

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



Student Records

**Collection, Maintenance, Accessibility, Dissemination,
Retention, and Confidentiality**

Student records are an essential part of the educational process. To serve this end, information about students as may be required by law, and considered necessary to achieve the educational goals and objectives of the Winner School District, will be collected and maintained under the supervision of the certified staff. This collection, maintenance, accessibility, dissemination, retention, and confidentiality of such information will be controlled by procedures designed to enhance the primary task of the school while protecting individual student rights and preserving the confidential nature of the various types of records.

It is the responsibility of the School District to annually, through public notice, inform parents/guardians of students and eligible students of their right to inspect and review educational records. Requests for review must be directed to the office staff in the building where the student attends.

Parents/Guardians and students over 18 years of age are entitled:

1. To know the records that are kept;
2. To inspect and review the records or material that pertains to them or their child/student;
3. To receive a response to a reasonable request for explanation and interpretation within 45 days of the request;
4. To challenge a record claimed to be inaccurate, false or misleading or otherwise in violation of the privacy or other rights of students, and to a hearing if, after review, no change is made;
5. To place a statement of rebuttal in the challenged record if no change is made;
6. To file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 S. Maryland Ave. S. W., Washington, DC 20202-5920, if they believe any of these rights are violated.

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Public notice will be given annually by the School District of its intent to disclose personally identifiable data designated as "directory information" as well as provide the names, addresses and telephone numbers of high school students to military recruiters and institutions of higher education, if requested to do so.

The parent/guardian of a student or an eligible student may refuse to consent to the disclosure of directory information in any or all of the information categories or to the disclosure to military recruiters and institutions of higher education. Such refusal must be made in writing to the student's building principal within fifteen (15) days after the notice is given. Exclusion of information in any of the following categories may result in exclusion from the any publication in which directory information regularly appears.

Directory information categories include:

1. Student's name, address, telephone number;
2. Grade level;
3. Student's participation in officially recognized activities or sports;
4. Weight and height of athletes;
5. Honors, awards, and degrees;
5. Information which denotes accomplishments and achievements;
6. Individual and group photographs;
7. Images and voices recorded by audio and/or video surveillance or other recording system in hallways and common areas, outside buildings on school grounds, in or on athletic facilities, on school district buses or other common areas where students are subject to visual monitoring;
8. Dates of attendance; and
9. Most recent previous educational agency or institution attended by the student.

Legal Reference:

Family Educational Rights and Privacy Act 20 U.S.C. §1232g; 34 C.F. R. Part 99