

# EDUCATION RECORDS

[C1]

## I. PURPOSE

The purpose of the Education Records Policy is to protect the confidentiality of education records as required by law.

## II. DEFINITIONS

All terms used in this policy, and the procedures developed for the implementation of this policy, shall be defined, where applicable, as those terms defined in the Family Educational Rights and Privacy Act and in the federal regulations promulgated pursuant to that Act.

### Record

A “record” means any information recorded in any way, including but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm and microfiche.

### Educational records

The term “education records” means those records that are (1) directly related to a student, and (2) maintained by the school district, a school within the district, or a party acting for the school district or a school within the school district. It does not include a teacher’s notes that are in the teacher’s sole possession and shared only with a substitute teacher. 20 U.S.C. 1232g; 34 C.F.R. 99.3.

### Directory information

“Directory information” includes, but is not limited to, a student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Additional information may be released with specific parental consent. 12 U.S.C. §1232g; 34 C.F.R. §99.3

## III. POLICY

Thetford Academy 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 principles of accuracy and confidentiality underlie all policies and procedures for the collection, maintenance, disclosure and destruction of education records.

It is the policy of the district to protect the confidentiality of education records and release information only as permitted by law. Annually or when the student enrolls, Thetford Academy will inform parents, guardians, and students eighteen years and older of their right to inspect, review, and seek amendment of the student's education records. Thetford Academy will inform parents, guardians, and students eighteen years and older of items considered directory information through notices distributed at the beginning of each school year or when a student enrolls.<sup>1</sup>

The Head of School, or a designee, will be the custodian of all education records. The Head of School, or a designee, has overall responsibility for assuring that adequate systems are in place to maintain such records and to provide parents with access to them in accordance with state and federal law. The Head of School, or a designee, is responsible for developing procedures to assure the consistent implementation of this policy. The procedures shall comply with all federal and state laws and regulations governing access to and the collection, maintenance, disclosure and destruction of education records.

The Family Educational Rights and Privacy Act allows schools to designate certain information as "directory information" and release it after providing public notice of the categories of information it seeks to release.

Thetford Academy will find an effective way to notify parents whose primary language is not English. 34 C.F.R. §99.9.

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