

# ADDISON NORTHWEST SCHOOL DISTRICT POLICY

**SECTION: STUDENTS**

**CODE: C1**

**TITLE: STUDENT RECORDS**

## **Policy**

The Addison Northwest School District recognizes the importance of keeping accurate and appropriate education records 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 information contained in students' education records belongs primarily to the students and/or their parent(s), or guardians.

The principles of accuracy and confidentiality underlie all policies and procedures for the collection, maintenance, disclosure and destruction of educational 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 term a student enrolls.

The building Principal will be the legal custodian of all student 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.

## **Definitions**

All terms used in this policy and in 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.

## **Implementation**

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 the collection, maintenance, disclosure and destruction of education records.

*Date Warned: March 29, 2017*  
*Date Adopted: April 26, 2017*  
*Legal Reference(s): 20 U.S.C. §§1232f-1232j (Federal Family Educational Rights and Privacy Act of 1974)*  
*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*