

**STUDENT RECORDS AND ACCESS**

It is the policy of the Board that the Principal of each school will be the custodian of all student records for that school.

Students who have attained majority status and parents/guardians will have access to their school records.

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

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

Adopted by Conway School Board – January 12, 2004

## **PROCEDURES FOR IMPLEMENTATION OF STUDENT RECORDS AND ACCESS POLICY**

The school will notify parents/guardians 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 district will notify parents/guardians annually of the district'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 privacy that are provided by the agency in the event of such collection, disclosure, or use.

The school will require a prior written consent before information other than directory information may be divulged to third parties. Exceptions to this rule exists for (1) school district employees who have legitimate interests in viewing the records and (2) officials from other schools where a student's possession of illegal drugs, including alcohol, or any incident that poses a potential dangerous threat to students or school personnel.

When the schools transfer records to new educational institutions, the schools must notify parents/guardians of the transfer and of their right to review and contest the material. An exception exists for material under court order. Parents/guardians must be notified of such order prior to release.

The district may disclose, without the consent or knowledge of the eligible student or parent/guardian, personally identifiable information in the educational records of a student to the Attorney General of the United States or his/her designee in response to an ex parte order in the connection with the investigation or prosecution of terrorism crimes. The district 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 students' 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/guardian of the student requests that such information not be released without prior written parental consent. The district shall notify parents/guardians 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.