

Category: 8000 Students	Policy Number: 8540
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Policy Title: Student Records and Directory Information	Effective Date: January 14, 2003
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Annual Notification Requirements:

The Family Educational Rights and Privacy Act (FERPA) has specified that student records are confidential, with some exceptions. Parents and eligible students (students over the age of eighteen [18]) will be provided an annual notification of their rights under FERPA. The annual notification will contain information regarding the right to inspect their children's records, the right to seek an amendment of a record, and the right to consent to disclosures of personally identifiable information, with certain exceptions, and the right to file a complaint with the U.S. Department of Education.

Right to Inspect Educational Records:

Parents or eligible students may inspect and review educational records. This school district will comply with a request for access to records within a reasonable period of time, but in no case more than forty-five (45) calendar days after it has received the request. This district will respond to reasonable requests for explanations and interpretations of the records. A copy of the records will be given to the parent or eligible student upon request. The school district will not destroy any educational records if there is an outstanding request to inspect and review the records.

Disclosure of Student Records to Noncustodial Parent:

A noncustodial parent's access to records and information pertaining to his or her minor child will not be denied solely because the parent is not the child's custodial parent. However, information concerning a minor child's address will be deleted from all records supplied to a noncustodial parent if the custodial parent has advised the school district in writing to do so.

Definition of Educational Records:

Education records are defined as those records directly related to a student and maintained by this district or by a party acting on behalf of this district. Educational records include, but are not limited to, the cumulative file, special education records and disciplinary records.

Educational records do not include records of instructional, supervisory, and administrative personnel and education personnel ancillary to those persons that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

The cumulative file of each student is maintained at the school the student attends. The building principal, individual teachers and special education personnel may also have a file containing particular educational records. Records of students who have graduated are kept at the Snake River High School.

Personally Identifiable Information:

Personally identifiable information will not be released from an educational record without the prior written consent of the parent or eligible student, except under specific circumstances. Personally identifiable information is defined as such information including, but not limited to:

1. The student's name;
2. The name of the student's parent or other family member;
3. The address of the student or student's family;
4. A personal identifier such as the student's social security number or student number;
5. A list of personal characteristics that would make the student's identification easily traceable; or
6. Other information that would make the student's identity easily traceable.

Release of Information Without Prior Consent

Personally identifiable information will be released without prior written consent of the parent or eligible student under the following conditions:

1. The disclosure is to other school officials, including teachers within this district who have a legitimate educational interest. A legitimate educational interest includes performing education- or discipline-related tasks in connection with a student, providing services to a student or a student's family, or performing administrative or other educational responsibilities prescribed by the school or the district.
2. The disclosure is information that this school district has designated as "directory information";
3. The disclosure is to officials of another school, school system or institution of post-secondary education where the student seeks or intends to enroll;
4. The disclosure is to state and local educational authorities;
5. The disclosure is in connection with financial aid for which the student has applied or which the student has received;
6. The disclosure is to organizations conducting studies for, on behalf of, this school district to develop, validate or administer predictive tests, administer student aid programs or improve instruction;
7. When information is disclosed to organizations as set forth in paragraph six (6), the study must be conducted in such a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization. The information must be destroyed when no longer needed for the purposes for which the study was conducted. If a third party violates the requirement to destroy the information when it is no longer needed, this school district may not allow that third party access to personally identifiable information from educational records for at least five (5) years.
8. The disclosure is to an accrediting organization to carry out its accrediting function;
9. The disclosure is to parents of a dependent student as defined by the Internal Revenue Code;
10. The order is to comply with a judicial order or lawfully issued subpoena, provided that this school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance. However, the prior notification requirement does not apply where the subpoena is issued by a federal grand jury or for any law enforcement purpose and the issuing court or agency has ordered that the subpoena not be disclosed;
11. The disclosure is in connection with a health or safety emergency;
12. The disclosure is to the parent of a student who is not an eligible student or to the student.

This school district will maintain a record of each request for access to and each disclosure of personally identifiable information from the information record of each student. This record of access will be maintained with the educational records of each student as long as the records are maintained. The access log will specify the individuals who have requested or received personally identifiable information from the educational records and the legitimate interest the parties had in requesting or obtaining the information. If the information was released without prior parental consent, the specific exception for such consent will also be set forth.

Directory Information:

Directory information is defined as information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to:

1. Student name;
2. Address
3. Telephone listing;
4. Date and place of birth;
5. Grade level;
6. Photographs;
7. Participation in officially recognized activities, such as sports;
8. Weight and height of members of athletic teams;
9. Dates of attendance, awards received; and
10. The most recent previous school, school district or institution attended.

This school district may disclose directory information after giving public notice to parents of students in attendance and eligible students in attendance that:

1. All information as set forth in the definition of directory information has been designated as directory information by this school district;
2. A parent or eligible student has the right to refuse to allow this school district to designate any or all of the types of information about the student as directory information;
3. A parent or eligible student must notify this school district in writing that the parent or eligible student does not want any or all of those types of information about the student released within thirty (30) calendar days after receiving notice that directory information may be disclosed;
4. This school district may disclose directory information about former students without notice.

