-site or off-site.

An ILP shall exist for a student in grade six (6) and above as required by regulation prior to placement in a District Alternative Education Program. Criteria for involuntary assignment by District personnel in the Alternative Education Program may include one (1) or more of the following:

- The need for a different educational environment for the student that will reflect an instructional delivery style best provided in an alternative setting.
- The student has contributed to substantial and on-going disruption of the educational process.
- Documentation that there are specific academic and/or behavioral performance areas that require intensive assistance best provided in alternative setting.

## **Alternative Education**

### **ELIGIBILITY CRITERIA (CONTINUED)**

- Confirmation that the student has significant and on-going truancy issues that are impeding academic growth.
- Documentation that the student needs intensive support in the areas of social and personal issues that are impeding academic performance and/or behavioral expectations.
- The student has been assigned for code of conduct or Board policy violations for which assignment to an alternative program is authorized under the code or policy.
- The student has been identified as being at risk of academic failure and/or dropping out of school.
- The student has previously dropped out of school, but has requested to return to school via enrollment in an alternative education setting.
- The student is assigned to an alternative school or program for other reasons as provided in the code of conduct, Board policy, or other program standards adopted by the Board.
- Other reasons related to safety concerns and educational needs of the student referenced in [704 KAR 019:002](#).

A student's parent/legal guardian or a student who is eighteen (18) years of age or older may request voluntary placement in the Alternative Education Program.

### **NOTIFICATION**

The Principal or other designated administrator shall notify the parents by letter of their child's assignment to the alternative education program.

The duration of the alternative assignment shall be as provided in applicable Board policy, code of conduct, or other alternative program standards adopted by the District or as decided by the team and approved by the Superintendent/designee.

### **ILPA TEAM**

The Superintendent/designee shall appoint members of a team to develop an Individual Learning Plan Addendum (ILPA) for students in grades six through twelve (6-12) assigned to an alternative school or program. The team may consist of the lead administrator/designee of the student's current school/program, the lead administrator/designee of the alternative school/program, counselors, teachers and other staff as appropriate.

The Superintendent/designee shall chair the team and invite the parents, and as appropriate, the student to participate.

After consideration of input of the team, the counselor or the designated administrator shall prepare or revise the ILPA to address, as appropriate, academic and behavioral needs, criteria for re-entry into the traditional program and review of student progress.



**Alternative Education****EXCEPTIONS:**

- Such decisions for individual students with disabilities under the IDEA shall be made when required through the Admissions and Release Committee process and changes in service delivery required under the IDEA shall be made to the student's IEP.
- Such decisions for students identified under Section 504 shall be made through the team process as required under federal law and corresponding District policies and procedures.

**EXTRACURRICULAR PARTICIPATION**

Students assigned to alternative schools or programs shall be eligible to access extracurricular activities including, but not limited to sports activities, as allowed under applicable Board policy, code of conduct, SBDM policy, KHSAA rules or other alternative program standards adopted by the District.

**CONTINUING SUPPORT**

Opportunities shall be provided for students to continue regular school work as appropriate under the supervision of Alternative Education Program staff. Students participating in an alternative program shall continue to be able to access tutoring, intervention, counseling, and other resources and services already available in the District as determined through the development of the ILPA.

**TRANSITION**

Students may transition to a regular classroom setting in accordance with any criteria for re-entry established by the ILPA Team and in accordance with the following process:

1. The lead Alternative Education Program administrator/designee shall invite the student (age 18 or older) or the parent/legal guardian to meet to discuss the proposed transition. If the parent/legal guardian or adult student do not attend, written notification shall be provided to explain the proposed re-entry.
2. For IDEA or Section 504 students, the IEP or Section 504 team shall determine placement of students as required by law.
3. Strategies shall be documented to promote successful transition to include specific staff responsibilities and how follow-up monitoring will occur.
4. Should the transition not be successful for the student, reassignment to the Alternative Education Program may be considered, and the ILPA Team may be reconvened accordingly.

**COLLABORATION WITH OUTSIDE AGENCIES**

The coordinator or lead administrator of the Alternative Education Program shall establish a process to collaborate with outside agencies involved with involuntary placements, including courts or other social service agencies to address student transitions between programs. Release of protected information about students involved in the program shall be in compliance with the Family Educational Rights and Privacy Act (FERPA).

