

BARTLESVILLE GUIDELINES FOR THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- 1. The right to inspect and review the student’s education records within 45 days after the day the Bartlesville Public School District receives a request for access.**

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official 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, misleading or otherwise in violation of the student’s privacy rights under FERPA.**

Parents or eligible students who wish to ask the Bartlesville Public School District to amend a record should write the school principal at the related site(s), clearly identify the part of the record they want changed, and specify who it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

- 3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. 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 personnel) or a person serving on the School Board. A school official also may include volunteer or contractor outside of the school who performs an instructional 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 PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. As 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.

Upon request, the Bartlesville Public School District intends to disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Bartlesville Public School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901**

Disclosure of Personally Identifiable Information (PII)

FERPA permits the disclosure of PII from student's education records, without consent of the parent or eligible student , if the disclosure meets certain

conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student including:

- To other school officials, including teachers, within the educational agency or institution who the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1)-(a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities, such as the state educational agency in the parent or eligible student's state (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received. If the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student' whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs, or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of eligible student if student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate official in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "director information" under §99.37. (§99.31(a)(11))

Opting Out of Directory Information

During the first week of each school year, the school district will inform the student's parent or guardian that the school district will disseminate directory information concerning the student unless the parent or guardian declines in writing to allow information to be available to the public. Directory information includes the following: name, address, and 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 educational agency or institution attended.

Questions

Questions or concerns regarding FERPA may be addressed:

Mr. Jason Langham
Executive Director Special Services
Bartlesville Public School District
Education Service Center
918-336-8600 Ext 3515
LanghamRJ@bps-ok.org

FERPA Policy

A copy of the Bartlesville Public School District FERPA Policy is on file in the office of the Executive Director of Special Services, Education Service Center, 1100 SW Jennings Avenue. A copy of the Bartlesville Public School District policy on student records is on file in the principal's office at each school within the district:

Hoover Elementary, 512 S Madison Boulevard, Bartlesville, 74006
Jane Phillips Elementary, 1500 SW Rogers, Bartlesville, 74003
Ranch Heights Elementary, 5101 Woodland Road, Bartlesville, 74006
Richard Kane Elementary, 801 SE 13th Street Bartlesville, 74003
Wayside Elementary, 3000 SE Wayside Drive, Bartlesville, 74006
Woodrow Wilson Elementary School, 245 NE Spruce, Bartlesville, 74006
Central Middle School, 815 SE Delaware, Bartlesville, 74003
Madison Middle School, 5900 Baylor Drive, Bartlesville, 74006
Bartlesville High School, 1700 Hillcrest Drive, Bartlesville, 74003

Updated August 01, 2017