

COUDERSPORT AREA SCHOOL DISTRICT

STUDENT RECORDS PLAN FOR COLLECTION, MAINTENANCE, AND DISSEMINATION OF STUDENT EDUCATION RECORDS

Student records are essential to the successful delivery of formal education at the elementary and secondary levels. The purpose of this Student Records Plan is to establish a system for the collection, maintenance, use, destruction, and dissemination of student records that enables the district to educate children thoroughly and efficiently and to do so in a manner consistent with the privacy rights guaranteed by state and federal laws. This student records plan provides to parents/guardians and eligible students who reside in the Coudersport Area School District:

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Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or school district as an administrator, supervisor, instructor, support staff member, or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. These records will be forwarded upon request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that our school, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, our school may disclose appropriately designated "directory information" without written consent, unless you have advised our school to the contrary in accordance with our school procedures. The primary purpose of directory information is to allow our school to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

If you do not want our school to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify our school in writing annually by September 30th. Our school has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of enrollment
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Definitions

The following terms used in this plan are defined as follows:

Adult Student – A student who has attained eighteen years of age, is married, or is attending an institution of post-secondary education. Even when an individual attains the status of "adult student" the parent retains parental rights until such times as the student is no longer dependent or reaches an age of 21.

Confidentiality of Student Communications concerns the oral communication of information of a sensitive or confidential nature by a student to a member of the school staff. Such information is not considered an educational record for purposes of this plan or within the provisions of federal law governing student records such as the Family Educational Rights and Privacy Act (FERPA). The management of such information is governed by professional ethics and certain state laws such as Act 287 of 1972.

District – The Coudersport Area School District and its officers, employees and agents, individually or collectively. The term does not include any other public or private school or other educational agency, or any officer, employee or agent thereof, at which district residents are enrolled or from which residents receive services.

Destruction, Destroy, Purge – The physical destruction, or permanent removal of personally identifying data from the education records of a student so that the information in those records is no longer personally identifiable.

Directory Information – Any information contained in an education record of a student, which would not generally be considered harmful, or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, degrees and awards received, the most recent previous educational agency or institution attended, date of graduation, and similar information when, in the judgment of the responsible administrator, the release of such information would not be harmful to or constitute an invasion of privacy for the student or his/her family. Directory information may be released without permission, except when prohibited by parent/guardian or eligible student in accordance with district regulations. Parents/Guardians or eligible students must notify, in writing, the respective district administrator of such requests.

Disclosure, Release – To give, transfer or otherwise communicate, by any method (verbal, written, electronic), or to permit access to, personally identifiable information contained in education records, regardless of the means by which, and regardless of the person, organization or agency to which such disclosure is made.

Education Records – Records which are directly related to a student and are maintained by the school district or by a party or agency acting for the school district. The following are exceptions to the above definition and not classified as education records:

1. Records in instructional, supervisory, and administrative personnel and education personnel ancillary to those persons that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records, such as follow-up studies, which contain information concerning persons who are no longer students in the school district.

Educational Agency or Agencies – Any public or private agency or institution which is the recipient of funds under any Federal program.

Informed Consent is the approval by signature of an individual (parent, guardian, student) who has been appraised of the nature, content, and procedure of a records collection, maintenance, or release activity of an agency.

Legitimate Educational Interest – Describes a purposeful education involvement with a student in which there is a direct responsibility for providing instruction or supportive services.

Parent includes both natural parents, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school presumes that either parent of the student has authority to inspect and review the educational records of the student unless the school has been provided with evidence that there exists a legally binding instrument, state law or court order governing a divorce, separation or custody, which stipulates to the contrary.

Personally Identifiable Information – Data which includes the name of a student, the names of the student's parent(s)/guardian(s) or other family member(s), the student's address, a photograph, social security number, student number, or a list of personal characteristics or other information which would make the student's identity easily traceable.

Records – Information or data stored in any format including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

Representational Consent – Approval given by the Board of School Directors.

Responsible Administrator – A director, officer, agent or employee of the district who is responsible for the collection, maintenance, disclosure, and destruction of student records and for ensuring compliance with state and federal laws applicable to those activities. The term also includes any person designated by the responsible administrator to perform any of the foregoing responsibilities, including assistants and school secretaries.

Right of Consent – For the purposes of procedures dealing with student records, whenever a student is emancipated or is married or is attending an institution of post-secondary education, the permission or consent required of and the rights accorded to the parents/guardians of that student shall thereafter be required of and accorded to that student's written request.

