



WOODSTOCK ELEMENTARY SCHOOL
WOODSTOCK, VERMONT 05091
Patricia Davenport, Principal
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CODE F5

Student Records

Policy

The Woodstock Elementary School District recognizes the importance of keeping accurate and appropriate education records for students as part of a sound educational program and is committed to act as trustee of this information, maintaining these records for educational purposes to serve the best interests of its students. The information contained in students' education records belongs primarily to the students and/or their parent(s), or guardians.

The principle of confidentiality underlies all policies and procedures for the collection, maintenance, disclosure and destruction of educational records. The building Principal will be the legal custodian of all student records in a given school. The Superintendent has overall responsibility for school records throughout the District and for assuring that adequate systems are in place to maintain such records.

Implementation

- 1) **Parental Notification.** Annually, the school will notify parents or guardians of students currently in attendance and eligible students (age 18 and over) currently in attendance of their rights under the Family Educational Rights and Privacy Act (FERPA) of 1974.
- 2) Disclosure of student information will be made only with the written consent of the parent or guardian or eligible student subject to the following exceptions:
 - a) Information may be disclosed to officials of the school in which the student is enrolled who have a legitimate educational interest in the records and require the information to adequately carry out their jobs;
 - b) Information may be disclosed upon request to officials of a school in which the student seeks or intends to enroll;
 - c) Under court order or subpoena;
 - d) To individuals seeking Directory Information. Directory information, as defined by FERPA, is any "information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed." Such information can include, but is not limited to:
 - i) Student's name, address, date of birth, dates of enrollment; PARENT or guardian's name and address;
 - ii) Student's grade level classification;
 - iii) Student's participation in recognized school activities and sports;
 - iv) Student's diplomas, certificates, awards and honors received.
 - e) In connection with a student's request for financial aid;

- f) To appropriate parties in a health or safety emergency.
 - g) A record of all discloser(s) of parts of education records shall be maintained by the Principal or designee to the extent required by law.
- 3) The Principal shall respond promptly to parents', guardians' and/or eligible students' reasonable requests to review, inspect and/or request amendment of education records.

Date Warned: May 5, 2004

Date Adopted: June 9, 2004

Legal Reference(s):

20 U.S.C. §§1232f-1232j (Federal Family Educational Rights and Privacy Act of 1974)

20 U.S.C. § 7908 (NCLBA Armed Forces Recruiter/Higher Education Access)

34 C.F.R. Part 99

1 V.S.A. §317 (Definitions)

15 V.S.A. §670 (Non-custodial parents)

33 V.S.A. §5536a (Juvenile court records)

VT State Board of Education Manual of Rules and Practices §2120.8.3.3