PUBLIC NOTICE
LYON COUNTY SCHOOLS
CONFIDENTIALITY POLICY

In accordance with the Family Education Rights and Privacy Act, written policies and procedures have been developed which describe the Lyon County School District's requirements regarding the confidentially of personally identifiable information. Stated in this notice is a summary of your rights under the Act. These rights are passed on to the student at age eighteen. For the purpose of this notice, the student 18 years or older is an "eligible" student. Parents, guardians, and eligible students may review and inspect all education records relating to that student by making a request to the Principal of the school where that student attends.

The Lyon County School District will presume that the parent has the authority to review and inspect records relating to their children unless the District has been advised in writing that the parent does not have legal authority under applicable state law governing such matters as guardianship, separation, and divorce.

Personally identifiable information is not released to another party unless there is written authorization from the parent or eligible student, or there is a "Legitimate Educational Interest" as defined in the policies and procedures for confidentiality. A current list of employees' names and positions who have access to personally identifiable information is on file in each school. The Lyon County School District has described in its policies and procedures the conditions under which personally identifiable information is released to another person without written parental consent.

"Directory Information" is information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to news media, athletic organizations, scholarship or college entrance committees, or official organizations whose need for data is connected with student help activities. "Directory Information" includes, but is not limited to the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates or attendance, degrees and awards received, and the most recent previous educational agency or institution attended. The parent, guardian, or eligible student currently enrolled, may request all or part of the directory information be withheld. The request must be in writing to the Principal of your child's schools, within 30 calendar days after this notification has been distributed. The written request must specifically state what information may not be classified as directory information.

In accordance with federal regulation concerning the release of transfer of educational records, it is the policy of the Lyon County School District to forward education records on request to a school in which a student seeks or intends to enroll. Parents may obtain upon request a copy of the records transferred.

The Lyon County School District keeps child and youth records in a secure computer system and in locked files in each school and central office.

Any parent or guardian of a student, or any eligible student, may challenge the content or accuracy of any material or entries in the student's educational records on the grounds that it is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. Requests to amend the records are submitted to the Principal of your child's school.

For students who have been determined eligible for programs for children and youth with disabilities, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs and services. The Lyon County School District will destroy the educational records of a child or youth without a parent's request after the records have been maintained for a minimum period of seven years and are no longer needed to provide educational programs and services. Parents are advised that data contained in the records may be later needed for Social Security purposes. The Lyon County School District retains for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance record, classes attended, grades completed, and year completed.

Children and youth determined eligible for special education include those children and youth with disabilities who have hearing impairments, vision impairments, emotional and behavior disorders, both deafness and blindness, health impairments, specific learning disabilities, autism, or traumatic brain injuries, and who because of these impairments need specially designed instruction and related services.

The Lyon County School District has an ongoing Child Find system, which is designed to find any child or youth, age birth up to 21 years, who may have a disability and need special education. This includes children and youth who are not in school or those who are in school but are not receiving the special education they need to have an appropriate public education.

The Lyon County School District will make sure any child or youth who has a disability, regardless of how severe the disability, is provided an appropriate public education at no cost to the parents of the child or youth.

Parents, relative, public and private agency employees, and concerned citizens are urged to help the Lyon County School District find any infant, toddler, child, or youth who may have a disability and need special education and related services. The District needs to know the name, age, and date of birth of the child or youth; the name, address, and telephone number of the parent or guardian; the possible disability; and other information to determine if special education is needed.

Letter and telephone calls are some of the ways Lyon County School District collect the information needed. The information the District collects will be used to contact the parents of the child or youth and find out if the child or youth needs to be evaluated for special education services.

If you know of a child or youth who lives in Lyon County that may have disability and is not receiving needed services, please telephone or send the information to:

Director of Special Education
Lyon County Schools
217 Jenkins Road
Eddyville, Kentucky 42038
(270) 388-9715

Child find activities will continue throughout the school year. As part of these efforts, the Lyon County School District will use screening information, student records, and basic assessment information it collects on all children and youth in the District to help locate those children and youth who have a disability and need special education. Any information the District collects through Child Find is maintained confidentially.

Parents, guardians, or eligible students have the right to file a complaint with the U.S. Department of Education related to perceived failures by the District to comply with confidentiality requirements. The address is Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C., 20202.

Written policies and procedures have been developed which describe the District's requirements regarding the confidentiality of personally identifiable information and Child Find activities. There are copies in the Principal's office of each school and at the Board of Education office. Copies describing these policies and procedures may be obtained by contacting:

Director of Pupil Personnel
Lyon County Schools
217 Jenkins Road
Eddyville, Kentucky 42038
(270) 388-9715

The Board of Education office is open Monday through Friday from 8:00 a.m. to 4:00 p.m.

If you know of someone who may need this notice translated to another language, given orally, or delivered din some other manner, please contact the Director of Pupil Personnel or the Director of Special Education.