

NOTICE TO PARENTS REGARDING STUDENT RECORDS

The Vinton-Shellsburg Community School District maintains cumulative records on each student as an aid in the instruction, guidance and educational development of the student. The records contain information about the student's education, including identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations and external agency reports.

Records of each student are located in either the elementary or secondary school building, depending on where he/she is enrolled. Any exception is noted in the student's other record or by those involved in record maintenance.

The building principals are responsible for the maintenance of school records.

The following persons, agencies and organizations may have access to student records without prior written consent of the parents or students over the age of 18 years:

School officials and teachers with a legitimate educational interest.

Officials of other schools in which the student plans to enroll.

Representatives of state and local government when auditing and evaluating federal education programs.

Parents of dependent (such as severely and profoundly handicapped) children, regardless of child's age.

Any other access to student records shall be only upon the parent's or majority age student's written consent or upon court order or legally issued subpoena.

Please be advised that within one year following the fourth anniversary of the student's discontinuance of school enrollment, your child/children's school cumulative file shall be destroyed by December of that year. Records of students enrolled in a special education program, or records of students who have been referred for testing by Grant Wood Area Education Agency are also on file at Grant Wood A.E.A. These Grant Wood A.E.A. folders will be destroyed, using the same guidelines mentioned above. A permanent record of the student's name, address, phone number, and school-related information will be maintained without time limitations.

Parents of students under age 18, and students over 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, and to challenge the contents of the records on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained by school personnel.

A parent or majority age student wishing to challenge the content of the record should notify the principal in writing noting material being challenged.

Following the receipt of the challenge, an informal hearing will be held to determine the validity of the challenge. A hearing panel, appointed by the superintendent, will conduct the hearing. The panel may request that representatives from various professional disciplines present relevant information. A decision about the content will be put in writing within a reasonable period of time and will be included in the record. Should the parents or student be dissatisfied with the decision of the panel, they may request a review by the superintendent. The superintendent will either sustain, modify, or overrule the decision of the panel. If it is agreed that any information will be changed in the child's school record, the superintendent or his/her designee will make the appropriate changes.

Parents, or a student of majority age, have the right to respond in writing to any information in the record and have the response become part of the record.

The principal of each attendance center may release the following types of information to the public, where appropriate, keeping in mind the privacy of the student and the student's family: name, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school or institution attended by the student.

To prevent the public release of such information, a parent must file a written objection not later than the third Monday after the beginning start date of the school year. The Parental Authorization for Releasing Student Directory Information form is available with fall registration information and also at each attendance center principal office and should be filed with the aforementioned person responsible for maintaining student records.

Students and parents may file with the U.S. Department of Education, complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to: The Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-5901.