

STUDENT EDUCATION RECORDS AND INFORMATION

The Londonderry School District shall comply with the Family Educational Rights and Privacy Act (“FERPA”) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information.

A. Directory Information

The Londonderry School District designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school district, honors and awards received, and photographs and videos of student participation in school activities open to the public.

Directory information may be published in student yearbooks, school district websites, athletic publications, radio programs, television broadcasts, performing group graduation programs, and in the publication of achievement awards and honors for individual students. This information may also be disseminated to local newspapers in accordance with school sponsored sporting activities and/or programs.

The Londonderry School District may disclose directory information if it has provided notice to parents (and eligible students) and has not received timely written notice refusing permission to designate such information as directory information.

Absent an opt-out, the District may disclose directory information about former students without the consent of the parent/eligible student.

B. Military Recruiters/Higher Education Access to Information

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the Londonderry School District must comply with any such request, provided that parents have been notified that they and secondary school students have the right to request that this information not be released without their prior written consent.

C. Health or Safety Emergencies

In accordance with federal regulations, the School District may disclose education records in a health or safety emergency without prior written consent to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

D. Transfer of Student Records

The Londonderry School District sends student education records to a school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled, if the school, school system, or institution or postsecondary education

has requested the records, so long as the disclosure is for purposes related to the student's enrollment or transfer. Such records include, but are not limited to, grades and report cards, disciplinary records, attendance records, special education records and health records.

E. Designation of Law Enforcement Unit

The Board hereby designates the Londonderry Police Department as the Londonderry School District's law enforcement unit.

F. Violations by Employees, School Board Members, and Volunteers

All employees, school board members, and volunteers must comply with this policy and corresponding procedures. Failure to do so may result in discipline and/or exclusion from continuing participation in volunteer activities. Such discipline may include, but not be limited to, termination.

G. Administrative Procedures and Notices

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended
20 U.S.C. § 7908
RSA 189:1-e, RSA 189:66, IV, 193-D:8, 194:31-a
N.H. Code of Administrative Rules Ed 1119

Cross Reference: JRA-E – Annual Notice of Student Education Records and Information Rights
JRA-R – Student Education Records and Information Administrative Procedure
EDDA – Internet Log/email/Voice Mail Retention Policy

LONDONDERRY SCHOOL BOARD
Adopted: August 8, 2017