

The Family Educational Rights & Privacy Act Of 1974

Perquimans County Board of Education, Proposed Policies and Regulations of P.L. 93-380, The Family Educational Rights and Privacy Act of 1974.

The following policies and regulations are designed to allow parents, students and/or graduates over the age of eighteen the right of access and the right of privacy over school records. All previous policies relating to this matter are null and void.

I. Right of student and parental access and review:

A student upon reaching the age of eighteen years, shall be given full access to all official school records pertaining to him. Parents or the legal guardians of students under eighteen years of age shall have full right of access to all official school records pertaining to their child.

A. Records will remain on file in the principals office of the school in which the student was last enrolled.

II. Procedure for granting student or parental request to inspect and review records:

A student, parent or legal guardian upon written request shall be given full access to official records pertaining to the student.

A. The request will be honored during the normal administrative office hours and within five working days of the issuance of the request.

B. Information shall be provided to appropriate authorities without parent's, guardian's or student consent when required by a judicial order or a lawfully issued subpoena.

C. A student, parent or guardian shall be allowed to have an unofficial copy of a student's record, except psychological reports, upon payment of a copying fee of ten cents per page and any applicable postage fees. These fees shall be paid by the person making the request.

III. Procedure for school and governmental personnel with

right to inspect and review records:

A. School officials, including teachers, who are employed by the Perquimans County Board of Education, as long as they are performing duties and making educational decisions relating to the student.

1. Permission for access to records must be obtained from the principal. A written request form is not required.

B. Officials of other schools or school systems in which the student intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.

C. Authorized representatives of the Comptroller General of the United States, the Secretary, and Administrative head of an education agency, or State education authorities.

D. Access in connection with a student's application for, or receipt of financial aid.

E. Additional persons who may see student records without parental or student consent are:

1. specified state and local officials

2. testing organizations or organizations conducting studies for the schools

3. accrediting organizations

4. parents of a student over 18 who is a dependent for tax purposes (the student's consent is required for other parties to have access)

5. "appropriate persons", in connection with any emergency

A list of persons granted access, except school employees, shall be kept with the student's record.

IV. Procedure for granting access to records to persons other than those identified in sections II & III:

A. Persons other than those identified in sections II & III desiring access to students records shall request access on forms obtainable in the principals office of the school. Such forms shall indicate the name of the student whose record is requested, which record or what information he wishes to see, the name of the person requesting access, and the reason for requesting access. Written permission shall be obtained from the parents or student before access is granted. These forms are to be kept in the cumulative folder, and may be seen by the student, parent, guardian or appropriate school official, but not by other persons.

B. The principal of the school shall review the request for access and note the reason for request. When in his opinion the request is not for a legitimate educational purpose, or is otherwise not justifiable, he shall deny access to the person making the request. Access shall be granted in all cases with parental permission.

V. Record accessibility for audit:

Nothing contained in sections II, III, and IV, shall preclude the Comptroller General, the Secretary, and administrative head of an educational agency,

or State educational authorities from having access to student records for audit purposes, evaluation of Federally supported education programs, or enforcement of Federal legal requirements. Except when collection of personally identifiable data is specifically authorized by Federal law, any data collected by such officials with respect to individual students shall not include any information which would permit personal identification.

VI. Records not covered by this right of access policy:

A. Psychological evaluation records and technical reports shall not be made available to parents or students except in the presence of persons(s) trained in the interpretation of such records. This condition is not to be used to deny parent or student access to records he has a right to see.

B. Information and records used solely by teachers and administrators and not recorded as permanent data, and not made available to other persons including school employees (except that a teacher may give such information to a substitute teacher), shall not be made available to parents or students.

C. Counselor and teacher notations and records covered by the rule of confidentiality of client shall not be open to parental and student access.

VII. Right to challenge the contents of a record:

A. Any parent or student who wishes to challenge the accuracy of any information in the record of a student will have the right to a hearing. A written request for the hearing must be made by the parent or the student. The hearing must be held within fourteen days of the receipt of the request in the school's administrative office. The hearing will be before the school principal who will be empowered to correct, delete or modify any information on the record which he decides to be incorrect or inappropriate.

B. Any parent or student who is dissatisfied with the principal's decision may appeal to the local superintendent or to the board of education for a further judgment on his case.

C. At any point the parent or student may choose to appeal no further but may put in the record a letter explaining his disagreement with the contested information. Whenever the information contested by the parent or student is transmitted to another agency or person, a copy of the letter of protest shall be transmitted with the contested information.

VIII. Right of protection from unauthorized disclosure of school records:

Records are open for inspection as previously described to students who are eighteen years of age or who are enrolled in post-secondary education or to the parents of students who are eighteen or older but who are still dependents of the parents for tax purposes. Except for persons specified in section III, records will be released to other persons or agencies only upon the written consent of the student or parent with right of access. Right of access will be

granted other persons or agencies upon written consent as prescribed in section IV.

IX. Notice to parents and students concerning the right to access to records and the right of confidentiality of record:

A. Parents shall receive, annually, a standardized announcement of their right of access whenever their child first enrolls in any school or program offered under the auspices of the Perquimans County Board of Education.

B. All report cards issued by any school or program offered under the auspices of the Perquimans County Board of Education shall bear in a prominent place a notification of the right of access and the right to confidentiality.

C. Each high school student, grades 9-12, shall be given twice a year oral notification of the right of 18 year old students to access to the record and to confidentiality of the record.

D. Each transmittal of a student record to a third party shall bear in a prominent place a notification that the record is

confidential and is not to be viewed by persons other than the addressee.

X. Public notice concerning the right to access to records:

A. A copy of the policies and regulations on access to and confidentiality of records as approved by the Perquimans County Board of Education, shall be published in the local paper.

