

ANNUAL STUDENT RECORDS NOTICE

The Rice Lake Area School District maintains student records for each student attending school in the District. These records include: (1) student progress records – courses taken, grades, immunization records, extracurricular activities and attendance; 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, 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. The District has also adopted a student records policy and procedures. This notice is subject to state and federal laws and the District's policy and procedures. 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 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 School District Office, 700 Augusta Street, Rice Lake, WI 54868.
2. An adult student, or the parent(s) or guardian of a minor student, has the right to request the amendment 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 upon request 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 or safety interests in the records. A "school official" is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; this includes district administrator, supervisor, teacher, school psychologist, school counselor, speech and language pathologist, occupational therapist, school nurse, and school social worker. Anyone else needing access to student records must receive written permission from the Director of Pupil Services or the District Administrator. 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 also, upon request, forwards a student's records to another school without consent in accordance with state law for purposes related to the student's enrollment or transfer. District procedures outline the specific reasons for disclosure without consent and are available upon request 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 20202-5920.

The District designates the following data elements from student records as directory data:

- student's name;
- recorded images of the student that are not being maintained by the District for a separate purpose as a behavioral record;
- student's school/grade level;
- degrees and awards received by the student;
- student's participation in officially recognized activities and sports;
- weight and height of members of athletic teams;
- the name of the school most recently previously attended by the student;
- student's dates of attendance (not including daily attendance records);
- student's date of birth;
- student's home address (for any student who is a participant of the state's address confidentiality program-the Safe at Home program, the student's home address is the Safe at Home address listed on the Safe at Home authorization card); and
- student's telephone number.

Opt-out Decisions

The District may disclose this information as directory data unless a parent, adult student, or other person authorized by law has informed the District in writing that all or any part of this record information may not be released without appropriate prior consent. After the District issues this annual notice near the beginning of each fall session, and after issuing similar notice upon a student's initial enrollment and registration in the District or re-enrollment following a gap in enrollment, the parent, guardian, or adult student will have 14 days from the date the notice is issued to inform the school that all or any part of the student's directory data may not be released without prior consent. During such 14-day periods, the District will avoid the release of the student's directory data. In addition, using procedures established by the administration, a parent or guardian (or adult student, if applicable) may make, modify, or withdraw any previous opt-out decision regarding directory data at any time.

Secondary School Students

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

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

Adopted: 12/18/78
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11/12/18
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