

LITTLESTOWN AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT RECORDS

ADOPTED: September 17, 1990

REVISED: April 16, 2001

216. STUDENT RECORDS	
<p>1. Purpose</p>	<p>The educational interests of the student and of society require the collection, retention, and use of information about individual students and groups of students. The welfare and progress of students is inextricably related to the maintenance of a thorough and efficient system of public schools; the latter cannot be achieved nor assessed in the absence of information about the former.</p> <p>It is no less the interest of society to protect the right of each of its members against an unwarranted invasion of privacy. The primary purpose of student recordkeeping shall be the educational welfare and advancement of the student.</p>
<p>2. Authority SC 1303a, 1305-A, 1402 1409, 1532, 1533 20 U.S.C. Sec. 1232(g) P.L. 93-380 34 CFR 99 Title 22 Sec. 4.52, 12.31 et seq Title 22 Sec. 342.68</p>	<p>The Board of School Directors has primary responsibility in this district for the compilation, maintenance, access to and security of student records. Only records mandated by the Commonwealth or federal government or specifically permitted by this Board may be compiled by the staff.</p>
<p>3. Definitions</p>	<p>Eligible Student means a student who has attained eighteen (18) years of age or is attending a post-secondary school. S/He will be accorded all rights of parents. Schools may, however, continue to give records of dependent children who have attained eighteen (18) years of age to parents.</p> <p>Parent includes a parent, guardian or an individual acting as a parent. The school assumes the parent has the authority to exercise his/her rights unless there is a court order or legally binding instrument to the contrary.</p>

<p>4. Guidelines</p> <p>Title 22 Sec. 12.33</p>	<p><u>Collection of Data</u></p> <p>All information collected on any student will be collected and maintained only with prior informed consent. The term informed consent includes two (2) forms of consent, individual and representational:</p> <ol style="list-style-type: none"> 1. Representational Consent – <p>Is given through the parent's legally elected or appointed representatives, namely the Board, and ordinarily is sufficient in situations involving aptitude, achievement and interest testing, and reporting of skill and knowledge outcomes in the subject matter areas within the curricula of the schools. Provision for prior information to parents concerning data collected by virtue of representational consent will be supplied through letter form.</p> 2. Individual Consent – <p>Will be necessary to record programs of personality testing and assessment, and any information other than that required for student identification. Such information will be gathered only after written consent from the parent.</p>
<p>Title 22 Sec. 12.33</p>	<p><u>Classification and Maintenance</u></p> <p>The total set of student data in the Littlestown Area Schools is divided into three (3) categories. The division, constitution, and conditions related to these data are:</p> <ol style="list-style-type: none"> 1. Category A Data – <p>This includes official administrative records that constitute the minimum personal data necessary for operation of the educational system. Specifically this means identifying data, including names and addresses of parents or guardians, birth date, e-mail address, photograph, subject work completed, level achievement, grades, standard achievement test scores, and attendance data. These records will be maintained in perpetuity.</p> 2. Category B Data –
<p>SC 1402, 1532 Title 22 Sec. 7.13</p>	<p>This includes verified, temporary information of clear importance but not absolutely necessary to the school in helping the child or protecting others. Specifically, scores on standardized intelligence and aptitude tests, interest inventory results, health data, family background information, systematically gathered teacher or counselor ratings and observation, and verified reports of serious or recurrent behavior patterns are included in this category.</p>

These will not become part of any record unless the continuing usefulness of the information is clearly demonstrated and its validity verified, in which case the parents will be notified and the nature of the information explained.

A parent or eligible student has the right to inspect, upon request, the student's education records in consultation with a certificated employee of the district, in order to insure accurate interpretation of information contained therein. Upon written request said parent or eligible student may obtain a copy of the student's record for his/her own use. Parents will be informed periodically of the "right to access" of student records through the district newsletter.

All unnecessary category B data will be destroyed at periodic intervals; for example, at points of transition from elementary to middle school, from middle school to senior high school, and upon graduation or other means of termination of education from the district.

Health records will be destroyed after a period of two (2) years from cessation of enrollment.

3. Category C Data –

This includes potentially useful information, but not yet verified or clearly needed beyond the immediate present; for example, legal or clinical findings including certain personality test results and unevaluated reports of teachers, counselors, and others which may be needed in ongoing investigations and disciplinary or counseling actions. These data will be reviewed each year and destroyed as soon as their usefulness is ended or transferred to category B. Transfer to category B may be made only if two conditions are met: the continuing usefulness of the information is clearly demonstrated, and its validity has been verified, in which case parents will be notified and the nature of the information explained.

Any confidential personal files of professionals in the school which are used as memory aids by the school psychologist, counselors, and principals for their own use in counseling students are bound by professional ethics, subject to the terms of the employment contract between the professional and individual parents and/or students.