Procedure to Amend Records:

If a parent or eligible student believes that the educational records relating to the student contain information that is inaccurate, misleading or in violation of the student's right of privacy or other rights, this school district may be asked to amend the record. The following procedure will be followed:

1. Within thirty (30) calendar days of receiving a request to amend the record, this district will decide whether to amend the record as requested.
2. If it is determined by this school district not to amend the record as requested, it will inform the parent or eligible student of its decision and the right to a hearing.
3. The parent or eligible student, on request, has an opportunity for a hearing to challenge the contents of the student's educational records on the grounds that the information contained in the educational records is inaccurate, misleading or in violation of the privacy or other rights of the student.
4. If this school district determines that the information being contested is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it will amend the records and inform the parent or eligible student of the amendment in writing.
5. If this school district decides that the information in the educational record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the district will inform the parent or the eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of this school district, or both.
6. If such a statement is received by this district, it will remain as part of the record for as long as the student's record is maintained and the statement will be disclosed whenever this district discloses the portion of the record to which the statement relates. This district will hold the requested hearing within a reasonable time after it receives a request for the hearing. Notice of the date, time, and place will be given to the parent or eligible student within a reasonable amount of time prior to the hearing.
7. The hearing may be conducted by any individual, including an employee of this district, who does not have a direct interest in the outcome of the hearing. The hearing will give the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.
8. This district will make its decision in writing within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision.

Educational Records of Students with Disabilities:

This district will allow parents of students with disabilities the right to inspect and review any educational records relating to their children that are collected, maintained, or used by this district. The district will also comply with a request to inspect and review records without unnecessary delay, in no case more than forty-five (45) calendar days after the request has been made, in these situations:

1. Before any meeting regarding an Individualized Education Program (IEP);
2. Before any hearing relating to the identification, evaluation, or educational placement of a child; or
3. Before any hearing relating to the provision of a Free Appropriate Public Education (FAPE) to a child.

In dealing with the educational records or exceptional students with disabilities, this district will inform parents when personally identifiable information collected, maintained or used is no longer needed to provide educational services to the child. The information must be destroyed at the request of the parents. However, this district may maintain a permanent records of the student's name, address, and phone number, his or her grades, attendance records, classes attended, grade level completed, and year completed without time limitation.

Legal Reference: Idaho Code Section 32-717A

The Family Educational Rights and Privacy Act of 1974 20 USC 1232g and 34 CFR Part 99

Individuals with Disabilities Education Act 20 USC 1412(2)(D) and USC 1417; 34 CFR Section 300.560 - 300.576

Reference: Policy 8703, "Child Protection Investigation Policy"
Procedure 8540p, "Student Records and Directory Information"
Policy 8545, "Student Health Records"
Policy 6118, "Student Record Keeping"
Policy 8628, "Students of Legal Age"
Policy 7428, "E-Mail and Telecommunication Tools"

Forms: "Letter to Parents re Military Recruitment"
"Request to Inspect School Records;"
"Student Record Access Log;" and,
"Consent to Publish or Post Student Picture or Visual Image"

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Family Educational Rights and Privacy Act (FERPA)
Notice of Directory Information

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that Snake River School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Snake River School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district policy. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and,
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the "*No Child Left Behind Act or Elementary and Secondary Education Act of 2001*" (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings– unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Snake River School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15th. Snake River School District has designated the following as directory information. It includes, but is not limited to:

1. Student name;
2. Address
3. Telephone listing;
4. Date and place of birth;
5. Grade level;
6. Photographs;
7. Participation in officially recognized activities, such as sports;
8. Weight and height of members of athletic teams;
9. Dates of attendance, awards received; and
10. The most recent previous school, school district or institution attended.

(Date)

Dear Parent/Guardian:

Recognizing the challenges faced by military recruiters, the No Child Left Behind Law requires high schools to provide to military recruiters, upon request, access to names, addresses, and phone numbers of high school juniors and seniors. The law also requires high schools to release information to colleges or other higher learning institutions, upon request.

If you do not want Snake River School District to disclose this information without your prior written consent, you must fill out the detachable form below and return it to us by September 15th. If we do not receive the form back by this date, we will release student information to military or college recruiters upon request. If your child is over 18, he or she must sign the form.

A list of the guidelines on military recruiters' and colleges' access to information can be found at the following Web site: www.ed.gov/offices/OM/fpco/hot_topics/ht_10-09-02.html. If you have any questions, please do not hesitate to call.

Yours truly,

Dean Bonney
Principal

PARENT OPT-OUT FORM

Do not disclose my child's name, address or telephone number to the following without my prior consent (check one or both):

- United States Military Recruiters**
- Colleges and Other Higher Education Institution Recruiters**

Student's Name _____
(Please Print)

Parent's Signature _____

Student's Signature _____
(If student is over 18, student rather than parent, must sign.)

Category: 8000 Students	Procedure or Form Number: 8540f #1
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Snake River School District 52

Request to Inspect School Records

We the undersigned as parents or legal guardians, student age eighteen (18) or older, or married student, request to inspect the school records of:

Student: _____

School: _____

We/I request to inspect these records on _____ (date).

Signature: _____

Date of Request: _____

Inspection of School Records

We/I the undersigned have inspected the records of _____ (Student) and:

_____ **Wish to challenge the inclusion of the following documents.**

Documents:

Reasons:

_____ **Do not wish to challenge the records that have been inspected.**

Requestee Signature: _____

Witness Signature: _____

Date: _____

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Consent to Publish or Post Student Picture or Visual Image

_____ I authorize the use of the picture(s) or visual image related to the following student for media or district informational materials or displays:

_____ I do not authorize the use of the picture(s) or visual image related to the following student for media or district information materials or displays.

(Student Name)

I understand that personal visual images are protected by various federal and state laws and cannot be used without this written consent, unless otherwise authorized.

Signature: _____

Relationship: _____

Date: _____

Printed Name: _____

Witness: _____

Date: _____