

**NOTICE TO PARENTS, ELIGIBLE STUDENTS AND LEGAL GUARDIANS OF STUDENTS
OF THE BROWNSBURG COMMUNITY SCHOOL CORPORATION
PRIVACY ACT OF 1974**

This notice is directed to any and all parents, students, and legal guardians of students of the Brownsburg Community School Corporation, pursuant to and under the Family Educational Rights and Privacy Act of 1974, Public Law 93-380 and Public Law 93-586, as supplemented and amended, relative to the records of students of the Brownsburg Community School Corporation and the rights of parents, students and legal guardians under said act.

1. The Brownsburg Community School Corporation is an educational institution organized and existing under the laws of the State of Indiana. The Corporation provides for the educational needs of students of Brown and Lincoln Townships, Hendricks County, Indiana.
2. The Brownsburg Community School Corporation maintains records on all students who have attended and are presently attending schools of the Corporation; said records are directly related to the students. FERPA has established parental and student rights with respect to "education records." The statutory definition of this term is as follows:
 - (i) Contains information directly related to a student; and
 - (ii) Are maintained by an educational agency or institution or by a person acting for such agency or institution.

Records, which are not to be considered "education records", include:

- (1) Records in the sole possession of the maker of the record accessed and revealed only to a substitute and not shared with others;
 - (2) records of a law enforcement unit that were created by that law enforcement unit, specifically for law enforcement purposes;
 - (3) records made and maintained in the normal course of business which relate exclusively to a person who is employed by an educational agency in that person's capacity as an employee and are not available for use for any other purpose; and
 - (4) records of a person who is eighteen (18) years of age or older which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional capacity which are made, maintained, or used only in connection with the provision of treatment to the student.
3. Types of records maintained by the Brownsburg Community School Corporation (Directory Information)
 - (1) Name, address, telephone number, date and place of birth.
 - (2) Field of study (Major), grade level.
 - (3) Participation in officially recognized activities and sports.
 - (4) Weight and height of members of athletic teams.
 - (5) Dates of attendance.
 - (6) Degrees, honors, and awards received.
 - (7) Most recent educational agency or institution attended by the student.
 - (8) Photographs.
 - (9) Enrollment status (e.g. Undergraduate or graduate; full-time or part-time).

4. The following officials and persons have access to each type of record for the purpose of maintenance and administration of the educational process:

Superintendent of Schools	Assistant Superintendent of School	Director of CAP
Board of School Trustees	Director of Pupil Services	Assistant Director of CAP
Business Manager	Director of Facility Planning, Buildings & Grounds	Principals
Director of Technological Services	Coordinator for Secondary Education	Assistant Principals
Coordinator for Elementary Education	School Psychologists	Athletic Directors
Student Assistance Coordinator	Safety Officer	Assistant Athletic Directors
Data Managers	ICE Coordinator CAP Program	School Counselors
Social Workers	Interpreters	All Certified Teachers
Transportation Director	Administrative Assistants	Nurses
Bookkeepers/Deputy Treasurer	Receptionist Administration Building	Director of Food Services
Office and Health Aides	Bus Drivers	Occupational/Physical Therapists
Treasurers	Instructional Assistants	Interns
Substitute Teachers	Student and Cadet Teachers	

5. Policies of the Corporation for reviewing and expunging these records:
 - A. The Act concerns the student record of both elementary and secondary schools.
 - B. The parents' rights under the Act extend until the student is emancipated (no longer considered a dependent by IRS standards) or is enrolled in a post high school institution; thereafter, only the student himself may exercise the rights.
 - C. Parents, emancipated students, and legal guardians have a right to examine the student records at reasonable times during the school years.

