

Descriptor Term:

JR

**STUDENT RECORDS - FAMILY
AND STUDENT PRIVACY POLICY**

ISSUE DATE: 1-7-08
UPDATED: 10-8-12

The Jackson County Board of Education recognizes the privacy rights of students and parents and will comply with the provisions of the Family Educational Rights and Privacy Act of 1974.

The Jackson County School District will provide annually each student a copy of this policy for his/her parents. Their rights under the Family Educational Rights and Privacy Act of 1974 are the following:

1. The right to be informed of their rights
2. The right to file complaints
3. The right to inspect and review the student's educational record
4. The right to request a change in an educational record that the parent believes is inaccurate, misleading, or in violation of privacy or other rights of the student
5. The right to exercise limited control over disclosures of information in the student's record

Definitions of terms are given near the end of this policy.

To inspect and review a student's educational record, the parent shall make such request in writing to the principal of the school where the student attends at least five (5) days prior to the time the desired review is planned, unless by mutual consent this time span is waived.

The educational records of a student are maintained at the school where the student attends/attended. If a parent requests copies of a child's records, the following guidelines have been set by the Board of Education:

1. The first set is free.
2. The second and succeeding sets will be \$.55 per sheet.

The Jackson County School District will not disclose information contained in the student's educational record, except directory information, unless prior written parental consent is given. Upon request, directory information (school name, student name, address, grade) may be given to organizations, such as governmental agencies, military services, institutions of higher learning, news media, and educational testing services. At the discretion of the principal, a fee of not more than \$5.00 per page may be charged. Directory information will be released by the schools to the above-listed organizations, unless the parent indicates otherwise on the "Release of Directory Information" form contained online in the "Forms" section of the District webpage.

The principal or counselor will keep accurate records of all requests for inquiry into educational records, except those requests made by an authorized school official. The following school officials will have access to students' educational records for legitimate educational purposes without prior permission:

1. Members of the Jackson County Board of Education.
2. Administrators.
3. Teachers and counselors.

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4. Substitute teachers or administrators for the period of their substitution.
5. School district employees, such as secretaries, clerical assistants, school board attorney, contracted personnel, or auditor.
6. Federal, state, or local officials required by law to have such information.
7. Other school systems in which the students seek to enroll.
8. Personnel complying with a court order or subpoena.
9. Personnel necessary for health or safety emergencies.
10. Researchers under some circumstances, providing the research will not disclose personal identities.

Parents have the opportunity to request a student's record be corrected and the right to a hearing if the request for a change is not granted by the school administration.

DEFINITION OF TERMS USED IN THIS POLICY

1. Parent--The lawful father or mother of a person. The guardian is an individual acting legally as the parent in the absence of the parent.
2. Student--Any person who attends or has attended a program of instruction sponsored by the Jackson County School District.
3. Educational Record--Any record, in handwriting, print, tapes, film or other medium, which is related to the student and maintained by the schools of the Jackson County School District. Not defined as Educational Record is any personal record made by a school staff member as personal memory aid which is in the sole possession of the maker and has not been revealed to any other person.
4. Directory Information—Student's name, grade level, participation in extracurricular activities, height and weight of athletes, dates of attendance, honors and awards received.
5. Legitimate Educational Interest--A school official's need to know in order to perform a required administrative or instructional task directly related to the student's education or to perform a service or benefit for the student or his/her family, such as health care, counseling, student job placement or student financial aid.

Legal Reference: Family Educational Rights and Privacy Act of 1974