

## **Concord School District Policy #580**

### **Student Records and Information**

Operating under the premise that the educational process is a cooperative effort between the student's family and the school, it is the intent of the Concord Board of Education to comply fully with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), as well as any other relevant Federal and State mandates as they relate to student records, personally identifiable information, and confidentiality. To comply with this expectation, the Concord School District establishes the following procedures:

- I. Within three weeks of the start of each school year, the Concord School District will publish in the Concord Monitor a notice to parents and eligible students\* of their rights under Federal and State law and this policy. The district will also send to the home of each student a listing of these rights, and this information will be included with a packet of materials provided to parents or eligible students when the student enrolls during the school year. The notice will include the following:
  - A. The right to inspect and review the student's educational record.
  - B. The right of a student's parent or an eligible student to seek to correct parts of the student's educational record if he or she believes it to be inaccurate or misleading.
  - C. The intent of the School District to limit the disclosure of information contained in a student's record consistent with the requirements and conditions in the Family Educational Rights and Privacy Act (FERPA).
  - D. The right to file a complaint if there is a violation of FERPA or of this policy.
  - E. In addition, parents and eligible students will be sent a form designating certain nondirectory information which the parents and eligible students wish released. This nondirectory information shall include the following:
    1. The student's picture
    2. Permission to have the student's picture and other information published on the school's web siteUnless a permission slip is received, the above information will not be released. Release shall be restricted to those purposes contained in the release of directory information below in paragraph II.
- II. To designate the following personally identifiable information contained in a student's record as "directory information:"
  - A. The student's name.
  - B. The student's class designation (i.e. grade level).
  - C. The student's extra curricular activities.

- D. The name of the school the student is currently attending.
- E. Achievement awards or honors.
- F. Weight and height and performance(s) of members of athletic teams.

The directory information listed above will be used only in the publishing of student yearbooks; athletic, performing group, and graduation programs; and in the publicizing of achievement awards or honors for individual students.

Within three weeks of the start of each school year, the Concord School District will publish in the Concord Monitor the above list of items it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment. After the parent(s) or eligible student has (have) been notified (by the announcement in the paper or at the time of enrollment), they will have two weeks to advise the school in writing (a letter to the school principal) of any or all of the items they do not wish designated as directory information for that student.

- III. To develop and disseminate to staff a comprehensive student records management procedure, which will include the following components:
  - A. Detailed procedures to protect student records and personally identifiable information at the collection, storage, disclosure, and destruction stages.
  - B. A procedure for parents and eligible students to inspect or review the student's educational record.
  - C. An ongoing training program for staff relative to the requirements and procedures of this policy and the Family Educational Rights and Privacy Act of 1974.

\*A student who is 18 years of age, or who is attending a post secondary educational institution.

Adopted July 5, 1988

Revised September 25, 1989, August 5, 2002