

It is the policy of the Board of Trustees that the Executive Director will be the custodian of all student records for that school.

Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept;
2. The procedure for inspecting and copying records;
3. The right for interpretation;
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

Additionally, the school will notify parents annually of the school's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student policy that are provided by the agency in the event of such collection, disclosure or use.

Student records include all materials directly related to a student. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempt from this definition.

The school will require prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools, which the student seeks to enroll. A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formally enrolled to ascertain safety issues in incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel.

When the school transfers records to new educational institutions, the school must notify parent(s) or guardian(s) of the transfer, and of their right to review and contest the material. An exception exists for material under court order. Parent(s) or guardian(s)

must be notified of such order prior to release.

The school may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his or her designee in response to an ex parte order in the connection with the investigation or prosecution of terrorism crimes. The school is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.

Directory information or class lists of student names and/or addresses shall not be distributed without the consent of the parent or legal guardian of the student or by the student who has attained majority status.

Military Recruiters

Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses, and telephone listings unless a secondary student or the parent of the student requests that such information not be released without prior written parental consent. The school shall notify parents of the option to make such a request and shall comply with any requests received.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school.

The CEO is directed to establish procedures to ensure compliance with the Family Educational and Privacy Act and other acts and regulations.

Revision History:

Date Adopted: July 8, 2013

Revision Dates:

Last Review Date: February 10, 2020