

SCHOOL DISTRICT OF BAYFIELD

347-Exhibit

STUDENT RECORDS NOTICE

The School District of Bayfield maintains student records for each student attending school in the district. State and federal laws require that the maintenance of such records assure confidentiality. Accordingly, only those individuals or agencies specifically authorized by state and federal law are granted access to a student's records. Exceptions will only be made when the student's parent or guardian, or an adult student, grants permission.

An adult student, or the parent(s) or guardian(s) of a minor student, may inspect, review and obtain copies of student records kept by the school in accordance with Board policy and established procedures and may challenge the content if he/she believes the records are inaccurate or misleading. Copies of the Board's student records policy and procedures are available upon request at the Bayfield School District Office, 315 Sweeney Avenue, Bayfield, Wisconsin 54814. Regular office hours are: 8:00 a.m. - 4:00 p.m. Complaints regarding the content of student records may be made to the District in accordance with established procedures. If the complainant is not satisfied with the District's decision regarding the challenged records, he/she may file a complaint with the Family Policy and Regulations Office of the United States Department of Education.

Further, the Bayfield Board of Education has designated the following student record information as directory data: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and name of school most recently previously attended by the student. This information may be disclosed to any person UNLESS the parent, legal guardian or guardian ad litem informs the school that all or any part of the directory data may not be released without the prior consent of the parent, legal guardian or guardian ad litem.

Refusal of such release must be made to the school no later than two weeks (14 days) after the opening of school or receipt of this notice.

APPROVED: May 9, 1994