

Student Records

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I. Content and Custody of Records

Student education records may contain but will not necessarily be limited to the following information: identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor rating and observations and verified reports of serious or recurrent behavior patterns.

Student records should contain only factual, responsible and documented information about the child. They should not contain unsubstantiated opinion or language, which tends to "categorize" students.

The building principal is the official custodian of the records of students.

All requests for inspection and review of educational records and requests for copies of student records as well as disclosure of personally identifiable information, except as provided by law, shall be maintained as a part of each individual's record. The request and inspection record shall be made available to the parent or eligible student upon request in accordance with the following requirements.

II. Access to Records

A parent or guardian shall have access to the student's education files; however, if the student is 18 years old or older the student may inspect his own records and his written permission shall be necessary in order for his parent or guardian to inspect them.

The principal may request other certificated personnel such as counselors to assist in answering any questions parents or guardians may have regarding interpretation of the records. In all cases where access to student education information is requested, except as provided in this policy, a written request to see the files must be made by the parent, guardian or student. The principal, upon receipt of a written request, will provide access to review the records and set a date and time for the inspection and review. In no case will the date set be more than three working days after the request has been made. The parent, guardian or student shall examine the student's file in the presence of the principal or other person(s) designated by him.

The record itself shall not be taken from the school building. However, upon request, one copy of the records will be provided within a reasonable time to the parent, student or guardian at no expense to them.

III. Challenges Regarding Material in Records

If the parent, guardian, or student 18 years of age or older challenges any part of the record in writing, the principal should review the part of the record challenged and may, by mutual agreement with the parent destroy, delete or add the information under question within 10 days of receipt of challenge. If the principal does not agree regarding the challenge, the parent, guardian or student 18 years of age or older may request a hearing, the procedure for which shall be:

1. Requests for hearing shall be presented to the superintendent.
2. The hearing shall be held within 45 days after receipt of the request. Notice of the date, place, and time of the hearing will be forwarded to the eligible student, parent or guardian by registered mail.
3. The hearing will be conducted by the Board.
4. The parent or student shall be afforded full and fair opportunity to present

evidence relevant to the issues and may be assisted or represented by individuals at his or her own expense, including an attorney. The hearing committee shall make its decision in writing within 10 days following the conclusion of the hearing and shall notify the student, parent or guardian of that decision by registered mail, and of their right to place in the records a statement commenting upon the information in the records or setting forth any reason for disagreement.

5. The decision of the hearing committee shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decisions.
6. Any explanation placed in the records shall be maintained as a part of the records as long as the record itself is maintained by the school district. If the records of the student or the contested portion are disclosed by the agency to any party, the explanation shall be disclosed to that party.

IV. Disclosure to Certain Agencies and Individuals Without Written Consent

The school district will disclose personally identifiable information from records of a student without written consent of the parent of the student, guardian or eligible student only to:

1. Other school officials within the school system who have legitimate educational interest in it. Other school officials permitted access to the record will include the teachers of the school where the child is in attendance, the school nurse, the guidance counselor, the speech therapist and the superintendent of schools. For the purposes of this policy "legitimate educational interest" is interpreted as meaning the interest of any certificated individual charged with the responsibility for providing educational programs or services or auxiliary services to the individual student.
2. To officials of another school or school system in which the student seeks or intends to enroll, but parents must be notified of the transfer and given an opportunity to receive a copy of the record.
3. Schools may also release student records without consent when the release is made pursuant to a court order or lawfully issued subpoena. In this situation, the school must notify the parent or eligible student in advance of compliance with the order.
4. Authorities named in the "Family Educational Rights and Privacy Act" and accompanying federal regulations. These include: Comptroller General of the United States, Secretary of HEW, U.S. Commissioner of Education, Director of N.I.E., Assistant Secretary for Education, state education authorities, authorities investigating emergencies involving health and safety of students.

V. Disclosure of Directory Information

The school district may disclose directory information without written consent of the parent, eligible student or guardian. The parent, eligible student or guardian has the right to refuse to permit the designation of any or all of the categories of information provided refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is Saturday or Sunday.

Directory information which may be released may include the student's name, 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, degrees and awards received, the most recent and previous education agency or institution attended by the student and other similar information.

VI. Annual Notification of Rights

The school district at the beginning of each year will notify the parents or guardian of each child in the school district and eligible students of their rights to inspect their records and of the Board policy governing student records.

Copies of this policy and the accompanying regulation will be available at each school office and the district administration office.

Legal Reference: Family Education Rights and Privacy Act of 1974 (PL 93-380), 41 Fed. Reg. 9062 (3/2/76), Federal Register, Part II, #99.36 (6/17/76)

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