

ANNUAL NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS AND SPECIFIC EVENTS /ACTIVITIES

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age “adult students” or eligible students:)” certain rights with respect to student records. The Board of Education has approved a policy regarding the disclosure of education records and the rights of parents and students to access educational records. Copies of this policy and related guidelines are available upon request from the District Records Officer (Assistant Superintendent of Curriculum and Instruction). Parents may contact the District Records Officer by calling 586.758.8341.

Each student’s records will be kept in a confidential file located at the student’s school office. The information in a student’s record file will be available for review only by the parents or legal guardian of a student, an adult student and those authorized by State and Federal law and Board policy/guidelines. School officials for purpose of the Board’s policy include a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees e.g. a 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 / her tasks (including volunteers). An individual will have a “legitimate educational purpose” if the record is necessary in order for the school official / employee to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student’s family.

A parent or adult student has the right to:

- A. Inspect and review the student’s education records within forty-five (45) days after the School receives a request for access or within such shorter period as may be applicable to students with disabilities. The School has a form that can be used to submit a request. The Custodian of Records (COR) / building principal will notify the parent or adult student of the time and place where the records can be inspected. Parents and students are not permitted to inspect and review the educational records of other students.
- B. Request the amendment of the student’s education records if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student’s privacy rights. Parents or adult students who believe that a change is necessary should ask the COR to correct the record. Such a request should be made in writing and should identify the part of the record they want changed, and specify why it should be changed. If the record is not changed to the parent’s or adult student’s satisfaction or if the COR informs the parent or adult student that the record does not appear misleading, inaccurate, or in violation of any privacy right, the parent or adult student may submit a written request for a hearing. The hearing will be conducted by a hearing officer who will submit his / her findings to the Superintendent. The Superintendent will make the final decision concerning whether to change the record. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student’s file explaining the basis for the disagreement.
- C. Consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that Federal and / or State law authorizes disclosure without consent. The School’s Administrative Guideline 8330 describes those exceptions and is available upon request. **Upon request, the School discloses education records without**

consent to officials of another school district in which a student seeks or intends to enroll. All requests for student records will be forwarded to the new school district where the student is enrolling.

- D. Challenge the Board's noncompliance with a parent's request to amend the records through a hearing. If the COR decides not to amend the record, the parent or adult student will be notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when the individual is notified of the opportunity for such a hearing.
- E. Obtain a copy of the District's policy and administrative guideline on student records (Policy 8330 and Administrative Guideline 8330).

FERPA requires that the Board, with certain exceptions, obtain a parent or adult student's written consent prior to the disclosure of personally identifiable information about a student. However, the Board may disclose appropriately designated "directory information" without written consent, unless the parent or adult student advised the Board to the contrary in accordance with the District procedures. The primary purpose of directory information is to allow the Board to include this type of information in certain school publication. Examples include: a playbill, showing a student's role in a drama/musical production; the annual yearbook, honor roll, graduation programs, sport activity sheets (e.g. showing weight and height of team members) and other school publications. 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 or adult student's prior written consent. In addition, two Federal laws require the District to provide military recruiters, upon request with three directory information categories, names, addresses, and telephone listings – unless parents or adult students have advised the District that they do not want their student's information disclosed without their prior written consent.

The District has designated the following information about each student as "directory information":

Student's name
Address
Telephone Number
Date and Place of Birth
Major Field of Study
Participation in Officially Recognized Activities / Sports
Height and Weight, if a member of an athletic team
Dates of Attendance
Date of Graduation
Awards Received
Honor Rolls
Scholarships

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies in writing within fourteen (14) days from the date of this notification that s/he will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purpose.

SPECIFIC EVENTS / ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA) requires the Board to notify parents and eligible students and obtain consent to allow parents or eligible students to opt the student out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight (8) areas (protected information surveys):

1. political affiliations or beliefs of the student or the student's parent
2. mental or psychological problems of the student or the student's family

3. sex behavior or attitudes
4. illegal, anti-social, self incriminating, or demeaning behavior
5. critical appraisals of other with whom respondents have close family relationship
6. legally recognized privileged relationships, such as those of lawyers, physicians, and ministers
7. income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure of student information for marketing purposes (marketing surveys), and certain physical exams / screenings.

Parents have the right to inspect upon request a survey created by a third party before the survey is administered or distributed by the school to its students. Parents also have the right to inspect upon request any instructional material used as a part of the educational curriculum for their students. All such requests should be made to the Office of Curriculum and Instruction by calling (586) 758.8341.

Any parent or student who believes that the school district has failed to comply with the Family Educational Rights and Privacy Act (FERPA) or the Protection of Pupil Rights Amendment (PPRA) may file a complaint directly with the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.

This notice will be transmitted to disabled parents and students or to non-English speaking parents / students in a format designed to accommodate their disability or in their native language. Call the Office of the Assistant Superintendent of Curriculum and Instruction at 586.759.8341 for assistance and information.