<b>NOTE: THIS POLICY DOES NOT APPLY TO A TEMPORARY/SHORT-TERM INTERVENTION.</b>
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**Alternative Education**

**REFERENCES:**

<sup>1</sup>[KRS 160.380](#)

<sup>2</sup>[704 KAR 019:002](#)

[707 KAR 001:320](#)

*Student Discipline Guidelines*, Kentucky Department of Education

[OAG 77-419](#)

**RELATED POLICIES:**

08.131, 08.141

09.123, 09.14, 09.426

09.434

Adopted/Amended: 7/22/2013

Order #: 4345

**Individual Learning Plan Web Release**

I am the parent or guardian of \_\_\_\_\_, a student under the age of eighteen (18) who is enrolled in grades six through twelve (6-12) in the \_\_\_\_\_ school district. I hereby authorize the District to enable a feature of web based Individual Learning Plan (“ILP”) software, which will permit my student to invite third parties to have access to his/her ILP information or portions of such information via the web (internet). The purpose of this feature is to help my student with career and college plans by permitting him/her to share ILP information with persons or organizations such as college admissions officers, organizations offering scholarships, and potential employers. However, I understand this feature could permit my student to release ILP information to other third parties. I agree that the District, its employees, and agents shall not be responsible, nor shall they incur any liability for any disclosure made by the student using this software feature. The Family Educational Rights and Privacy Act (FERPA) and similar state statutes (KFERPA) generally require parents to consent before the educational records relating to their student(s) are disclosed to third parties.

I understand that the above software feature is not itself a disclosure of education records, but it will enable my student to disclose confidential educational records information. I specifically authorize and give my consent to the disclosure of ILP educational records information to third parties by my student through the use of the software feature as described above.

I understand that once this signed form is returned to the school, it will stay in effect as long as my child is enrolled in the District (unless I or my child on turning 18 requests a change).

I also understand that the sharing feature will not be enabled for my child unless this completed form is returned to the school.

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

**PLEASE COMPLETE AND RETURN THIS FORM TO YOUR CHILD’S SCHOOL BY \_\_\_\_\_ (DATE).**

Review/Revised:4/25/2016

### **Family Educational Rights and Privacy Act Definitions**

Although this listing is not intended to take the place of the complete FERPA law and regulations, the following definitions shall apply when implementing Policy 09.14 and the procedures that follow.

**EDUCATION RECORDS** – Refers to records directly related to a student that are maintained by the District or by a party acting for the District.

A “record” shall include any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche. Student records shall include disciplinary records with regard to suspension and expulsion.

Staff should refer to federal regulations for examples of documents that are not considered education records.

**PERSONALLY IDENTIFIABLE INFORMATION** – Includes, but is not limited to, the following:

1. Student’s name;
2. Name of the student’s parent or other family member;
3. Address of the student or student’s family;
4. Any personal identifier, such as the student’s social security or student number;
5. Personal characteristics that would make the student’s identity easily traceable, including biometric records (measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting); or
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

**NOTE:** Unless the parent/guardian or student who has reached age 18, requests in writing that the District not release information, the student’s name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

**STUDENT** - Except as otherwise specifically designated by law, “student” shall mean any individual who is or has been in attendance in the District and for whom the District maintains education records.

**ATTENDANCE** – District “attendance” includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.

**DISCLOSURE** - Refers to permitting access to, or release or transfer of, personally identifiable information contained in a student’s education record to any party, except the party identified as the provider or creator of the record, by any means, including oral, written, or electronic.

**Family Educational Rights and Privacy Act Definitions**

**EDUCATION PROGRAM** - Programs principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education and adult education, and any program that is administered by an educational agency or institution.

**EARLY CHILDHOOD EDUCATION PROGRAM** - A Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age six (6) that addresses the children's cognitive, social, emotional and physical development and is a (a) state prekindergarten program; (b) a program authorized under the Individuals with Disabilities Education Act; or (c) a program operated by a local education agency.

**REFERENCES:**

34 C.F.R. Part 99, 20 U.S.C. 1232g  
P. L. 114-95, (Every Student Succeeds Act of 2015)

Review/Revised:6/23/2016

**Family Educational Rights and Privacy Act**

The following rules and procedures shall be complied with relative to disclosure of student records:

1. The District shall annually notify parents of students currently in attendance, or eligible students currently in attendance, of their rights under the Family Educational Rights and Privacy Act (FERPA).

