

# A. W. BEATTIE CAREER CENTER

SECTION: PUPILS  
 TITLE: STUDENT RECORDS  
 ADOPTED: May 27, 1999  
 REVISED: August 20, 2015  
 APPROVED: September 24, 2015

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 Career Center will maintain educational records for students for legitimate educational purposes.</p>
<p>2. Authority                      SC 1305 A,                      SC 1306 A,                      1402, 1409,                      1532, 1533</p> <p>Title 22                      Sec. 4.52, 12.3,                      12.32, 15.9                      20 U.S.C                      Sec. 1232g                      34 CFR                      Part 99</p>	<p>The Joint Operating Committee (JOC) recognizes its responsibility for compilation, retention, disposition and security of student records. The JOC also recognizes the legal requirement to maintain the confidentiality of student records.</p> <p>The Joint Operating Committee 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.</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 Executive Director, building principal and their respective designees shall be responsible for implementing and monitoring the district's student records plan which meets all legal requirements.</p> <p>The designated administrator shall establish safeguards to protect the students and his/her family from an invasion of privacy when collecting, retaining and disseminating student information and providing access to authorized persons.</p>

<p>Pol. 800</p>	<p>District staff shall maintain only those educational records mandated by federal and state laws and regulations.</p>
<p>SC 1532 Pol. 213, 215</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>4. Guidelines</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"> <li>1. Informing parents/guardians and eligible students of their rights and the procedures to implement those rights.</li> <li>2. Permitting appropriate access by authorized persons and officials and describing procedures for access and any applicable copying fees.</li> <li>3. Enumerating and defining the types, locations and persons responsible for student records maintained by the district.</li> <li>4. Establishing guidelines for disclosure of information and data in student records.</li> <li>5. Maintaining a record of access and release of information for each student's records, in the following manner:             <ol style="list-style-type: none"> <li>A. Documentation of the relationship of the case worker, case manager, or child welfare agency supervisor to the child must be provided.</li> <li>B. In cases where a parent is a party to a proceeding involving child abuse or neglect, or a dependency matter, and a court order is issued authorizing the disclosure of education records, additional notice need not be provided to the parent by the educational agency before educational records are released.</li> </ol> </li> </ol>
<p>Pol. 800</p>	<p>6. Assuring appropriate retention and security of student records.</p>
<p>SC 1305 A</p>	<p>7. Transferring education records and appropriate disciplinary records to other school districts in accordance with applicable law and regulations.</p>
<p>Pol. 250</p>	<p>Procedures for disclosure of student records shall apply equally to military recruiters and postsecondary institutions.</p> <p>The annual notice of rights shall comply with the requirements set forth in the Family Educational Rights and Privacy Act, as then in effect (FERPA), and inform parents/guardians and eligible students of the following:</p>

