

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Proposed to Exec. Committee: October 28, 1992  
Adopted at Full Board: January 28, 1993

## POLICY

The keeping of accurate and appropriate education records on students is a necessary part of a sound educational program. The information contained in students' education records belongs primarily to the students and/or their parent, parents or guardians. The school, as trustee of this information, maintains these records for the educational guidance and/or welfare of the students. We adopt the following:

## CONFIDENTIALITY STATEMENT

The principle of confidentiality underlies all policies and procedures for the collection, maintenance, disclosure and destruction of education records. Education records entrust information to others and as such obligate those others to safeguard and to protect the confidentiality of any personally identifiable information.

Students' records are the property of the school but shall be available in an orderly and timely manner to students and parents. A parent or adult student may challenge any information in a student record believed to be inaccurate, misleading or in violation of the privacy or other rights of the student.

Student records shall be forwarded to other school agencies to which the student has enrolled or intends to enroll upon request. Parental consent shall be required before the district may release student records to other organizations or individuals, excepting directory information as specified in the procedures section of this policy or as otherwise allowed by law.

When a student reaches the age of majority, the rights accorded to and consent required of the parent under this policy shall only be accorded to and required of the student.

The Head of School shall establish procedures governing the content, management, and control of student records and shall be responsible for the consistent procedural implementation of this policy. The procedures shall abide by all federal and state laws and regulations governing the collection, maintenance, disclosure and destruction of education records.