School Officials – Professional personnel who provide instruction, who render support services, and/or who are responsible for the health, safety, and welfare of the students.

Student – Any school-aged person or preschool pupil with or without a disability with respect to whom an educational agency maintained education records.

Collection of Student Information

The staff may compile only records mandated by the Commonwealth or federal government or specifically permitted by this Board. This plan authorizes the collection of the following student records:

1. Observations and ratings of individual pupils by professional staff members acting within their sphere of competency and responsibility.
2. Health records as required by law.
3. Samples of student work.
4. Information obtained from authorized standard instruments of measurement such as, but not limited to, aptitude tests, vocational preference inventories, achievement tests, functional behavioral assessments, and intelligence tests.
5. Authenticated information provided by a parent/guardian or pupil concerning achievements and other school activities which the student wants to make a part of the record.
6. Discipline record of the student to include verified report of serious or recurrent behavior patterns.
7. Extracurricular activities and achievements.
8. Rank in class and academic honors earned.

In accordance with law, each teacher in this district shall prepare and maintain a record of work and progress of each student and present such record, including the final grade and recommendation for promotion or retention, to the Superintendent.

Classification and Maintenance of Student Information

1. Category A data includes official administrative records that constitute the minimum personal data necessary for the operation of the school system: identification of student (name, social security number, student identification number, etc.), names and addresses of parents/guardians, last known home address and telephone number, birth date, classes attended and academic levels completed or services received, year of program or service completion, and when applicable, grades or marks received, grade level completed, and whether a diploma was received. The file will also include achievement test scores, attendance records, honors, awards, activities, photographs, or other similar types of information.
 - a. Category A data shall be filed for 100 years and maintained in the student service offices.

2. Category B data include verified information of clear importance such as intelligence and aptitude scores, interest inventories, health data, family information, teacher or counselor observations and report of serious acts of misbehavior and behavior patterns. This file also contains documents that pertain to evaluation procedures to determine if a student was eligible for special education services or for other accommodations such as Chapter 15 Service Agreement. Category B data will be maintained in the student service offices.
 - a. Category B data shall be destroyed four (4) years after the student is graduated or, in the case of a transfer or dropout, when the student reaches age twenty-one (21).
 - b. The responsible administrator or his/her designee shall present to the parent/guardian or eligible student or send by regular first-class mail, postage prepaid, to the last known address of the parent/guardian or eligible student a notice containing the following information: the identity of personally identifiable information that is no longer necessary to the provision of education or other services; a statement that the district may destroy this information at any time on or after a specified date not sooner than thirty (30) days from the date of the notice; a statement that the parent/guardian or eligible student may obtain a copy of this information in accordance with their rights under the Family Educational Rights and Privacy Act (FERPA), by requesting a copy from the district before the specified date of destruction; a statement that the district will presume that the parent/guardian or eligible student does not want the information if a request is not received by the district before the specified date; a statement that the district must destroy this information within a reasonable time after the parent/guardian or eligible student requests the district to do so; and the identity, address and telephone number of the person or office to which the parent/guardian or eligible student should send request for copies or for destruction.
 - c. Destruction of information shall not occur if, and so long as, one of the following conditions exists: the parent/guardian or eligible student has requested copies of or access to the information and has not yet received copies or access in response to the request; or the information is the subject of a lawful subpoena, discovery request, or court order, of which the district is actually aware.
 - d. The district shall maintain a copy of the notice to the parent/guardian or eligible student after Category B files have been copied and/or destroyed.
3. Category C data includes information which has short-term value and may be unverified. Legal or clinical findings, mental health or outside agency reports, Student Assistance Program information, personality test results and unevaluated reports of teachers or counselors belong in this category. Category C data are maintained in the student services offices.
 - a. Category C data may be transferred to Category B if they become verified or if their continued usefulness is apparent.
 - b. Category C data, which have not been transferred to Category B, shall be destroyed when their usefulness has ended.
4. Category D data includes professional notes maintained by school staff who are directly involved with the student's health, education and welfare for their own use. Such notes might include transcripts of interviews, clinical diagnosis, and other memory aids. Such data are to be considered confidential and treated as such. All such data must be destroyed when their usefulness is no longer apparent or when the student leaves the school system. School notes cannot be shared with anyone other than a temporary substitute filling the maker's position. They cannot be passed on to another person who is permanently employed by the district, such as a counselor to whom, the student may be assigned at the next grade level; nor can they be transferred to another school entity to which the student may transfer. Under the law, professional notes are not considered educational records.