- D. A record is kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination.
- E. Certain persons may examine student records without a parent's consent; these include school officials, including teachers who have "legitimate educational interest", officials of other schools or school systems where a transfer is made, and certain representatives of the state and federal government.
- F. Any person may receive the records, if the parents execute a written consent specifying the records to be released, the reason for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case if requested; the parents may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
- G. A copy may be furnished pursuant to a court order of subpoena but only if the parents are given advance notice..
- H. Schools in the Brownsburg Community School Corporation will forward education records including suspension and expulsion disciplinary records to other schools (private or public) in which any elementary or secondary student seeks or intends to enroll on a full-or part-time basis.
6. The Procedure established for reviewing the school records:
- A. Requests to review school records shall be made by a written request to the principal of the appropriate school. Printed request forms are available at the school, but written requests may be made other than on the provided form.
- B. The written request must be completed prior to the review of the school record. (This form becomes a part of the student's record thereafter.)
- C. The principal shall have the records available for review and inspection within ten (10) days after the request has been made and, in any event, no later than forty-five (45) days.
- D. The principal shall make provisions for assistance in the interpretation of the records.
7. Procedures for challenging the contents of educational records: Parents who desire to challenge the validity or content of school records as being inaccurate, misleading or otherwise in violation of the Act shall indicate so in writing and forward a copy to the Superintendent of Schools. Thereafter, parents shall receive notice from the school authorities as to action taken on the request for challenge.
8. Cost for student record review:
- A. There shall be no fee or costs for reviewing the student records at the school.
- B. Copies of the student record shall be furnished to the parent or eligible student upon request, and said copies shall be reproduced at cost to the parent or eligible student.
9. Release of directory information:
Parents, students and legal guardians of students of Brownsburg Community School Corporation are hereby further notified that any and all objections by such parent, student, or legal guardian as to the release by the school corporation without further consent of the information classified as "directory information" shall be made to the authorities of the Brownsburg Community School Corporation within ten (10) days from the date of this or any subsequent annual notice.
10. Release of records to other school districts:
Schools in Brownsburg Community School Corporation disclose education records without consent to officials of another school district in which a student seeks, or intends to enroll. This includes those students' disciplinary records that concern student misconduct relating to the health or safety of the student, other students at the school and members of the school community. The discipline record applies only to those that resulted in suspension or expulsion or for the violation of a misconduct rule that relates to a safety or health concern of the school.
11. Release of education records to law enforcement agencies:
USA Patriot Act permits school to disclose without consent or knowledge of the parent or student "personally identifiable information from the student's educational records to the Attorney General of the United States or his designee in response to an *ex parte* order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332(g) (5) (B) and 2331 of title 18, U.S. Code.
- Federal Grand Jury Subpoena: Schools may disclose educational records to the designee in a Federal grand jury subpoena without parental or student notification or recordation if so ordered by the court.
- Law Enforcement Subpoena: The same rules apply as to Federal grand jury subpoenas except that in the case of an agency subpoena, schools have the option of requesting a copy of the good cause determination.
- All other Subpoenas: For all other subpoenas, including federal grand jury or law enforcement subpoenas in which the court does not specifically order nondisclosure, prior to disclosing personally identifiable information from a student's education record, schools must make a "reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action."
12. Release of Directory Information to Military Recruiters:
Schools are required to provide students' names, addresses, and telephone listings to military recruiters when requested. This requirement is subject to parental "opt out" rights.

13. Educational Services, Program, Facilities, and Instruction will not be denied to anyone in the Brownsburg Community School Corporation as the results of his/her race, color, sex, disability, or national origin, including limited English proficiency. For further information or to file a complaint please contact the following:

Title IX Coordinator	Civil Rights Compliance Officer
Mrs. Jan Viars	504 Corporation Coordinator
Assistant Superintendent	Mrs. Janice K. Kroeger
Brownsburg Community School Corporation	Director of Pupil Services
444 E. Tilden Drive	444 E. Tilden Drive
Brownsburg, IN 46112	Brownsburg, IN 46112
(317) 852-5726	(317) 852-5726

PLEASE SIGN AND RETURN

I have been notified by the Brownsburg Community School Corporation of Family Educational Rights and Privacy Act of 1974 (Federal PL 93-380) and the rights of parents, students and legal guardians under said act (Federal PL 93-586), concerning my child's record.

DATE: _____

Signature of Parent or Legal Guardian

Student's Name