

EDUCATION RECORDS

Policy

The South Burlington School District recognizes the importance of keeping accurate and appropriate education records¹ for students as part of a sound educational program and is committed to act as trustee of this information, maintaining these records for educational purposes to serve the best interests of its students.

The principles of accuracy and confidentiality underlie all policies and procedures for the collection, maintenance, disclosure and destruction of education records. It is the policy of the district to protect the confidentiality of education records and release information only as permitted by law. Annually or when the student enrolls, the district will inform² parents, guardians, and students eighteen years and older of their right to inspect, review, and seek amendment of the student's education records. The district will inform parents, guardians, and students eighteen years and older of items considered directory information through notices distributed at the beginning of each school year or when a student enrolls.³

The building principal will be the custodian of all education records in a given school. The superintendent has overall responsibility for education records throughout the district and for assuring that adequate systems are in place to maintain such records and to provide parents with access to them in accordance with state and federal law. The superintendent is responsible for developing procedures to assure the consistent implementation of this policy. The procedures shall comply with all federal and state laws and regulations governing access to and the collection, maintenance, disclosure and destruction of education records.

¹ A "record" means any information recorded in any way, including but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche. The term "education records" means those records that are (1) directly related to a student, and (2) maintained by the school district, a school within the district, or a party acting for the school district or a school within the school district. It does not include a teacher's notes that are in the teacher's sole possession and shared only with a substitute teacher. 20 U.S.C. 1232g; 34 C.F.R. 99.3.

² School districts are required to find an effective way to notify parents whose primary language is not English. 34 C.F.R. §99.9.

³ The Family Educational Rights and Privacy Act allows schools to designate certain information as "directory information" and release it after providing public notice of the categories of information it seeks to release. "Directory information" includes, but is not limited to, a student's name, address, 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, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Additional information may be released with specific parental consent. 12 U.S.C. §1232g; 34 C.F.R. §99.3.

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Definitions

All terms used in this policy, and the procedures developed for the implementation of this policy, shall be defined, where applicable, as those terms are defined in the Family Educational Rights and Privacy Act and in the federal regulations promulgated pursuant to that Act.⁴

⁴ *12 U.S.C. §1232g; 34 C.F.R. §99.3.*

Date Policy Last Adopted: October 17, 2018

Date Policy Revision Warned: February 20, 2019

Date Policy Revision Considered:

Date Policy Revision Adopted:

South Burlington School District Board of School Directors

Elizabeth E. Fitzgerald, Chairperson

Bridget M. Burkhardt, Clerk

Martin J. LaLonde

Stephen T. Wisloski

Alex B. McHenry

Legal References:

20 U.S.C. §§1232g (Federal Family Educational Rights and Privacy Act of 1974)

20 U.S.C. § 7908

16 V.S.A. 563(27) (NCLBA Armed Forces Recruiter/Higher Education Access)

34 C.F.R. Part 99

1 V.S.A. §317 (Definitions)

15 V.S.A. §670 (Non-custodial parents)

33 V.S.A. §5536a (Juvenile court records)

VT State Board of Education Manual of Rules and Practices §2120.8.3.3

Other Paper Articles
Updated 2/7/19

The School Board articles are scheduled for publication the first week of each month. Your deadline for each of the monthly articles will be noon on the dates indicated below. Please submit your article to editor@otherpapersbvt.com.

Please be sure the articles are between 450-500 words, with no special formatting such as graphs or extensive bulleted lists. The *Other Paper* will include headshots for each author.

Future Due Dates for School Board Column

Your article will appear in the first issue of each month.

Your deadline is usually the 4th Thursday of the month at noon.

8/29/18 (will run in 9/6/18 issue)	Alex M.	Diversity, Equity, and Inclusion
9/27/18 (will run in 10/4/18 issue)	Martin	City and School Collaboration
10/25/18 (will run in 11/1/18 issue)	Steve/Bridget	Budget 101 - Talking about Expectations
11/22/18 (will run in 12/6/18 issue)	Bridget	Master Planning and Visioning
12/27/18 (will run in 1/3/19 issue)	Steve	Board Roles and Responsibilities
1/24/19 (will run in 2/7/19 issue)	Elizabeth	Student Outcomes
2/28/19 (will run in 3/7/19 issue)	Alex	Substance Abuse
3/28/19 (will run in 4/4/19 issue)	Martin	Legislative Priorities
4/25/19 (will run in 5/2/19 issue)	Arnel and Cole	Safety and Security measures put in place
5/23/19 (will run in 6/6/19 issue)	TBA	180 Market Street Update or Airport Noise Update
DATE TBA -- Possible MPV Ad/Double-sided Insert	ALL	Master Planning and Visioning – Phase II Update

Topics for Consideration

- Where to get district information
- Social media
- Budget reflections on CIP
- State and federal policies
- Education spending
- PLP's Middle School/HS
- Governors Healthcare Initiative