

Educational Records Information

Cumulative, Confidential, and Discipline

An accurate and complete individual education record is maintained for each student attending Culpeper County Public Schools. All data (cumulative, confidential and discipline as defined below) maintained (in handwriting, print, computer media, video or audio tapes, film, microfilm, microfiche or other medium) on an individual student are considered to be the education record. The content of the education record is limited to data needed by the school to assist the student in his/her personal, social, educational, and vocational development and in his/her education and vocational placement. Education records are maintained either in the school the student attends or last attended while enrolled in Culpeper County Public Schools or at the School Board office. The education record contains:

Cumulative data - such as directory information, grades, attendance, state testing results, health records, textbook agreement, etc.;

Confidential data - such as personally identifiable information; and

Discipline data - such as notices of disciplinary actions.

The Superintendent (or designee) or the principal of the school in which the education record is located is responsible for maintaining the record, a list of parties to whom data may be disclosed, and the purpose of disclosure. All education records are maintained in a secure location within the school and/or School Board office and are accessible to school officials, including any teacher, administrator, assigned student teacher, intern, instructional assistant, or other professional employee of the School Division and members of the School Board. The administrator in charge of maintaining records determines whether a school official is seeking the information to carry out his/her official duty and whether the specific information sought will help in carrying out that duty.

The policies and procedures for reviewing and expunging educational records are included in *School Board policy - JO* and other regulatory and procedural guides. Parents/legal guardians and eligible students have the right to inspect and review their child's education record and may do so by contacting the principal of the school for a scheduled time and place where the records may be inspected. The parent/legal guardian or eligible student who believes that information in the education record is inaccurate or misleading or violates the privacy or other rights of the student may request that the record be amended.

The policies and procedures for disclosure of data from education records are included in *School Board policy - JO*. Consent for disclosure is required except for the transfer of the student's education record to another school or School Division within or outside the state of Virginia or to the Department of Correctional Education and education programs in youth and detention centers, and others seeking information in course of their duties as required by VA Code 22.1 - 287.

Parents/legal guardians and eligible students may challenge the content of education records and file with the FERPA office a complaint concerning an alleged failure of the Culpeper County Public Schools to comply with 20 U.S.C. 1232g.

Parents/legal guardians and eligible students may be charged a fee of five cents (.05¢) per page for copying educational data from the record; however, a copy of the IEP, evaluation reports, and eligibility minutes will be provided to the parent at no cost.

The Superintendent or designee will do a periodic evaluation of records and will remove data no longer educationally useful. Student placement information for enrolled students at each school will be maintained until September 30 of the current year and will then be destroyed. All student education records will be destroyed five years after graduation or withdrawal, except for the required permanent information.

Parents/legal guardians and eligible students may obtain, upon request, a copy of the written policies and procedures on the management and location of records, amendment process, and hearing procedures of the education record. Copies of the written policy may be obtained by contacting the School Board office.

The following documents of general interest are available for review at each school unless otherwise noted:

- School Division Policies (website: www.culpeperschools.org or School Board office)
- School Improvement Plan
- Crisis Management Guide
- Philosophy and Objectives
- Culpeper County Special Education Procedural Guide (School Board office)
- Regulations Governing the Management of the Education Record (School Board office)
- School Counseling Handbook
- Family Life Education Program
- Federal Monitoring Program Report (School Board office)
- Asbestos Inspection Report and Management Plan--AHERA 40 CFR. Part 763 (Maintenance Department)

Directory Information, Publications and Postings

Schools may provide student directory information to appropriate organizations or the media. Directory information can be included in school's yearbooks, cast lists, athletic team programs, bulletin boards, websites and social media platforms under control of CCPS.

Directory information is defined under the Code of Virginia, 22.1-287 and the inclusion of such items is decided by the School Board as follows:

- * Student's name
- * Name of parent or guardian
- * Height and weight, if a member of an athletic team
- * Gender of student
- * Date and place of birth
- * Dates of attendance (by school year)
- * Course of study
- * School which student attends
- * Participation in officially recognized activities and sports
- * Photographs and videos
- * Awards and honors received

During the school year, Culpeper County Public Schools may release notable student products (i.e. posters, poems, essays, art work) to appropriate organizations and news media along with appropriate directory information. Any parent, guardian, or student (aged 18 or over) **NOT** wishing any of the above information released without prior consent should notify the school principal in writing.