

THE RYE CITY SCHOOL DISTRICT
RYE, NEW YORK

5500

STUDENT RECORDS

The Rye City School District Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. The procedures for the confidentiality of student records shall be consistent with state and federal law including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The Board also recognizes its responsibility in accordance with Schedule ED-1 as adopted by the Board in Policy 1120 to ensure the orderly retention and disposition of the District's student records.

The Superintendent of Schools shall be responsible for ensuring that all requirements under federal statutes and Commissioner's Regulations shall be carried out by the District.

Annual Notification

At the beginning of each school year, the District shall publish in notices to parents or guardians and students 18 years of age or older ("eligible students") currently in attendance of their rights under FERPA and the procedures for exercising those rights. This notice may be published in a newspaper, handbook or other school bulletin or publication. This notice will also be provided to parents, guardians, and eligible students who enroll during the school year.

The notice must include a statement that the parent, guardian or eligible student has a right to:

1. inspect and review the student's education records;
2. consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and the No Child Left Behind Act authorizes disclosure without consent;
3. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
4. file a complaint with the U.S. Department of Education alleging failure of the District to comply with FERPA and its regulations; and
5. obtain copies of this policy and the locations where copies may be obtained.

In addition, the annual notice will inform parents/guardians and eligible students:

1. that it is the District's policy to disclose personally identifiable information from student records, without consent to other school officials within the District whom the District has determined to have legitimate educational interests. For purposes of this policy, a school official is a person employed by the District as an administrator, supervisor, instructor, or staff member (including health or medical staff and law enforcement unit personnel; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing his or her tasks. A school official has a legitimate educational interest if the official needs to review a student record in order to fulfill his or her professional responsibilities.

2. that, upon request, the District will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.
3. that, upon request, the District will disclose a high school student's name, address and telephone number to military recruiters and institutions of higher learning unless the parents or eligible student exercise their right to prohibit release of the information without prior written consent.
4. of the procedure for exercising the right to inspect, review and request amendment of student records.

The District shall arrange to provide translations of this notice, where necessary, to parents, guardians and eligible students in their native language or dominant mode of communication.

Directory Information

The District has the option under FERPA of designating certain categories of student information as "directory information." the Board directs that "directory information" include a student's name only, except in the case of military recruiters when the student's name, address, and telephone number will be considered directory information according to the requirements of the law.

Once the proper FERPA notification is given by the District, a parent/guardian or eligible student will have 14 days to notify the District of any objections they have to any of the "directory information" designation(s). if no objection is received, the District may release this information without prior approval of the parent/guardian or eligible student for the release.

Other information, including date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, e-mail address and class roster, are not directory information but may be information used by guidance and athletic personnel, for example, for purposes understood and/or agreed upon by the student and/or his/her parents/guardians.

The District may elect to provide a single notice regarding both directory information and information disclosed to military recruiters.

*References: Board of Education Policy 1120, School District Records
Board Policy 4321, Programs for Students with Disabilities, IDEA and Part 89
Board of Education Policy 5550, Student Privacy
Family Educational Rights and Privacy Act, 20 USC §1232g; 34 CFR Part 99
No Child Left Behind Act, 20 USC §7908
10 USC §503 as amended by §544 of the National Defense Reauthorization Act for FY2002
Education Law §225
Public Officers Law §87(2)(a)
Arts and Cultural Affairs Law, Article 57-A (Local Government Records Law)
8 NYCRR 185.12 (Appendix I) Records Retention and Disposition, Schedule ED-1 for Use by School Districts and BOCES*

Adoption Date: October 3, 1989
Revised Policy Adoption Date: February 28, 1995*
Revised Policy Adoption Date: January 30, 2000**
Revised Policy Adoption Date: June 24, 2003

* Revised to comply with new components required by the State Education Department.

** Effective July 1, 2001