

Educational Rights and Privacy Notice - Directory Information

Students participate in a variety of school-related events and activities that are subject to some form of publicity—from honor rolls to media coverage of special events. In publicizing student accomplishments or school events, due care is taken to ensure that it serves the best interest of students. A school or district office employee is present whenever a student is photographed or interviewed. Information about students may appear in newspaper articles, on television, in radio broadcasts, on displays, on the World Wide Web (a part of the Internet), or in district or school promotional pieces (school annuals, brochures, fliers, newsletters, programs for sports or cultural events, television shows, videotape, etc.).

The Family Educational Rights and Privacy Act allows schools to release “directory information,” i.e., student’s name, address, telephone number, date and place of birth, photograph, subjects of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, diploma or certificate and awards received, the most recent previous school attended, and other similar information. If for some reason you object to your child’s inclusion/identification in publicized school recognitions/events/activities, you must, within 15 days of this notice, advise the principal in writing (annually) of the specific type of the above-referenced directory information to withhold.

EDUCATION RECORDS

Individual student records are not available for public inspection. However, the Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records:

1. *To inspect and review the student’s education records within 45 days of receipt of written request for access*

Parents or eligible students should write to the school principal, identifying the record(s) that they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. *To request the amendment of the student’s education records that the parent or eligible student believes to be inaccurate or misleading (FERPA provisions do not apply to grades and educational decisions made by school personnel)*

Parents or eligible students may ask Spartanburg County School District Two to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and of the right to a hearing regarding the request for amendment. With this notification, the district will provide additional information regarding hearing procedures.

3. *To consent to disclosures of personally identifiable information contained in the student’s records, except to the extent that FERPA authorizes disclosure without consent*

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person/company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee (such as disciplinary or grievance committee) or assisting a school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request and without consent, the district discloses education records to officials of another school district in which a student seeks or intends to enroll.

4. *To file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA*

The contact information for the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

TITLE IX, SECTION 504, AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990 GRIEVANCE PROCEDURES

Spartanburg County School District Two recognizes that in accordance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, a procedure is required whereby parents, employees, and students can be assured of a prompt and fair disposition of their grievances.

These complaint procedures will be placed on the bulletin boards of schools, in student handbooks, which will be distributed to students and parents, and certified personnel handbooks.

A grievance as defined herein is a written complaint, registered by identifiable individuals, involving an alleged violation of the Federal laws or regulations governing Title IX, Section 504, and Title II by the local educational agency.

The right to file a complaint shall be afforded to any parent, employee, and/or student, and the general public and shall begin with a written statement by said parent, employee, and/or student alleging a violation of the Federal law or include, as a minimum, the following information.

- a. the name and address of the party or parties alleging the violation, and
- b. a description of the alleged violation of the Federal law or regulation by the local educational agency.

Persons who desire to register complaints relative to Title IX of the Educational Amendments of 1972 should direct these complaints or other inquires to the Title IX Coordinator at the District Office, Spartanburg County School District Two, Administration Building, 4606 Parris Bridge Road, Boiling Springs, SC 29316. Telephone - 578-0128

Persons who desire to register complaints relative to Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990 should direct these inquires to the Section 504 Coordinator or the ADA Coordinator at the District Office, Spartanburg County School District Two, Administration Building, 4606 Parris Bridge Road, Boiling Springs, SC 29316. Telephone - 578-0128.

Upon receipt of a complaint, Spartanburg County School District Two shall adhere to the following procedures:

1. The principal shall investigate the alleged violation within fifteen (15) days from the date it is received and shall render a written resolution of the complaint within thirty (30) days.
2. The principal shall provide an opportunity for the complainant or the complainant’s representative, or both, to present evidence, including an opportunity to question the parties involved.
3. Upon receipt of the principal’s resolution to the complaint, the party or parties alleging the violation have the right to appeal this decision to the Superintendent within thirty (30) days. The superintendent will render a final decision within thirty (30) days from the date the appeal is received.

Spartanburg County School District Two, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the employment provisions (Title I) of the Americans with Disabilities Act of 1990, Age Discrimination and Employment Act, and all other applicable civil rights laws, does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in employment/provision of educational opportunities.

Contacts: Section 504 – Brantley Enloe; Title IX – Kristi Woodall.