

BARNEVELD SCHOOL DISTRICT
STUDENT RECORDS

The educational interests of the student require the collection, retention and use of information about individual students and groups of students. At the same time, the student's right to privacy mandates careful custodianship and limitations on access to student records.

The Board of Education is responsible for maintaining records of all students attending school in this District. Only records mandated by the State or Federal government or specifically permitted by this Board may be compiled by District employees. The Board hereby authorizes collection of the following student records, in addition to the membership records required by law:

- A. Observations and ratings of individual students by professional staff members acting within their sphere of competency;
- B. Samples of student work;
- C. Information obtained from professionally acceptable standard instruments of measurement;
- D. Authenticated information provided by a parent or adult student concerning achievements and other school activities which the parent or student wants to make a part of the record;
- E. Rank in class and academic honors earned;
- F. Psychological tests;
- G. Behavioral records;
- H. Progress records;
- I. Attendance records;
- J. Health records;
- K. Custodial arrangements.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents or guardians, adult students and designated school officials and personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

In situations in which a student has both a custodial and a noncustodial parent, both parents shall have access to the student's educational records unless stipulated otherwise by court order.

RELEASE OF RECORDS

The Board authorizes the administration to:

- A. Forward education records on request to a school in which a student of this District seeks or intends to enroll within five (5) business days;
- B. Provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. Request each person or party requesting access to a student's record to abide by the Federal regulations and State laws concerning the disclosure of information to a third party.

The District will comply with a legitimate request for access to an individual student's record within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted and the viewer may be charged a fee equivalent to the cost of handling and reproduction.

The District shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed and the date of disclosure and this record itself will become part of the Student Record.

Whenever parental/guardian consent is required for the inspection and/or release of a student's educational records or for the release of directory information, either parent may provide such consent unless stipulated otherwise by court order.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except to those persons or parties stipulated by the District's policy and/or those stipulated in the law.

DIRECTORY INFORMATION

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight and height of members of athletic teams, dates of attendance at Barneveld School District, photographs, degrees and awards received, and the name of the most recently previous educational agency or institution attended by the student.

This directory information shall be considered public information and may be released for any purpose unless the parent, guardian or adult student informs the school that all or any part of the directory information may not be released without the prior consent of the parent, guardian or adult student. Once a "Request to Withhold Directory Information" form is completed, that document shall stay in effect until changed by the parent(s), legal guardian(s) or adult student. The district will not release directory information earlier than 14 days after the initial notice to the parent, guardian or adult student, or after the district has been restricted from doing so by any of those parties. The district will

comply with a legitimate request for access to directory information in a timely manner but not more than forty-five (45) days after receiving the request. The requestor will be charged no less than \$25 and no more than the actual cost of producing the records if that cost exceeds \$25. The District Administrator shall determine the actual cost. The District Administrator has the right to waive the cost of producing the records when he/she feels it is necessary or appropriate. The District may disclose directory information on former students without student or parental consent, unless the adult student has provided a written request for any or all records to be withheld.

RIGHTS TO EXAMINE AND AMEND RECORDS

The Principal shall be responsible to ensure that students and parents are adequately informed each year regarding their rights to:

- A. Inspect and review the student's education records;
- B. Request amendments if the record is inaccurate, misleading or otherwise in violation of the student's rights;
- C. Consent to disclosures of personally-identifiable information contained in the student's education records, except to authorized disclosures allowed by the law;
- D. Obtain a copy of the District's policy on student records;
- E. File a complaint of District noncompliance with the Department of Education.

The District Administrator shall also be responsible for providing guidelines for:

- A. The proper storage and retention of records;
- B. Informing District employees of the Federal and State laws concerning student records.

No liability shall attach to any member, officer or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

LEGAL REFERENCE: §118.125(1)(b) and (2)(j);
 34 C.F.R. Part 99;
 20 U.S.C. Section 1232g; 20 U.S.C. Section 1232g (b)(I)(H); 20 U.S.C.
 1400 et seq.; 26 USC 152;
 The Family Educational Rights and Privacy Act of 1974 (FERPA);
 Individuals with Disabilities Education Act

ADOPTED: April 8, 2015