5. Confidential, personal files of professionals working in the school, including psychologists, social workers, counselors and others shall be subject to the rules of professional ethics and the concept of confidentiality.
6. Records for students who have terminated their attendance with the district during the current school year will be retained, advanced, and maintained similarly to the records for currently enrolled students.
7. All records will be destroyed 100 years past a student's 24th birthday.

Record Security

1. The responsible administrator and/or his/her designee shall be responsible for properly maintaining student records; for developing methods of access to the records; and for conducting annual inservice meetings to acquaint new staff members with procedures, and to review and update procedures for continuing staff members.
2. Privacy rights of students and parent/guardian shall be guarded.
3. Student records shall be secured by lock whenever the student or other authorized persons are not reviewing them for educational purposes.
4. The school district shall maintain a record which lists the names of the parties who have obtained information for the students' records, the date access was given, and states the purpose for which the party is authorized to use the records. No record needs to be kept of disclosures to parents/guardians, students, or school officials.

Disclosure of and Access to Student Information

The school district adheres to policy of protecting the student and parents/guardians from the release or access to student information to or by unauthorized sources.

1. All requests for access to student records by parents/guardians or adult students shall be in writing and directed to the appropriate building principal. All such requests shall be acted upon and access granted within 45 days after receipt of the written request. However, if the child is a special education student, the school district must comply within thirty days of the request.
 - a. Information described in Category A shall be available for inspection and review by parents/guardians, adult students, or students at a mutually agreeable time. Said review shall be conducted with the assistance of an appropriate staff member.
 - b. Information described in Category B shall be available for inspection and review by parents/guardians and adult students. Students shall be granted access only upon obtaining written consent from the parent/guardian. Said review shall be conducted with the assistance of an appropriate staff member.
 - c. Information described in Category C shall be available for inspection and review only to parents/guardians and adult students. The individual responsible for the information must be present to interpret it.
2. The school district may, without consent from parents/guardians or adult students, share information as described in Category A and Category B with the following individuals:
 - a. School officials having a legitimate need for the information.
 - i. **School Officials** refers to administrators, teachers, and support personnel who have legitimate educational interest and are directly responsible for the instruction or the health and safety of students while in attendance at school.
 - ii. **Legitimate Educational Interest** describes a purposeful educational involvement with a student in which there is a direct responsibility for providing instruction or support services.

- iii. Other school officials, including teachers, within the district who have a legitimate educational interest, and desire access to a student's educational records, shall be required to sign an access log indicating their name, the date of access, and the purpose for seeking the information. The access log shall be available to parents/guardians and to the school official responsible for record maintenance as a means of auditing the operation of the system.
 - b. The State Secretary of Education, Comptroller General of the United States, Secretary of the United States Department of Education or their duly authorized staff.
 - c. Officials of other school systems to which a student has transferred or intends to transfer.
 - d. Judicial order or orders of administrative agencies that have the power of subpoena. Parents/guardians and or adult students shall be notified of all such orders and of the district's compliance.
 - e. State and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to state statutes adopted prior to November 19, 1984 (effective date of FERPA regulations).
 - f. Appropriate authorities in an emergency situation in which the health, safety or welfare of the student is in jeopardy.
3. Data as described in Category C shall not be released to any individuals or agencies other than school officials without consent from the parent/guardians or adult students or by judicial order or subpoena.
4. The school district will not divulge, in any manner, any information to any person other than the parents/guardians, students, and those listed in the Disclosure of and Access to Student Information without receiving written consent from the student's parents/guardians or adult student. Said consent shall be dated, signed, and shall specify the records to be released.

It is the responsibility of the requesting agency to secure the written consent and present it to the school. A copy of the records to be released shall be given to the parents/guardians and/or student if requested.

5. The school district may disclose directory information after it has given public notice of its intention to do so.
 - a. Notice must be given of the types of personally identifiable information that the district has designated as directory information: and a parent's/guardian's or adult student's right to refuse to let the district designate any or all of those types of information about the student as directory information; and the period of time within which a parent/guardian or adult student has to notify the district in writing that he/she does not want any or all of those types of information about the student designated as directory information.
 - b. Directory information may be disclosed for purposes beneficial to the student or the school district only with the approval of the superintendent or his/her designee.

