

Policies

Newport Public Schools No. 5145 Students – Administrative Policies – Security & Confidentiality Guidelines Page 1 of 2

The Newport School Department requires that the student record system be maintained in a secure and central location at the school for all students.

The **Permanent Record Folder** will be located in the Main Office at the school.

The **Attendance Register** will be located in the student's homeroom or the dean's office at the high school.

The **Health Record** will be in the Nurse's Office, Main Office, or other central location at the school.

The Newport School Department requires that each school within the district follow the Family Educational Rights and Privacy Act of 1974 and the Rhode Island Education Bill of Rights, RI Gen. Laws § 16-71-1 et seq. which assures parents, or guardians, and students that student records are confidential and accessible.

Parents, legal guardians, and students have the right to:

- Inspect all education records pertaining to this child.
- Inspect the part of a school record that directly pertains to their children.
- Call for a hearing to challenge the accuracy of the contents of the student's educational records.
- Consent to or reject in writing the release of records.

For the purposes of this policy, Educational Records are defined as "all material that is incorporated into each student's cumulative folder and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to identifying data, academic work, achievement level, attendance data, test scores, health data and verified reports of serious or recurrent behavior patterns."

Any person wishing to see or to receive a copy of their educational records should contact the school in writing. The school must provide a copy of the school records within a ten (10) days. Further information, including information on the filing of complaints, can be obtained from the United States Department of Education "Family Policy Compliance

Policies

Newport Public Schools

No. 5145

Students – Administrative Policies – Security

& Confidentiality Guidelines

Page 2 of 2

Office, U.S. Department of Education, 400 Maryland Avenue. SW
Washington, D.C. 20202-4605; or via email at FERPA@ED.Gov.

Any parent or guardian can ask for a review of student records. Custodial and non-custodial parents have the right to inspect educational records. Family Educational Rights and Privacy Act rights are given to both parents. The school may ask for proper parent or guardian identification.

The school may assume that a parent has these rights unless there is contrary legal evidence.