The notification also shall be furnished to parents of all new students and to all new eligible students by the Principal at the time of enrollment.

2. Unless the parent or student who has reached age 18 requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

Subject to federal opt-out rights, directory information shall be made available to Armed Forces recruiters and institutions of higher education on the same basis as it is provided to the public.

3. Parents or eligible students who wish to review educational records may make a request on the appropriate form. Forms are available at the school and in the Central Office. Access shall be provided within a reasonable time frame, not to exceed forty-five (45) calendar days of District receipt of the request. Because, a shorter timeline is required in certain situations involving IDEA students, staff shall adhere to the District's special education procedures for responding to such requests.

If circumstances effectively prevent a parent or eligible student from exercising inspection rights, copies of the requested records shall be provided within the above stated time frame.

Until any questions are resolved, no student record held by the District shall be discarded when the record is under an outstanding request to inspect or review.

4. School authorities shall make a documented effort to notify the parent or eligible student prior to complying with a court order or subpoena that directs the disclosure of information concerning the student. In compliance with FERPA, notice to the parent is not required when a court order directs that the parent/eligible student is not to be notified, or when the order is issued in the context of a dependency, neglect, or abuse proceeding in which the parent is a party.

As noted in the District's annual FERPA notice, parent consent/notification is not required to release student records to another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled.

5. The District shall disclose personally identifiable student information to an organization designated to conduct a study for or on behalf of the District only when a written agreement has been established with the organization. Such disclosure does not require parent/eligible student consent.
6. The parent or eligible student must sign a request and consent form before a student's records are to be transferred to an agency or individual not authorized under law to receive them.

**Family Educational Rights and Privacy Act**

7. A log shall be maintained of student records requests and disclosures, including emergency disclosures in response to an actual, impending, or imminent articulable and significant health/safety threat. The log requirement does not apply to the following:
  - a. Disclosures made to parents or eligible students,
  - b. Records released pursuant to written consent,
  - c. Access by school officials and others having a legitimate educational interest under FERPA,
  - d. Disclosure to a party with written consent from a parent or eligible student,
  - e. Disclosures of directory information, or
  - f. Disclosures of records made pursuant to a subpoena or court order where a court order or other law provides that the parent or student are not to be notified.
8. A challenge to the records may take the form of an informal discussion among the parents, student, and school officials. Any agreement between these parties shall be reduced in writing, signed by all parties, and placed in the student's records.
9. Upon request, the Superintendent/designee shall, arrange for a record amendment hearing in compliance with [702 KAR 001:140](#).

**RELATED PROCEDURES:**

All 09.14 procedures

Review/Revised:6/23/2016

## Notification of FERPA Rights

Distribute this notice annually to parents and students.

The Family Educational Rights and Privacy Act (FERPA) affords parents and “eligible students” (students 18 years of age or older or students who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:

1. ***The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.***

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

2. ***The right to inspect and review logs documenting disclosures of the student’s education records.***

Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the District to record the disclosure.

3. ***The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.***

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him\her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. ***The right to provide written consent prior to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.***

Exceptions that permit disclosure without consent include:

- a. Disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a volunteer, or an outside person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District.

This may include contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions.



**Student Directory Information Notification**

Consistent with the Family Educational Rights and Privacy Act (FERPA), parents (or students 18 or older) may direct the District not to disclose directory information listed below. We are required to disclose a student’s name, address, and telephone listing at the request of Armed Forces recruiters or institutions of higher education, unless a parent or student who has reached age 18, requests that this information *not* be disclosed.

\_\_\_\_\_  
*Date*

Dear Parent/Eligible Student,

This letter informs you of your right to direct the District to withhold release of student directory information for \_\_\_\_\_. Following is a list of items that the District considers

***Student’s Name***

student directory information. If you wish information to be withheld, please choose one (1) of the two (2) options below in both Sections I and II. Choose Option 1 if the District may not release any item of directory information; Option 2, if the District may release only selected items of information. Then check those items that may be released. Please be advised that parents cannot prevent the school from using directory information on District-issued ID cards or badges.

*If we receive no response within thirty (30) days of the date of this letter, all student directory information will be subject to release without your consent.* If you return this signed form on time, we will withhold the directory information consistent with your written directions, unless disclosure is otherwise required or permitted by law. Once there has been an opt-out of directory information disclosure, the District will continue to honor that opt-out until the parent or the eligible student rescinds it, even after the student is no longer in attendance.

