

FERPA

School student records are confidential and information from them will not be released other than as provided by law.

A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to: Family Policy and Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 202025920.
5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from the Superintendent's Office.
6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information, which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student. The Board of Education has designated the following personally identifiable information contained in a student's education record as "directory information:"
 - a. a student's name
 - b. address

- c. telephone number
- d. date and place of birth
- e. major field of study
- f. participation in officially recognized activities and sports
- g. height, if member of an athletic team
- h. weight, if member of an athletic team which requires disclosure to participate
- i. dates of attendance
- j. date of graduation
- k. awards received
- l. honor rolls
- m. scholarships
- n. telephone numbers for inclusion in school or PTO directories
- o. school photographs or videos of students participating in school activities, events or programs
- p. student email address.

7. You have 10 days from the receipt of this notice to advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information. Your objections should be addressed to the building principal.

AGE OF MAJORITY

Although 18 year old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

- 1. Have the same privilege as their parents/guardians as it relates to access or control of their student records;
- 2. Represent themselves during disciplinary conferences and be the addressee for their grade reports
- 3. Sign themselves in and out of school and may verify their own absences. NOTE: All attendance standards continue to apply;
- 4. Provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING

Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses and published telephone numbers. Parents/guardians who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building