

NOTIFICATION OF PRIVACY RIGHTS OF STUDENTS

DEFINITION OF PUPIL RECORD

Pupil record is any item of information other than directory information that is directly related to an identifiable student and maintained by the school or required to be maintained by an employee in the performance of his/her duties.

Federal and state laws grant certain privacy rights and rights of access to pupil records to students and to their parents or guardians. Full access to all personally identifiable written records maintained by the school or county office must be granted to:

- Parents or guardians of students age 17 or younger;
- Parents or guardians of students age 18 or older if the student is a dependent for tax purposes;
- Students age 16 or older or have completed 10th grade.

Parents/guardians may review individual records by making a request to the principal. The principal will see that explanations and interpretations are provided if requested. A parent or guardian has the right to question and receive an answer regarding items on their child's record that appear inaccurate, misleading, or that invade his/her child's privacy. Information which is alleged to be inaccurate, inappropriate or misleading, may or may not be removed by the Executive Director or his/her designee. In addition, parents or guardians of eligible students may receive a copy of any information in the pupil's records at a reasonable cost per page. School district policies and procedures relating to types of records, kinds of information retained, persons responsible for maintaining pupil records, directory information, access by other persons review and to challenge the content of records are available through the principal or his/her designee. Parents may contact the school to review the log listing of those that have requested or received information from a pupil's file, as required in Education Code § 49064. Access to a pupil's records will only be granted to those with a legitimate educational interest who are officials or employees whose duties and responsibilities to the school, whether routine or as a result of special circumstance, require that they have access to pupil records. School officials may be authorized to inspect student records if a legitimate educational interest exists. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities. A school official is a person employed by the school as an administrator, supervisor, instructor, support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Governing Board; a person or company with whom the school has contracted to perform a special task (such as attorney, auditor, consultant or therapist); a parent or student serving on an official committee (such as a disciplinary or grievance committee) assisting another school official in performing his or her tasks. [FERPA, 34 Code of Federal Regulations (C.F.R.) Part 99.7(a)(3)(iii) and 99.31(a)(1) and Ed. Code § 49063 (d), 49064 and 49076] When a student moves to a new school district, records, including disciplinary records, will be forwarded upon request of the new district. At that time, the parent or an eligible student may challenge, review, or receive a copy at a reasonable cost per page, of the requested records. Parents or guardians may

contact the school or county office for any policy 25 regarding the review and expunging of pupil records. Parents/guardians who believe the school district is not in compliance with federal regulations regarding privacy may file a complaint with the United States Department of Education at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave SW, Washington, DC 20202-5920. The school district also allows certain student directory information available in accordance with state and federal laws. This means that each student's name, birthdate, address, telephone number, major course of study, participation in school activities and sports, dates of attendance, degrees and awards, and the most recent public or private school of attendance may be released to certain specified agencies. In addition, height and weight of athletes may be made available. Directory information does not include citizenship status, immigration status, place of birth, or national origin. Such information shall not be released without parental consent or a court order.