

DODGELAND SCHOOL DISTRICT
Board Policy Manual

347-Exhibit (1)

STUDENT RECORDS NOTICE

The DodgeLand School District maintains student records for each student attending school in the District. These records include: (1) **student progress records** – courses taken by the student, the student's grades, immunization records, extracurricular activities and attendance records; and, (2) **student behavioral records** – psychological tests, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, student physical health records (other than immunization records), law enforcement agency records obtained by the District and any other student records which are not progress records.

State and federal laws require that the maintenance of student records assure confidentiality. Accordingly, the following shall apply in the District:

- (1) An adult student, or the parent(s) or guardian(s) of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request in accordance with Board policy and established District procedures. The District will respond to such requests without unnecessary delay. Copies of the District's student records procedures are available upon request at the DodgeLand School District, 401 South Western Avenue, Juneau, WI 53039. Regular office hours are 7:30 AM – 4:00 PM.
- (2) An adult student, or the parent(s) or guardian of a minor student, has the right to challenge the content of the student's school records if he/she believes the records are inaccurate, misleading or otherwise in violation of the student's privacy rights. Complaints regarding the content of student records may be made in accordance with established District procedures. Copies of the District's procedures are available as outlined above.
- (3) An adult student, or the parent(s) or guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational, including safety interests, in the records. A "school official" is a person employed by the District who is required by the Department of Public Instruction to hold a certificate, license or permit; a person employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a person serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill his/her professional or District responsibility

The District shall transfer a student's records to another school or school district without consent upon request in accordance with state law. District procedures outline the specific reasons for disclosure without consent and are available as outlined above.

- (4) An adult student, or the parent(s) or guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that

administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The District has designated the following student record information as directory data: student's name, address, E-mail address (if applicable), telephone listing, 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 attendance, photographs, degrees and awards received and name of school most recently previously attended by the student. This information may be disclosed to any person UNLESS the parent, legal guardian or guardian ad litem informs the school that all or any part of the directory data may not be released without the prior consent of the parent, legal guardian or guardian ad litem. Refusal of such release must be made to the school no later than two weeks (14 days) after the opening of school or receipt of this notice.

Secondary School Students

A secondary school student or the parent(s)/guardian(s) of the student may request that the student's name, address, E-mail address (if applicable), and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent. The District shall comply with such request.

Unless access to such information has been restricted by the secondary school student or the student's parent(s)/guardian(s) as outlined above, the District shall provide access to secondary school students' names, addresses, E-mail addresses (if applicable), and telephone listings, on request made by military recruiters or institutions of higher education. The District shall provide military recruiters the same access to secondary school students as provided generally to post-secondary educational institutions or to prospective employers of those students.

Approved: December 19, 1984
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