

STUDENT RECORDS

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. The procedures for ensuring the confidentiality of student records shall be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The Board also recognizes its responsibility to ensure the orderly retention and disposition of the District's student records in accordance with Schedule ED-1 as adopted by the Board in policy 1120.

The Superintendent of Schools shall be responsible for ensuring that all requirements under law and the Commissioner's regulations are carried out by the District.

Directory Information

Directory information (information that is generally not considered harmful or an invasion of privacy if released) can be disclosed to outside organizations without a parent's prior written consent.

The District has designated the following information as directory information:

Student's/parent's name	Participation in officially recognized activities/sports
Address	Weight and height of members of athletic teams
Telephone listing	Degrees, honors, and awards received
Dates of attendance	The most recent and/or previous agency or educational institution attended
Photograph	Date and place of birth
Grade level*	
Major field of study	

*Unless this violates Education Law or Federal Public Law in reference to students with disabilities.

Directory information may be disclosed for these legitimate public uses which enhance and encourage academic or extracurricular growth and achievements:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members;

STUDENT RECORDS, Con't.

- School related activities for extra curricular programs, authorized by the Superintendent.

Parents and eligible students will be informed annually of their right to deny this disclosure of directory information. Authorization to opt out of the directory release of information will remain in effect for the entire school year, and will be required annually.

Right to Deny Disclosure- Military Recruiters

Through the No Child Left Behind Act (NCLB) of 2001 military recruiters will have access to secondary students in two separate ways. The NCLB Act requires School Districts to provide military recruiters with the name, address, and telephone numbers of students in grades 9-12. (The District's complete list of directory information would also be released if requested.)

Parents and eligible students will be informed annually of their right to deny the release of information to military recruiters. Authorization to opt out of Military Recruiting release of information will remain in effect for the entire school year, and will be required annually. School Districts will provide military recruiters with the same access to secondary school students that they generally provide to prospective employers and post secondary schools. (There is no parental opt out provision relative to this additional requirement).

Annual Notification

At the beginning of each school year, the District will publish a notification that informs parents, guardians and eligible students currently in attendance of their rights under FERPA and the procedures for exercising those rights. This notice may be published in a newspaper, handbook or other school bulletin or publication. This notice will also be provided to parents, guardians, and eligible students who enroll during the school year.

The notice will include a statement that the parent/guardian or eligible student has a right to:

1. inspect and review the student's education records;
2. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
4. file a complaint with the United States Department of Education alleging failure of the District to comply with FERPA and its regulations.

STUDENT RECORDS, Con't.

In addition, the annual notice will inform parents/guardians and eligible students:

1. that it is the District's policy to disclose personally identifiable information from student records, without consent, to other school officials and teachers within the District whom the District has determined to have legitimate educational interests. For purposes of this policy, 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 unit personnel; a member of the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing his tasks. A school official has a legitimate educational interest if the official needs to review a student record in order to fulfill her or her professional responsibilities.
2. that, upon request, the District will disclose education records without consent to officials of another School District, school program, or institution of postsecondary education in which a student seeks or intends to enroll.
3. such other disclosure that is permitted by FERPA.

The District will provide translations of this notice, where necessary, to parents, guardians and eligible students in their native language or dominant mode of communication.

The District may elect to provide a single notice regarding both directory information and information disclosed to military recruiters.

Cross-ref: 1120, School District Records
4321, Programs for Students with Disabilities Under IDEA and Part 89
5550, Student Privacy

Ref: Family Educational Rights and Privacy Act, 20 USC 1232g; 34 CFR Part 99
No Child Left Behind Act, 20 USC §7908
10 USC §503 as amended by §544 of the National Defense Reauthorization Act for FY 2002

Public Officers Law §87(2)(a)
Arts and Cultural Affairs Law, Article 57-A (Local Government Records Law)
8 NYCRR 185.12 (Appendix I) Records Retention and Disposition, Schedule ED-1 for Use by School Districts and BOCES

Adopted: June 21, 2006

Reaffirm: January 9, 2008