

# CONFIDENTIALITY

## I. POLICY STATEMENT:

The keeping of accurate and appropriate education records on students is a necessary part of a sound educational program. The information contained in students' education records belongs primarily to the students and/or their parent, parents, or guardians. The St. Johnsbury School District, as trustee of this information, maintains these records for educational purposes to serve the best interest of its students and subscribes to the following:

The principle of confidentiality underlies all policies and procedures for the collection, maintenance, disclosure, and destruction of educational records. Educational records entrust information to others and as such, obligate those others to safeguard and to protect the confidentiality of any personally identifiable information (see Policy on Student Records, Section D).

The district will annually notify parents and/or guardians of students currently in attendance and adult students currently in attendance of their rights to privacy under the Family Educational Rights and Privacy Act of 1974.

The district will release directory information for public relations purposes without prior written consent, unless the parent or eligible student informs the principal in writing that permission is denied. Directory information to be released shall be restricted to:

- Student's name, address, date of birth, dates of enrollment;
- Parent or legal custodian's name and address;
- Student's grade level classification;
- Weight and height of members of athletic teams;
- Student's diplomas, certificates, awards, and honors received.

The superintendent is responsible for the consistent procedural implementation of this policy on educational records for all students in the district. The procedures shall abide by all federal and state laws and regulations governing the collection, maintenance, disclosure, and destruction of education records.

## II. RATIONALE:

Federal Regulation, 34 C.F.R. Part 99.

Federal Family Educational Rights and Privacy Act of 1974 (P.L. 93-380)

**DATE WARNED:** JULY 26, 2001  
**DATE APPROVED:** AUGUST 6, 2001  
**DATE WARNED:** FEBRUARY 10, 2006  
**DATE APPROVED:** FEBRUARY 20, 2006