<b><i>Student Directory Information Listing</i></b>	
<p align="center"><b>Section I</b></p> <p align="center"><b>Release to Third Parties other than Armed Forces Recruiters and Institutions of Higher Education</b></p> <p>(Parent or student who has reached age 18 may sign below to direct the District to withhold information in this section.)</p>	<p align="center"><b>Section II</b></p> <p align="center"><b>Armed Forces Recruiters &amp; Institutions of Higher Education</b></p> <p>(Parent or student who has reached age 18 may sign below to direct the District to withhold information in this section.)</p>
<p><b>CHOOSE ONE OF THE OPTIONS BELOW:</b></p> <p><input type="checkbox"/> <b>Option 1:</b> The District <b>MAY NOT RELEASE ANY</b> information listed below.</p> <p><input type="checkbox"/> <b>Option 2:</b> The District <b>MAY RELEASE ONLY</b> the information checked below.</p>	<p><b>Choose one of the Options below:</b></p> <p><input type="checkbox"/> <b>Option 1:</b> The District <b>MAY NOT RELEASE ANY</b> information listed below.</p> <p><input type="checkbox"/> <b>Option 2:</b> The District <b>MAY RELEASE ONLY</b> the information below.</p>
<p><i>If you choose Option 2, check the item(s) of information listed below that the District may release.</i></p>	
<p><input type="checkbox"/> Student’s name</p> <p><input type="checkbox"/> Student’s address</p> <p><input type="checkbox"/> Student’s school email address</p> <p><input type="checkbox"/> Student’s telephone number</p> <p><input type="checkbox"/> Student’s date and place of birth</p> <p><input type="checkbox"/> Student’s major field of study</p> <p><input type="checkbox"/> Information about the student’s participation in officially recognized activities and sports</p>	<p><input type="checkbox"/> Student’s weight and height (if a member of an athletic team)</p> <p><input type="checkbox"/> Student’s dates of attendance</p> <p><input type="checkbox"/> Degrees, honors and awards the student has received</p> <p><input type="checkbox"/> Student’s photograph/picture</p> <p><input type="checkbox"/> Most recent educational institution attended by the student</p> <p><input type="checkbox"/> Grade level</p>
<p><b>NOTE: IF DIRECTED TO WITHHOLD A STUDENT’S NAME, GRADE LEVEL, OR PHOTOGRAPH, THAT INFORMATION WILL NOT BE INCLUDED IN ANY SCHOOL OR DISTRICT PUBLICATION RELEASED TO THE PUBLIC. A PARENT WISHING TO PERMIT SUCH INFORMATION ABOUT HIS/HER CHILD (NAME, PICTURE, ETC.) TO BE INCLUDED IN A SCHOOL OR DISTRICT PUBLICATION (YEARBOOK, SPORTS PROGRAM, ETC.) THAT IS SOLD FOR FUND-RAISING PURPOSES MUST PROVIDE WRITTEN CONSENT FOR SUCH PURPOSES.</b></p>	

\_\_\_\_\_  
*Parent/Student Signature*

\_\_\_\_\_  
*Date*

Review/Revised:6/23/2016

**Request to Inspect, Amend, or Destroy Student Educational Records**

**CHECK ONE:**

- Request to inspect and review educational records
- Request amendment of educational records
- Request hearing to challenge educational records
- Request destruction of records

Specify the educational record(s) \_\_\_\_\_

I hereby make the above request concerning the education records of

\_\_\_\_\_

*Student's Name* *Date of Birth*

I  am  am not satisfied with the accuracy of the record(s). I realize I may request that records which are inaccurate, misleading, or violative of other rights of the student be amended.

Describe below the specific information in the records for which amendment/hearing is requested and the reason for the request: \_\_\_\_\_

(USE BACK OF PAGE IF ADDITIONAL SPACE IS REQUIRED.)

*I certify that I am the parent, legal guardian or am acting as a parent under FERPA\* of the student named above, or that I am at least 18 years of age making the above request concerning my own school records.*

\_\_\_\_\_

*Parent/Guardian's or Student's Signature* *Date*

\* Living in the student's home in the absence of the parent on a day-to-day basis

You may review the records of \_\_\_\_\_ at \_\_\_\_\_

*Student's Name* *Location*

between the hours of \_\_\_\_\_ AM and \_\_\_\_\_ PM on \_\_\_\_\_  
*Month & Day* *Year*

***Failure to appear at the time and place designated above will require requesting party to make arrangements to view record(s) at an alternate time and place.***

\_\_\_\_\_

*Custodian of Records/designee's Signature* *Title* *Date*

**NOTE:** Except when individuals designated by the Superintendent are reviewing student records, an authorized school employee shall provide appropriate supervision while records are being inspected.