<u>Records</u>			
Records are kept under lock and key at all times under the supervision of the designated professionals charged with responsibility.			
ELEMENTARY LEVEL			
<i>RECORDS</i>	<i>LOCATION OF RECORDS</i>	<i>LEVEL OF RESPONSIBILITY</i>	<i>CLERICAL</i>
Cumulative Records	Principal's Office	Principal	Bldg. Secretary
Attendance Records	Principal's Office	Principal	Bldg. Secretary
Health Records	Nurse's Office	Principal/Nurse	Nurse
Discipline Records	Principal's Office	Principal	Bldg. Secretary
Psychological Records	Principal's Office	Principal	Psychologist
MIDDLE SCHOOL			
Cumulative Records	Counselor's Office	Counselor/Principal	Bldg. Secretary
Attendance Records	Principal's Office	Principal	Bldg. Secretary
Health Records	Nurse's Office	Nurse	Nurse
Discipline Records	Principal's Office	Principal	Bldg. Secretary
Psychological Records	Counselor's Office	Principal	Psychologist
SENIOR HIGH SCHOOL			
Cumulative Records	Counselor's Office	Counselor	Guidance Secretary
Permanent Records	Counselor's Office	Counselor	Guidance Secretary
Attendance Records	Principal's Office	Asst. Principal	Bldg. Secretary
Health Records	Nurse's Office	Nurse	Nurse
Discipline Records	Principal's Office	Asst. Principal	Bldg. Secretary
Psychological Records	Counselor's Office	Counselor/Principal	Psychologist

<p>Title 22 Sec. 12.33</p>	<p><u>Challenges</u></p> <p>Formal procedures for the challenging of any information contained in A or B categories by the parent or eligible student, are as follows:</p> <ol style="list-style-type: none">1. The parent or eligible student must submit written notification to the Director of Guidance. Upon receipt of written notification the Director, the student's counselor and the building principal will arrange for a conference with the parent or eligible student to resolve the conflict. The conference will be scheduled within ten (10) school days of the parent's or eligible student's written notification.2. If the conflict has not been resolved as a result of the initial conference, the parent's or eligible student's challenge is to be reviewed by the district's quasi-judicial review panel consisting of the Superintendent and at least three members of the Board within a period not to exceed forty-five (45) school days from the receipt of the written notification of the parent or eligible student.3. Parents and/or student will be given written notification by the Superintendent of his/her designated representative as to the date, time, and location of the hearing, and reasonable time will be granted to parents and students to prepare for the proceedings. In addition, parents and students will be granted rights to counsel, present evidence, and to cross-examine witnesses. <p><u>Dissemination of Information</u></p> <p>All schools are often asked to transmit student information to other agencies, institutions, and even individuals. Such requests come from schools, colleges, employers, courts, police, social agencies and others. The district is most concerned about the welfare of the student in releasing any records and therefore must take precautions to protect the rights of the student against infringement of privacy, misinterpretation of data, and inappropriate use.</p> <p>The Littlestown Area Schools may, without consent of parents or students, release a student's permanent record file, including categories A and B to:</p> <ol style="list-style-type: none">1. Other school officials, including teachers, within the district who have a legitimate educational interest. All school personnel desiring access to student records will be required to sign a written statement which will be kept on file. This file will be available to parents and the guidance director as a means of auditing the operation of the system.
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2. Officials of other primary or secondary school systems in which the student intends to enroll. The parents or an eligible student will be notified by mail or phone and, upon request, receive a copy of the record. Parents may, through the designated procedure, challenge the record's content; and State, federal and local educational authorities, in accordance with law.

The Littlestown Area Schools will not divulge in any form, to any persons other than those listed above, any information contained in school records except:

1. With written consent from the student's parents or the eligible student specifying records to be released and to whom, and with a copy of the records to be released to the student's parents or eligible student if desired by parents.
2. In compliance with judicial order or orders of administrative agencies where those agencies have the power to subpoena. The school will make a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a Federal Grand Jury subpoena or other subpoena issued for law enforcement purposes and the court has ordered that the existence or contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

The Littlestown Area Schools, with the approval of the Superintendent, will provide anonymous data from its records for outside research purposes without consent where identification of any individual is unlikely.

The principle of informed consent will apply in all cases except those involving school responsibilities under existing child abuse or neglect statutes.

Complaints Alleging Failure to Comply With Law And This Policy

Parents and eligible students have the right to file complaints concerning alleged failures by the district to comply with the law and this policy by contacting the district Superintendent. Parents and eligible students also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of the Family Educational Rights and Privacy Act by contacting:

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

No request for information by telephone will be honored other than that the student is in attendance in school and the grades s/he is attending.

With the exception of essential data, all material in a student's record will be destroyed after a student concludes attendance in the school system or graduates. The essential data is limited to the name of the student, date of birth, names and addresses of parents, scholastic grades, attendance record, activities record, photograph, rank in class, credits, grade point average, grade level attained and year completed.