

LEXINGTON SCHOOL COMMITTEE POLICY

STUDENT RECORDS POLICY

ADOPTED: November 6, 2001

Date Approved by
School Committee:

November 6, 2001

Signature of Chair:

_____ on file _____

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I. PURPOSE AND SCOPE

As permitted by FERPA and the Massachusetts Student Records Regulations, the Lexington School Committee has designated selected student records to be “directory information.” “Directory information” is defined by FERPA as the information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. For preschool and elementary school students, the following records have been designated as directory information:

Name
Grade
Classroom Assignment

For middle and high school students, the following records have been designated as directory information:

Name
Graduating Class
Team/Class Assignment (Middle School)
Weight and height of members of athletic teams (**if it is for a specific athletic program**).
Participation in officially recognized activities and sports.
Honors and Awards

II. APPLICATION

Notification of Rights Under FERPA and the Massachusetts Student Records Regulations

The Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations together afford parents and students over 14 years of age (“eligible students”) certain rights with respect to the student’s education records. Parents and students can obtain a complete copy of their rights under the Massachusetts Student Record Regulations by contacting the school principal. Such rights generally include the following:

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1. The **right to access** the student’s education records. Parents or eligible students should submit their request for access to the school principal. Massachusetts law provides specific procedures for parents to follow in obtaining access to student records when the parent does not have physical custody of a child. Information about these procedures can be obtained from the building principal or the Superintendent.

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2. The **right to request the amendment** of the student's education records. Parents or eligible students should direct their request to the principal, clearly identifying the part of the record they want changed, and why. The principal's decision may be appealed to the Superintendent or designee, whose decision may in turn be appealed to the School Committee.
3. The **right to consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Massachusetts regulations authorize disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests in the records. Such school officials include professional, administrative and clerical staff who are employed by or under agreement with the Lexington Public Schools and who need access to a record in order to fulfill their duties. The Lexington Public Schools also discloses student records without parent/eligible student consent to officials of other schools in which a student seeks or intends to enroll.

In addition, the Lexington Public Schools generally disclose "directory information" without parent/eligible student consent. Directory information for preschool and elementary school students includes the student's name, grade, and classroom assignment. Directory information for middle and high school students includes the student's name, graduating class, team/class assignment (middle school), weight and height of members of athletic teams, if it is recorded for a specific athletic program, participation in officially recognized activities and sports, and honors and awards. In the event a parent or eligible student wishes the school not to release such directory information, the student or parent must notify the school principal no later than September 15th.

The **right to file a complaint** with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. 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, D.C.

The Lexington Public Schools adheres to the provisions of the Family Educational Rights and Privacy Act (FERPA) and Massachusetts laws and regulations in providing access to and confidentiality of student records.

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The Lexington Public Schools will release the designated information without the consent of the parent or eligible student, unless the parent or eligible student provides the principal with written notice that he/she does not wish the school to release such information. The notice must be received annually by a date designated by the principal.

III. BACKGROUND

To the extent required by applicable law, the Lexington Public Schools will provide parents/eligible students with an annual notice of their general rights relative to student records. The Superintendent will determine the content and method of such notice.

Statutory References:

Family Education and Privacy Rights Act (FERPA): 20 U.S.C. §1232g, 34 CFR §99
Massachusetts Student Records Regulations: 603 CMR 23.00, et seq.
Student Records Access for Non-Custodial Parents: General Laws, Chapter 71, §34H