XI. Location of records:

A. Old student records will remain at the school the student last attended.

B. All current student records shall generally be kept on file in the principals office of the school in which the student is in membership.

XII. Location of psychological reports and other technical records:

All psychological reports and other technical records shall be kept in a file in the principal's office separate from the cumulative folder.

XIII. Notes and comments on cumulative folders:

No teacher or school official shall make notes or comments on a cumulative folder which are of little value to the schools and have the potential of being harmful to the students.

Previous comments which may be deemed as unnecessary or harmful shall be removed at the request of the student or parent having access to the records.

ECU Drug Program Gets Recognition

The Regional Drug Program at East Carolina University has been designated an Honorable Mention by a search panel of the National Institute on Drug Abuse, an agency of the HEW Public Health Service.

In a letter to Regional Drug Program Officials, Dr. Joseph L. Hendrick, education advisor for the Drug Abuse Institute said ECU's drug program is "one of the most commendable" in North Carolina, according to national guidelines.

Among the criteria used in selection were "innovativeness, replicability and degree of youth involvement in planning and implementation."

"We are delighted to commend and support you as a leader in the field of drug abuse prevention and to lend visibility to your efforts," the letter said.

ECU's Regional Drug Program is headed by Dr. Lionel Kendrick, director, and by Carol-Ann Tucker and James Fitch, associate directors.

Among its regular activities are the sponsorships of workshops for educators and other professionals who work with young people and publication of the N.C. Drug Authority Newsletter.

BEACH VISITORS
Mr. and Mrs. Sam Hourmouzes and Mr. Tedy Elhodes are visiting Mrs. Hourmouzes and Pop in Kitty Hawk, N.C.

AUCTION SALE

OF VALUABLE FARM EQUIPMENT
Saturday, April 19, 1975 -- 10:00 A.M.

SALE LOCATED at C. E. Chappell Home: From Suffolk, Va. take 38 West 2 miles; turn on State Route 64. FOLLOW AUCTION SIGNS.

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- John Deere Planters - 4 Row (No. 71) With Double Tool Bar and Herbicide Applicator
- 2- Tractor Blower - 8 Ft. 1-Super Rhino: 1 John Deere
- Lilliston Rolling Cultivator - 4 Row
- 2-Ferguson Cultivators - 4 Row - 1 Folding Type
- Long Disc on Rubber - 11 Ft.
- McCleskey Disc - 7 Ft. 3 Pt. Hitch
- Gandy Box - 12 Ft.
- John Deere 3 Bottom Plow - 16 inch - Flip-type with trash covers, rollers, and rubber wheel (No. F 84)
- Ferguson 1 Bottom Plow - 11 inch
- Ferguson 3 Bottom Plow - 14 inch
- McCleskey Rotary Hoe 12 Ft. - P.T.O.
- Long Rotary Cutter with Clutch - (No. 66)
- Ferguson Peanut Digger with Inverter
- McCleskey Peanut Digger - 3 Shaker
- 2 Sets John Deere Row Markers
- Johnson Duster - 6 Row
- Dirt Scoop - 3 Pt. Hitch - 12 inch
- 10-Tractor Weights - 97 lbs. each
- 1 I.H.C. Mower - 7 Ft. Disc
- Weeder - 12 Ft. 3 Pt. Hitch
- Farm Trailer - Dual Wheel with Heavy Truck Body - P.T.O. Puma
- Farm Trailer - 4 Wheel on Rubber
- Farm Trailer - 2 Wheel
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- 1970 Ford Pick-Up - F 100
- BOAT AND TRAILER
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- 1958 Power Trailer

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NOTICE!

Town Of Hertford Tax Collector

I will advertise for sale in May, 1975 all Real Estate on which 1974 taxes have not been paid and also will levy on all delinquent Personal Property Taxes. I will hold the sale of the Real Estate on Monday, June 2nd, 1975. Please make prompt settlement now and save yourself the additional cost of advertising.

A. Marvin Hunter
Town Of Hertford
Tax Collector

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73 Ford LTD 4-dr., V8, A.C., P.S., P.B., V.T.	70-LTD 4-dr. P.S. A.C. AM/FM V.T.	73-Ford F-250 V8 Ranger A.T. LB.
73-Thunderbird 2-dr. P.S. P.B. A/C AM/FM V.T.	70-Maverick 2 dr. 6 cyl. S. S.	73-Chev. C-10 LB. V8 S.S.
72-Maverick 4-dr., Auto., 6 cyl.	69 Camero 2 dr. V-8 P.S., Aspd. V.T.	73-Ford F-100 V8, S.B.
72-Gal. 500 4-dr. V-8, P.S., A.C.	69 Opel Wagon 4 Cyl. 4 Spd.	73 Ford F 100, 6 Cyl., S.S., L.B.
72 LTD 2 dr. V-8 A.T., P.S., A.C.	69 Ford Gal. 500 2 dr. V8, A.T., P.S.	72-Dodge D-100 V8 L.B. S.S.
71-LTD 4 dr. P.S. P.B. A/C	66 Ford T-Bird V8, A.T., P.S., A.C., P.B.	72-Ford F100 6 Cyl., L.B., S.S.
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RED RICE 1 lb. 59¢	OUR PRIDE BAKERY 1 lb. 49¢	THIN SPAGHETTI & ELBOW MACARONI 1 lb. 39¢
INST. BREAKFAST 2 89¢	ASPARAGUS SPEARS 1 lb. 79¢	INST. BREAKFAST 2 89¢
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QTRS. 5 59¢	BITTER 1 qt. 79¢	ASPARAGUS SPEARS 1 lb. 79¢