



SAGE Academy

Policy # 505 – Protection and Privacy of Student Records

SAGE Academy gives notice to parents of students currently in attendance of their rights regarding pupil records.

Parents and eligible students are hereby informed that they have the following rights under this policy:

- A. The right to inspect and review the student's education records.
- B. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated there under.
- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated there under;
- E. The right to be informed about rights under the federal law; and
- F. The right to obtain a copy of this policy in the central office at SAGE Academy.

SAGE Academy has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

- A. It classifies records as public, private and confidential.
- B. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of records.
- C. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- D. It establishes procedures and regulations for access to disclosure of education records.

E. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

“Directory information” will be included in a student directory and will include the following information relating to a student: the student’s name; address; telephone number; and date of birth. Directory information does not include identifying information on a student’s religion, race, color, social position or nationality.

The “directory information” shall be public information that the school may disclose from the education records of a student. Should the parent of a student or an eligible student so desire, any or all of the listed information will not be disclosed without the parent’s or student’s prior written consent except to school officials as provided under federal law. In order to make any or all the directory information listed above as “private” the parent or eligible student must make written request to the student’s advisor/teacher or school office within thirty (30) days of receiving this information.

SAGE Academy is committed to providing equal opportunity to all students and employees in accordance with all applicable federal, state, and local laws,. SAGE Academy does not discriminate based on race, color, creed, religion, national origin, sex, disability, age, or any other basis under federal, state, or local law.

