

---

**WALDEN SCHOOL BOARD POLICY  
STUDENT RECORDS; FAMILY PRIVACY**

---

Prepared for 1<sup>st</sup> reading: 11/23/98

Original Policy Warned: 12/17/98

Adopted: 12/28/98

---

Copies to: \_\_\_ Principal: \_\_\_ School Library; \_\_\_ Board Members: \_\_\_ CCSU: \_\_\_ Town Clerk: \_\_\_ Town Library: \_\_\_

---

The keeping of accurate and appropriate education records on students is a necessary part of a sound educational program. The information contained in students' education records belongs primarily to the students and/or their parent, parents, or guardians. The school, as trustee of this information, maintains these records for educational purposes to serve the best interest of its students, and subscribes to the following:

**Confidentiality Statement**

The principle of confidentiality underlies all policies and procedures for the collection, maintenance, disclosure and destruction of educational records. Education records entrust information to others and as such obligate those others to safeguard and to protect the confidentiality of any personally identifiable information.

**FERPA Notification**

The school will annually notify parents of students currently in attendance, and eligible students currently in attendance of their rights under the Family Rights and Privacy Act of 1974-. Notice will be given in a manner reasonably likely to inform parents and eligible students of their rights. The notice will include a statement that the parent or eligible student has a right to:

1. Inspect and review the student's education records;
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act authorizes disclosure without consent;
4. File with the U.S. Department of Education a complaint concerning alleged failures by the school to comply with requirements of the Act; and
5. Obtain a copy of the school's policy and written procedures or protocols related to student records.

**Directory Information**

The following information is designated as "directory information": The school will release directory information without prior written consent unless the parent or eligible student informs the principal in writing that any or all of the information designated below should not be released without prior consent

- Student's name, address, date of birth, dates of enrollment;
- Parent or legal custodian's name and address;
- Student's grade level classification;
- Student's participation in recognized- school activities and sports;
- Weight and height of member of athletic teams;
- Student's diplomas, certificates, awards and honors received.

*NOTE: FERPA regulations permit the identification as directory information any "information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed" This list is therefore suggestive.*

The superintendent is responsible for the consistent procedural implementation of this policy on education records for all students in the district. The procedures shall abide by all federal and state laws and regulations governing the collection, maintenance, disclosure and destruction of education records.

Legal Reference(s):           Federal Family Rights and Privacy Act of 1974 (P.L. 93-380)  
  34 C.F.R. Part 99  
  Vt. State Board of Education Manual of Rules and Practices §2193  
  15 V.S.A. §670