

Board of Trustees Douglas County School District

STUDENTS

STUDENT RECORDS

The educational interests of the student require the collection, maintenance, use, and retention of information about individual students and groups of students. At the same time, the parents' and students' right of privacy mandates careful custodianship and limitations on access to student records. Only records mandated by state or federal government or specifically permitted by this Board may be compiled. Procedures implementing this policy are outlined in the Douglas County School District Education Record Procedures Manual.

Directory Information

Parents and students 18 years of age or older will be given annual notification that information designated as "directory information" may be disclosed without consent to third parties, unless the district is notified by the parent or eligible student that he or she does not want any or all of these types of information designated as "directory information." Addresses and telephone listings will only be disclosed to military recruiters and institutions of higher education unless parents opt out of such disclosure on the designated form at the beginning of each year.

The Board designates the following items as "directory information":

1. Student name
2. Address
3. Telephone listing
4. Electronic mail address
5. Date and Place of birth
6. Grade level
7. Dates of attendance (but not attendance on a particular day)
8. Most recent educational agency or institution attended
9. Major field of study
10. Participation in officially recognized activities and sports
11. Weight and height of members of athletic teams
12. Degrees and awards received
13. Photograph

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Disclosure to Other Educational Agencies or Institutions

Parents and students 18 years of age or older will be given annual notification that the Douglas County School District forwards education records, without consent, when a request for records is received by officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.

School Officials with Legitimate Educational Interests

Education records may be disclosed, without consent, to school officials with legitimate educational interests. The Board has defined "school officials with legitimate educational interests" as follows:

A school official includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of Personally Identifiable Information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Law Enforcement Unit

The Family Educational Rights and Privacy Act (FERPA) permits the Douglas County School District to authorize and designate any individual, office, department, division, or other component of the Douglas County School District to enforce any local, state, or federal law, or refer to appropriate authorities a matter for enforcement of any local, state, or federal law, or to maintain the physical security and safety of the Douglas County School District. Records created by a school district's law enforcement unit, for a law enforcement purpose, and

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maintained by the school district's law enforcement unit are not "education records" and are not subject to FERPA. The Board has designated the following positions as "law enforcement units" at their respective school sites:

Principal
Assistant Principal
School Resource/Safety Officer
Director of Transportation

[See Administrative Regulation related to this Policy](#)

Reference: 20 U.S.C. § 1232g; 34 CFR Part 99
NRS 388, NAC 388
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