Review/Revised:4/25/2016

**Student Record Logs**

**INSPECTION/RELEASE TO OTHER AGENCIES/DISTRICTS**

<b>Student's Name:</b> _____	<b>Date of Birth:</b> _____
------------------------------	-----------------------------

- NOTES:**
- Any agency or individual inspecting, reviewing, or receiving copies of any student records under the authority of the Family Educational Rights and Privacy Act, is cautioned that the Act provides that personal information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information except as allowed by law.
  - This form need not be completed for disclosures made to parents or eligible students, records released to District employees having a legitimate educational interest under FERPA, records released pursuant to written parent or eligible student consent, release of directory information, or disclosures of records made pursuant to a subpoena or court order where a court order, issuing agency, or other law provides that other individuals are not to be notified.
  - KDE uploads District student records on a daily basis.

Date of Request	Name of Requesting Agency/District/Individual	Legitimate Interest	Records Accessed/Released	DISTRICT RESPONSE: #1 Copied Provided #2 Records Inspected/Reviewed #3 Request Denied	Employee Initials/Date
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	/
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	/
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	/
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	/
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	/
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	/
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	/
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	/

**Student Record Logs****EMERGENCY RELEASE DOCUMENTATION**

As required by the Family Educational Rights and Privacy Act (FERPA), for each instance of employee disclosure of information from this student's educational record made in response to an actual, impending, or imminent articulable and significant health/safety threat, documentation shall be made as follows:

INFORMATION DISCLOSED	EMPLOYEE INITIALS/DATE	BASIS FOR DISCLOSURE	RECEIVING PARTY(IES)
	/		
	/		
	/		
	/		
	/		
	/		
	/		

Review/Revised:4/25/2016

**Release/Inspection of Student Records**  
**TO THIRD PARTY**

Date: \_\_\_\_\_

Name of School: \_\_\_\_\_

The \_\_\_\_\_ Schools are hereby authorized to:

Release or copy

Permit the inspection of

the records listed below for \_\_\_\_\_, who was born on

*Student's Name*

\_\_\_\_\_. The individual or agency to whom this information is to be released is \_\_\_\_\_.

I understand that the records affected are checked below, along with the reason(s) for the requested release or authorization to inspect.

RECORDS (including electronic)	PURPOSE
<input type="checkbox"/> All cumulative records	
<input type="checkbox"/> Attendance record only	
<input type="checkbox"/> Grade records only	
<input type="checkbox"/> Standardized test data only	
<input type="checkbox"/> Special education records only	
<input type="checkbox"/> Other: _____	

This release is effective only for the specified records or types of records (including electronic) on hand as of the date you sign below UNLESS you specifically authorize further release of the specified records or types of records as follows. (Check and initial ONE of the following.)

I authorize **on-going release** of the specified records or types of records to the entity/individual specified until student reaches age of 18 unless earlier revoked in writing. (Initials \_\_\_\_\_)

I authorize release of the specified records or types of records until the end of the present school year (June 30th) unless earlier revoked in writing. (Initials \_\_\_\_\_)

\_\_\_\_\_  
*Signature of Parent/Guardian or Individual Acting as Parent under FERPA\**

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Student, 18 or Older or Attending Post-secondary Institution*

\_\_\_\_\_  
*Date*

\*Living in the student's home in the absence of the parent on a day-to-day basis

Review/Revised:6/23/2016

**Bullying Reporting Form**

**(FOR INTERNAL ADMINISTRATIVE TRACKING AND DOCUMENTATION PURPOSES ONLY)**

- When additional room is needed for a section entry, please attach a separate sheet.
- Use of information documented on this form shall comply with confidentiality requirements of applicable privacy law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

