

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Clear Creek School District Re-1 schools maintain educational records on each student for the purpose of planning instructional programs, for guidance of students, for preparation of state and federal reports, and for research. These records are protected under the Family Educational Rights and Privacy Act (FERPA).

Students have the right of privacy. The principal of each school shall be responsible to protect and secure from scrutiny all student education records, without written signed permission of the eligible/adult student or parent, except by school officials, or other individuals with a legitimate educational interest (i.e. administrators, teachers, counselors, support staff, school board members, contracted individuals, and representatives of district committees).

Personally identifiable information may be disclosed, transferred, or released without prior consent of the parent, student or guardian in connection with enrollment in another school, in an emergency situation, application for financial aid, research, a state statute, accrediting organization, a lawfully issued subpoena, and parties to an interagency agreement among social services, school and law enforcement authorities, and other signatory agencies for the purpose of reducing juvenile crime.

Educational records are maintained in accordance with state and federal policies and contain identifying data (student and parent name, address, birth date, sex, race), academic record, standardized test results, attendance records, and health data. The record may also contain family background information, verified reports of serious or recurrent behavior patterns, record of extra-curricular participation and participation in special programs, psychological reports, and anecdotal records of professional staff.

Parents, legal guardian, or eligible students have the **right to inspect and review records, a right to a copy of the record** for the actual cost of copying, **a right to consent information** contained in the record, and **right of waiver**. Transfer, disclosure, or release of student records requires written consent of the parent or legal guardian or eligible student except as outlined in this document. A parent who wishes to review or request an amendment to his/her child's record should make an appointment with the principal or school counselor.

Whatever rights are vested in the parent or guardian shall pass to the student whenever the student has attained eighteen years of age or is attending an institution of post-secondary education. Parents shall have access to their dependent children's record regardless of age.

Clear Creek School District Re-1 reserves the right to release the following "directory information" without prior permission of the parent:

The student's name, address, telephone number, if it is a listed number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, electronic mail, media coverage of school activities, and the most recent previous educational agency or institution attended by the student. Permitting disclosure of directory information allows the District to publish your student's name and/or picture in yearbooks, school newspapers and rosters/programs in relation to athletic, musical or dramatic performances. Additionally, the District will allow your student to be photographed or interviewed by the general news media and to appear in the District's newsletter or television programming of school or classroom activities.

The parent may refuse to permit the designation of any or all of the above categories as directory information with respect to their child by notifying the principal in writing within ten (10) calendar days of this notice or

within ten (10) calendar days from the enrollment date of the affected school year. Lists of students will not be released except by Board action.

If Clear Creek School District Re-1 is not in compliance with this law, complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202.