

## **SUGAR VALLEY RURAL CHARTER SCHOOL**

POLICY NUMBER: 216  
SECTION: PUPILS  
TITLE: **STUDENT RECORDS**  
DATE ADOPTED: NOVEMBER 1998  
DATE LAST REVISED: DECEMBER 2008

### **STUDENT RECORDS**

#### PURPOSE

The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school will maintain educational records for students for legitimate educational purposes.

#### AUTHORITY

The Board recognizes its responsibility for compilation, retention, disposition and security of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records.

The Board shall adopt a comprehensive plan for all aspects of student records that conforms to the mandates of the Family Educational Rights and Privacy Act (FERPA) and its regulations; the Guidelines for the Collection, Maintenance, and Dissemination of Student Records; and the Standards for Special Education. Only educational records mandated by federal and state statutes and regulations or permitted by the Board may be compiled by staff.

Parents and guardians and eligible students eighteen (18) years and older shall be notified annually and upon initial enrollment of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.

#### DELEGATION OF RESPONSIBILITY

The CEO or designee shall be responsible for developing and implementing a comprehensive plan for student records that meets the requirements of all state and federal statutes and regulations and is approved by the Board.

The Administration shall establish safeguards to protect the student and his/her family from an invasion of privacy when collecting, retaining and disseminating student information and providing access to authorized persons.

In accordance with law, each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.

### GUIDELINES

The school's plan for compilation, retention, disclosure and security of student records shall provide for the following:

1. Informing parents and guardians and eligible students of their rights and the procedures to implement those rights.
2. Permitting appropriate access by authorized persons and officials, describing procedures for access, and listing copying fees.
3. Enumerating and defining the types, locations and persons responsible for student records maintained by the district.
4. Establishing guidelines for disclosure of information and data in student records.
5. Maintaining a record of access and release of information for each student's records.
6. Assuring appropriate retention and security of student records.
7. Transferring education records and appropriate disciplinary records to other school districts.

The procedures for disclosure of student records shall apply equally to military recruiters, colleges and universities, and prospective employers.

The annual notice of rights shall inform parents and guardians and eligible students of the following:

1. The right to inspect and review the student's education record within thirty (30) days of the school's receipt of the request for access.
2. The right to request amendment of the student's education records that the parent or guardian or eligible student believes are inaccurate, misleading or otherwise violate the privacy rights of the student.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state laws authorize disclosure without consent.
4. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the school discloses certain materials without prior consent.
5. The right to refuse to permit the designation of any or all of the categories of directory information.
6. The right to request that information not be provided to military recruiting officers.

### MILITARY RECRUITERS

1. All recruiters will be allowed one (1) general session with interested students. This will be scheduled through the school counselor.

2. After the general session, individual conferences will be arranged through the counselor at least one (1) day in advance.

3. Recruiters will provide an advance list of those students being taken for physical examinations, which will include the date of the physical examinations. Students will be released one (1) day only for physical examinations.

4. The ASVAB will be given to interested juniors each spring. Recruiters will contact counselors for scheduling.

5. Names and addresses of juniors and seniors will be provided to military recruiters upon written request after September 30th of their senior year. Prior to release of this list, it will be on file in the high school office for three (3) weeks in order that any students or parents may remove their name. Both parents and students must be notified that the list is available for that process.

6. Students will not be released from school for aptitude or other such forms of testing.

#### REFERENCES:

51 P.S. 20221 et seq

SC 1304 (a), 1305-A, 1532, 1402 – b, 1409, 1532

20 U.S.C.

Sec. 1232g

P.L. 93-380

34 CFR 99

Title 22 Sec. 4.52, 12.31 et seq