



JEFFERSON DAVIS PARISH SCHOOL BOARD
203 E. PLAQUEMINE STREET
JENNINGS, LOUISIANA
(337) 824-1834
POLICY COMMITTEE AGENDA

MEETING TIME: Tuesday, August 18, 2015, directly after 5:00 p.m. Finance meeting.

COMMITTEE MEMBERS: Robert Menard, Chairman, David Buller, Malon Dobson, David Capdeville and David Troutman.

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STAFF: Mona Miller, Staff Liaison/Curriculum Supervisor

1. Consider the following revised policy:

1. Student Privacy and Education Records File: JR

The Student Records policy that this Board adopted at the July 2015 Board Meeting has been updated to include a name change and procedures dealing with the personally identifiable student information. (PII).

“Access to and disclosure of educational records and personally identifiable student information may be authorized by the Superintendent in accordance with the School Board policy and procedures.

MOTION BY:	SECONDED BY:	DISCUSSION	VOTE
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DISCUSSION:

1. Procedures

The Student Privacy and Education Records packet will include the following:

1. Instructions for Completing Act 837 Student Privacy and Education Records Forms
2. Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information.
3. Act 837 Student Privacy and Education Records Opt-Out Form.
4. Act 837 Photo Release Consent Form 15A.
5. Act 837 Athletic Consent Form 15B.
6. Act 837 Activity Program/Club Consent Form 15C.
7. Act 837 Academic/Vocational Consent Form 15D.
8. Act 837 Transcript Release Consent Form 15E.
9. Act 837 LDOE LOFSA/TOPS Consent.

All students will receive the FERPA notice.

Any parents that would like to opt out of releasing their child’s personally identifiable information (PII) will meet with the principal. The principal will explain in depth the restrictions opting-out would place on the child. The principal will then give the parent the Student Records Opt-Out Form and the parent and principal will sign the form. By the parent signing the form, the parent is opting out of everything.

The consent forms will be used when parents give consent to share their child’s PII in certain situations.

ADJOURN

MOTION BY:	SECONDED BY:	DISCUSSION	VOTE
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IN COMPLIANCE WITH STATE LAW, A COPY OF THE ORIGINAL AGENDA WAS POSTED IN A CONSPICUOUS PLACE AT THE MEETING PLACE OF SAID BOARD ON AUGUST 13, 2015 BY 4:00 P.M.