

COMMODORE PERRY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT RECORDS

ADOPTED: February 21, 2006

REVISED: December 4, 2006

216. STUDENT RECORDS	
<p>1. Purpose</p>	<p>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 district will maintain educational records for students for legitimate educational purposes.</p>
<p>2. Authority SC 1303a, 1305-A, 1306-A, 1402, 1409, 1532, 1533</p> <p>20 U.S.C. Sec. 1232g Title 22 Sec. 4.52, 12.31, 12.32, 15.9 34 CFR Part 99</p>	<p>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.</p> <p>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 district staff.</p> <p>Parents/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.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall be responsible for developing and implementing a comprehensive plan for records of regular students and students with disabilities that meets the requirements of all state and federal statutes and regulations and is approved by the Board.</p> <p>The designated administrator 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.</p>

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<p>SC 1532 Pol. 213, 215</p> <p>4. Guidelines</p> <p>SC 1305-A</p> <p>Pol. 250</p> <p>Title 22 Sec. 12.31</p>	<p>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.</p> <p>The district's plan for compilation, retention, disclosure and security of student records shall provide for the following:</p> <ol style="list-style-type: none"> 1. Informing parents/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. <p>Procedures for disclosure of student records shall apply equally to military recruiters, postsecondary institutions, and prospective employers.</p> <p>Copies of the student records plan shall be submitted to the Department of Education, upon request of the Secretary.</p> <p>The annual notice of rights shall inform parents/guardians and eligible students of the following:</p> <ol style="list-style-type: none"> 1. The right to inspect and review the student's education record within forty-five (45) days of the district's receipt of the request for access. 2. The right to request amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading or otherwise violate the privacy rights of the student.
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<p>Pol. 250</p>	<p>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.</p> <p>4. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the district discloses certain materials without prior consent.</p> <p>5. The right to refuse to permit the designation of any or all categories of directory information.</p> <p>6. The right to request that information not be provided to military recruiting officers.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1303a, 1305-A, 1306-A, 1402, 1409, 1532, 1533</p> <p>Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.52, 12.31, 12.32, 15.9</p> <p>Family Educational Rights and Privacy, Title 34, Code of Federal Regulations – 34 CFR Part 99</p> <p>Board Policy – 213, 215, 250</p>
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