- c. The parent/guardian or adult student has the right to refuse the disclosure of directory information by giving notice in writing by September 30th of each school year. Parent/guardians shall be given information relative to this right at the beginning of each school year.
6. The district may disclose directory information about former students under the procedures outlined above.
7. The district reserves the right to charge a reasonable per page fee for copies of records requested by parents/guardians or adult students. This fee is currently set at \$0.20 per page and may be adjusted by decision of the school board.

Disciplinary Disclosure

1. Prior to admission to the school district, the parent/guardian, or other person having control or charge of a student shall, upon registration for admission, provide a sworn statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school of the Commonwealth or any other state for an act or offense involving weapons, alcohol, or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property. Such registration shall be maintained as part of the student's disciplinary record. Parents/Guardians shall be advised that any willful false statements made under this section shall be a misdemeanor of the third degree.
2. When a student transfers to this school district, a certified copy of the student's disciplinary record shall be requested and obtained from the school entity from which the student is transferring. This record shall be maintained as part of the student's permanent disciplinary record and shall be available for inspection as required by law.
3. When the school district reports a crime committed by a child with a disability, the district shall ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom the school district reports the crime. Disclosure of said records shall require written consent by the parent/guardian or eligible student prior to disclosure.

However, the district initiating legal action against a student may disclose information relevant to the action to the court without a court order or subpoena only if the district makes reasonable effort to notify the parent/guardian or eligible student in advance of the disclosure so that the parent/guardian or eligible student may seek protective action.

Procedures for Amendment of Student's Education Records

1. If a parent/guardian or an adult student believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy or other rights, he/she may ask the district in writing to amend the record. The request will be directed to the Superintendent for processing.
2. The district shall decide whether to amend the record as requested within 45 school days after the district receives the request.
3. If the district decides not to amend the record as requested, it shall inform the parent/guardian or adult student in writing of its decision and of his/her right to a hearing.

Rights of Parents/Guardians or Adult Students to a Hearing

A parent/guardian or adult student or an adult student has the right to request a hearing to challenge any items contained in the student's education record or the verification of a change of status as described in Maintenance of Student Records of this plan. The procedure for a hearing is as follows:

1. A parent/guardian or adult student desiring a hearing shall send a written request to the Superintendent setting forth the specific items being challenged. The request shall also state the reason for the challenge.
2. A hearing shall be scheduled not sooner than ten school days nor later than thirty school days after receipt of the request.
3. A written notification of the date, time, and place of the hearing shall be sent by certified mail to the parent/guardian or adult student at least ten school days prior to the date of the scheduled hearing. The

notification shall state that the parent/guardian or adult student has the right to counsel, to present evidence, and to examine and cross examine witnesses.

4. The hearing shall be conducted before a records panel. The records panel shall consist of the Superintendent (who shall serve as chair), the building principal, and a staff member from the building chosen by the principal. The school solicitor may be present to serve in an advisory capacity if deemed necessary. In the case of a hearing dealing with psychological reports or health reports, the school psychologists or school nurse shall be present in an advisory capacity.
5. Following the hearing, the records panel shall notify the parent/guardian or adult student within five school days of the decision/action taken by the panel. If the decision is in favor of the parent/guardian or adult student, the item(s) in question will be expunged from the records. The parent/guardian or adult student will be notified that they have the right to place a statement in the record when the hearing decision does not favor the parent/guardian or adult student.
6. The decision of the records panel shall be based solely upon the evidence presented at the hearing and shall include a written summary of the evidence and the reason for the decision.

Annual Notification of Rights

The school district shall give parents/guardians of students in attendance or adult students in attendance annual notice by means of the district's student handbook to inform them of the following:

1. Their rights under the Family Educational Rights and Privacy Act of 1974 and rights contained in this Student Records Plan, which is available on the district website and at the office of the superintendent.
2. The right to file complaints concerning alleged failures of the district to comply with the requirements of the Family Educational Rights and Privacy Act of 1974. Such complaints should be directed to the Department of Education's Office of Records Policy Compliance in Washington, D.C.
3. The school district shall provide for the need to effectively notify parents/guardians of student identified as having primary or home language other than English, hearing or visual impairment

216.A ADOPTED MARCH 12, 2018