

Family Educational Rights and Privacy Act

The school district creates and keeps general education records for all students enrolled in district schools. Those records are confidential and generally are available only to parents and school personnel or people who are acting on behalf of the school district. When we say “parents” have a right of access to and copies of all education records pertaining to their children, we mean all biological or legal parents—whether married, divorced, or separated—and any other person with whom the child resides and who is acting as a parent in the absence of the child’s parent or legal guardian unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records.

If a parent wants to see or copy his or her child’s education records, s/he should contact the principal of the child’s school if the child is currently enrolled. If the child has withdrawn or graduated, parents should contact the school superintendent for access to records. Records can be reviewed in administrative offices during regular office hours from 8 a.m. to 4 p.m. and someone will be available to answer questions about the records.

Originals cannot be removed from the principal’s or superintendent’s office. Copies will be provided to parents within a reasonable time, usually not more than two or three days, after parents have made a written request for copies.

Parents will be charged the district’s usual copying fees for copies; however, if the student is eligible for free or reduced price lunches and the parents cannot come to school to review the records, the school will provide one copy of the requested records at no charge.

If you disagree with information in your child’s records or believe some information is inaccurate, you can ask for a correction. If the principal does not make the correction, you can ask for a hearing with the superintendent to explain why you believe the record is wrong or misleading. If the superintendent does not direct an amendment to be made, you have 30 days to place a comment in the student’s record about the information. **Under no circumstances can students or parents use this process to challenge a grade recorded for a student.**

Because parents generally control access to their children’s education records, the district ordinarily will not permit access to or copies of education records without at least one parent’s written authorization to release the records. **However, under some circumstances, the district can and will provide access to or copies of education records without parent authorization.**

The most common circumstances are these:

- The district will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.
- The district will comply with a lawful subpoena for student education records, but will make reasonable efforts to notify the parents before complying, unless the subpoena indicates that parents should not be notified.
- The district will release directory information about students to any person who submits a written request for the information, as provided in the DIRECTORY INFORMATION notice included in this Student Handbook.
- The district will release educational records to a juvenile justice agency in accordance with an agreement with between the district and the agency. The information will be released before the student is adjudicated and will be provided so that the juvenile agency can appropriately serve the student.

“Directory information” means information that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student’s name, home or physical 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 of attendance, degrees and awards received, and the most recent previous school attended.

A District employee is not required to obtain the consent of a child’s parent before the employee may make a videotape of a child or authorize the recording of a child’s voice if the videotape or voice recording is to be used only for:

1. The purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses;
2. A purpose related to a co-curricular or extracurricular activity;
3. A purpose related to regular classroom instruction; or
4. Media coverage of the school.

If you do not want the school to release directory information about your child, you must notify the principal in writing of the category or categories of information that you do not want released. **You have 10 school days after you receive this Handbook to tell the principal in writing, on the form provided in the back of this handbook, what information you do not want released.**

If you want to review the school’s entire policy regarding student records, please contact the campus principal, who will be glad to provide a copy for you and to answer any questions you may have about the policy or this notice.

Protection of Pupil Rights Amendment

We do not require students to participate in any surveys that are funded with any U.S. Department of Education funds that concern the following topics unless you (or your child if he or she is an adult) give us your prior consent. You will also have the opportunity to inspect the survey in advance. If we administer surveys that concern any of these topics that are funded from other sources, we will give you advance notice of the survey, allow you an opportunity to inspect the survey, and give you an opportunity opt- out of the survey. The topics that are covered by this notice are:

1. Political affiliations or beliefs of the student or his or her parents;
2. Mental or psychological problems of the student or his or her family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the responding students have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or his or her parent; or income, other than as required by law to determine program eligibility.
8. Income, other than as required by law to determine program eligibility.