

Students

Student Records; Confidentiality

Policy 5125

Educational records will be kept for each student. The Ledyard Board of Education recognizes the legal requirement to maintain the confidentiality of educational records in accordance with state and federal law, including the Family Educational Rights and Privacy Act (FERPA).

Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto.

For the purposes of this policy:

"Parent" means a parent of a student and includes a natural, surrogate or adopted parent, a legal guardian, or an individual acting as a parent in the absence of a parent, guardian or surrogate. The District shall give equal rights of access to either parent, including a non-custodial divorced parent, unless the District is provided with evidence of a court order or other official document, e.g., relating to divorce, separation or custody, that specifically revokes such rights.

"Student," except as otherwise specifically provided, means an individual who is, or who has been, in attendance at school within the District.

"Eligible Student" means a student who has reached eighteen (18) years of age or a student who is an emancipated minor. When a student becomes an eligible student, the rights accorded to, and any consent required of, parents under this policy transfer from the parents to the eligible student. However, the District may continue to disclose educational records to the parents of an eligible student without the eligible student's consent if the eligible student remains a dependent for tax purposes.

"Educational record" means any record that is directly related to a student and that is maintained by the District. This includes such information recorded by handwriting, print, computer media, video or audio tape, film, microfilm or microfiche. "Educational record" shall not include any of the following:

1. Notes compiled by instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons which remain in the sole possession of the maker and are not accessible or revealed to any other person except a temporary substitute for the maker.

2. Records created and maintained by the District's law enforcement unit for law enforcement purposes.

3. Records concerning District employees which are made and maintained in the normal course of the District's business and which relate exclusively to an employee in his or her capacity as an employee and are not available for use for any other purpose.

4. Medical and health treatment records of a student who is eighteen (18) year of age or older which are disclosed only to individuals providing the treatment.

5. Records that contain information about an individual after he or she is no longer a student.

"Directory Information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, one or more of the following items: parent's name and/or e-mail address, student's name, address, telephone number, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, photographic, computer and/or video images, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.

A student's social security number or student ID number is prohibited from designation as directory information. However, student ID numbers and other electronic personal identifiers used to access or communicate in electronic systems may be disclosed only if the identifier is not used by itself to authenticate identity and cannot be used to gain access to education records.

A student's ID number or other unique personal identifier that is displayed on a student ID badge is considered directory information, 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.

"Substitute" means a person who performs the duties of an individual on a temporary basis, and does not include a person who permanently succeeds that individual.

"School official" means all instructional, supervisory, administrative and ancillary personnel employed by, under contract with, or providing in-kind services for, the District, including, but not limited to, youth and/or DARE officers and other law enforcement personnel, health or medical staff such as nurses, counselors, medical consultants and therapists, as well as attorneys and auditors. Ledyard Board of Education members are also school officials.

"Legitimate educational interest" means an interest in the student or in the management and/or administration of education in the District. A legitimate educational interest includes, but is not limited to, an individual's need to know information in order to:

1. perform any task required by the individual's position with the District;
2. perform an instructional, administrative, or supervisory task directly related to a student's education;
3. perform a service or benefit for a student or a student's family; or
4. perform discipline related tasks.

The Superintendent shall develop procedures providing the following:

1. Annually informing parents of students currently in attendance and eligible students currently in attendance of their rights concerning educational records.
2. Permitting parents and eligible students to inspect and review educational records.
3. Not disclosing personally identifiable information from a student's educational records without the prior written consent of the parent or eligible student, except to the extent disclosure without consent is authorized by law, including a specification of the personally identifiable information to be designated by the District as directory information.
4. Maintaining a record of disclosures of personally identifiable information from a student's educational records and permitting a parent or eligible student to inspect that record.
5. Providing a parent or eligible student with an opportunity to seek an amendment of educational records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
6. Assuring security of student records.

Legal Reference: Connecticut General Statutes 1-210 Access to public records. Exempt records. 7-109

Destruction of documents.

10-15b Access of parent or guardians to students records.

10-154a Professional communications between teacher or nurse & student. 10-209 Records not to be public.

46b-56(e) Access to records of minor children by non-custodial parents. Federal Law

Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g, as amended.

Dept. of Education regulations 34 C.F.R. Part 99, Family Educational Rights and Privacy.

Connecticut State Library Public Records Administration Schedule M8 - Education Records.

Policy adopted: November 2, 1994

Policy revised: February 6, 2002

Revised: March 15, 2017

LEDYARD PUBLIC SCHOOLS

Ledyard, Connecticut