

ANNUAL NOTIFICATION OF FERPA RIGHTS

Policy: JRA/JRC

The Family Educational Rights and Privacy Act (“FERPA”) and Colorado law afford parents, guardians (“parents”) and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records, as follows:

1. The right to inspect and review the student’s education records within 45 days of the district receiving a request for access. A parent or eligible student making such a request must submit to the school principal [or appropriate school official] a written request that identifies their 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 records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
 - a. A parent or eligible student may ask the district to amend a record they believe is inaccurate or misleading by writing to the school principal [or appropriate school official] clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading.
 - b. 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 them of their 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.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Disclosure of personally identifiable information can be made without consent to the following:
 - a. School officials with a legitimate need to review an education record in order to fulfill their professional responsibilities. 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 Board of Education; a 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 or her tasks.
 - b. Officials of another school district in which the student seeks or intends to enroll. The district will forward records upon such a request, but will attempt to notify the parents and/or students of the request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605
5. The right to refuse to permit the designation of any or all of the categories of directory information.
 - a. The district may disclose certain information, known as directory information, at its discretion without consent of the parent or eligible student. In compliance with federal law, student information will be provided to military recruiters. The parent or eligible student has the right to refuse to let the district release any or all of this information. If you do not want this information released, you must send written notice annually to your student’s school office.
 - b. Directory information which may be released may include 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 of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Educational Alternatives for Expelled Students

Parents/guardians shall be notified in writing at the beginning of each school year of their right to request services from the district if their child is expelled. In addition, written notification shall be provided to the parent/guardian at the time of any expulsion. All requests for services for expelled students must be made in writing to the principal (or to the principal's designee) by the student or the student's parent/guardian within 10 school days of the expulsion.

Withholding of Report Cards, Transcripts, Diplomas

If the school district has made a reasonable effort to obtain payment for lost or damaged textbooks to no avail, the district may then withhold the diploma, transcript or grades of any student who fails to return or replace such textbooks at the end of the semester or school year. If a student is graduating, the district may deny the privilege of participation in the graduation ceremony if the student has failed to return or replace a textbook by the date of the ceremony. Alternative payment methods, such as installment plans or school service, shall apply to students who are unable to pay.

Video Cameras on Transportation Vehicles

Video cameras may be used on school vehicles transporting students to and from school or extracurricular activities.

Viewing Requests

- Requests for viewing video recordings will be limited to the appropriate bus driver, transportation supervisor, school administrator, parent/guardian or eligible student (18 years of age or older), or others as deemed appropriate by the principal.
- Requests for viewing may be made to the principal within five school days of the date of recording.
- Requests for viewing will be limited to those parents/guardians, students and district officials with a direct interest in the proceedings as deemed appropriate by the principal.
- Only the portion of the video recording concerning a specific incident will be made available for viewing.
- Approval/denial for viewing will be made within five school days of receipt of the request and so communicated to the requesting individual.
- Video recordings will be made available for viewing within three school days of the request approval.

Viewing

Actual viewing will be permitted only at school-related sites including the transportation office, school buildings, or central administrative offices. Requests for viewing video recordings will be limited to the appropriate bus driver, transportation supervisor, district administrators, parent/guardian or eligible student (18 years of age or older), or others as deemed appropriate by the principal. All viewing will include the transportation supervisor and/or building principal or other district administrator. Video recordings will remain the property of the district and may be reproduced only in accordance with law including applicable board policy and regulations.

Notification of Registered Sex Offenders

Under CRS 22-1-124 public schools shall now provide to parents of children attending school a statement identifying where and the procedures by which the parent can obtain information concerning registered sex offenders. This information can be obtained from any local police or sheriff's station. The Colorado Springs Police Department phone number is 444-7521. The El Paso County Sheriff's Department phone number is 520-7155.