**REPORTER INFORMATION:**

**DATE:** \_\_\_\_\_

Anonymous

Staff Member

Name: \_\_\_\_\_

Parent/guardian

Name: \_\_\_\_\_

Student

Name: \_\_\_\_\_

**STUDENT(S) REPORTED AS COMMITTING ACTS:**

Name: \_\_\_\_\_

School: \_\_\_\_\_

Name: \_\_\_\_\_

School: \_\_\_\_\_

**STUDENT(S) REPORTED AS VICTIM(S):**

Name: \_\_\_\_\_

School: \_\_\_\_\_

Name: \_\_\_\_\_

School: \_\_\_\_\_

**DESCRIPTION OF ALLEGED ACTS:** \_\_\_\_\_

**TIMES AND PLACES:** \_\_\_\_\_

**NAMES OF POTENTIAL WITNESSES:**

Name: \_\_\_\_\_

School: \_\_\_\_\_

Name: \_\_\_\_\_

School: \_\_\_\_\_

**ACTION TAKEN BY REPORTER (IF ANY):** \_\_\_\_\_

**ADMINISTRATIVE INVESTIGATION NOTES:** \_\_\_\_\_

**BULLYING VERIFIED?**

YES

NO

**CORRECTIVE ACTION(S) TAKEN:** \_\_\_\_\_

If the act of bullying is such that it must be reported as required by [KRS 158.154](#), [KRS 158.155](#), or [KRS 158.156](#), see policies 09.2211 and 09.438 and related procedures.

If bullying is related to a federally protected harassment/discrimination area, see policy 09.42811 and related procedures.

**IF BULLYING VERIFIED, REPORT SENT TO PARENTS OF STUDENTS?**  YES  NO

Parent Name: \_\_\_\_\_

Date Sent: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Date Sent: \_\_\_\_\_

**Bullying Reporting Form**

**PARENT NOTIFICATION OF ALLEGED BULLYING**

\_\_\_\_\_  
*Date*

Dear parent/guardian,

On \_\_\_\_\_, your child, \_\_\_\_\_,  
*Date* *Student's Name*

was reportedly involved in a bullying incident that took place at \_\_\_\_\_.  
*Location*

Because student safety is our utmost concern, we take this information very seriously and have taken appropriate action.

**BULLYING VERIFIED?**                       **YES**                       **NO**

If yes, we have taken appropriate disciplinary action and measures to assure your student's well-being.

Please contact me directly if you have questions about this information. I can be reached at

\_\_\_\_\_  
*Telephone Number*

Sincerely,

\_\_\_\_\_, Principal

Review/Revised:4/25/2016

**Documented History of Behavior**

THIS FORM IS FOR THE PURPOSE OF DOCUMENTING A STUDENT'S HISTORY OF ASSAULT ON SCHOOL EMPLOYEES OR OF CARRYING A CONCEALED WEAPON ON SCHOOL PROPERTY OR AT A SCHOOL FUNCTION AS SPECIFIED IN [KRS 161.195](#). THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AUTHORIZES RELEASE OF THIS INFORMATION TO OFFICIALS OF SCHOOL SYSTEMS IN WHICH THE STUDENT SEEKS TO ENROLL. THE NAMED STUDENT HAS ENROLLED IN OUR SCHOOL DISTRICT. PLEASE PROVIDE THE FOLLOWING INFORMATION:

**NAME OF STUDENT:** \_\_\_\_\_ **STUDENT NO.** \_\_\_\_\_

This student has a documented history of such behavior • Yes • No

(If yes, please complete remainder of form. If no, sign and return form.)

**BRIEF DESCRIPTION OF INCIDENT(S)**

State date, place and nature of incident: (Attach additional sheet if necessary.) \_\_\_\_\_

**SIGNATURE OF PRINCIPAL**

**DATE**

=====FOR USE WITH INDIVIDUAL STAFF MEMBERS ONLY=====

This form may be used year to year with staff members being added to the sheet as they are assigned to work with or are likely to come into contact with the student. THE INFORMATION DISCLOSED ON THIS FORM IS CONFIDENTIAL UNDER THE FAMILY AND EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AND SHALL NOT BE DIVULGED TO ANY OTHER INDIVIDUAL.

This is to acknowledge receipt of a copy of this form as required by 09.425 AP.1.

\_\_\_\_\_  
FIS Employee                      Date

\_\_\_\_\_  
FIS Employee                      Date

\_\_\_\_\_  
FIS Employee                      Date

\_\_\_\_\_  
FIS Employee                      Date

\_\_\_\_\_  
FIS Employee                      Date

\_\_\_\_\_  
FIS Employee                      Date

Review/Revised:7/25/2016