

NOTICE OF NONDISCRIMINATION POLICY

David's Star Evangelical Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

FAMILY HANDBOOK

The Family Handbook is available on the school web site @ www.davidsstar.org and on Fast Direct.

STUDENT RECORDS - ACCESS TO RECORDS

The following policy is adopted per section 99.6 of the regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA).

Definitions: For the purpose of this document, the School Board of David's Star Lutheran School has used the following definition of terms:

1. Student - Any person who attends or has attended David's Star Evangelical Lutheran School
2. Eligible Student - A student or former student who has reached age 18 or is attending a post-secondary school
3. Parent /Guardian - Either natural parent of a student, a guardian, or an individual acting as a parent or guardian in the absence of the student's parent/guardian
4. Educational Records - Any record (in handwriting, print, tapes, film, or other medium) maintained by David's Star Lutheran School, which is directly related to a student, except:
 - a. A personal record kept by a staff member if it is kept in the sole possession of the executor of the record and is not accessible or revealed to other persons except a temporary substitute for the executor of the record
 - b. Records created and maintained in relation to local law enforcement agencies or law enforcement purposes
 - c. An employment record that is used only in relation to a student's employment by David's
Star Evangelical Lutheran School
 - d. Alumni records which contain information about a student after he or she is no longer in attendance at David's Star Lutheran School and which do not relate to the person as a student.

PROCEDURE TO INSPECT EDUCATIONAL RECORDS

1. Parents of students or eligible students may inspect and review the student's education records upon request. Parents or eligible students must contact the principal of David's Star Evangelical Lutheran School with a written request, which identifies as precisely as possible the records he or she wishes to inspect.
2. The principal of David's Star Evangelical Lutheran School will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected. This will be done within one week of the request.
3. When a record contains information about students other than the parent's child or the eligible student, the parent or the eligible student may not inspect and review the portion of the record which pertains to other students.

DISCLOSURE OF EDUCATIONAL RECORDS

David's Star Evangelical Lutheran School will disclose information from a student's Education record only with written consent of the parent or eligible student, except:

- a. To school officials who have a legitimate educational interest in the records. School officials include principal, teachers, support staff members, pastors, and current members of the School Board of David's Star Lutheran School, local School District special services personnel, school attorney, and health department officials.
- b. A school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by contract agreement.
- c. Performing a task related to a student's education.
- d. Performing a task that is related to the discipline of the student.
- e. Performing a service or benefit relating to the student or student's family, such as healthcare, counseling, job placement, or financial aid.
- f. To the official of another school, or upon request, in which a student seeks or intends to enroll.
- g. To certain officials of the United States Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
- h. In connection with the student's request for or receipt of financial aid as necessary to determine eligibility, amount, or conditions of financial aid, or to enforce the terms and conditions of aid.
- i. If required by a state law mandating disclosure that was adopted before November 19, 1974.
- j. To organizations conducting certain studies for or on behalf of David's Star Lutheran School.
- k. To accrediting organizations to carry out their functions.
- l. To parents of an eligible student who claim the student as a dependent for income tax purposes.

- m. To comply with a judicial order or a lawfully issued subpoena.
- n. To appropriate parties in a health or safety emergency.
- o. Directory information so designated by David's Star Lutheran School.