

STUDENT RECORDS

Code **JRA** Issued **3/13**

Purpose: To establish the basic structure for the maintenance of student records.

The principal of each school is the legal custodian of all student records for that school.

Students and parents or legal guardians will have access to the student's school records. The schools will notify parents and adult students of the following.

- the type of records kept
- the procedure for inspecting and copy these records
- the right for interpretation
- their right to challenge data thought to be erroneous and the procedures for expunging such data or inserting a rebuttal statement
- the right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented

The educational records or school records include all materials directly related to a student which a school maintains. Records and notes maintained by a teacher, administrator, school physician or school psychologist for his/her own use, and which are not available to others are exempted from this definition.

The school will require prior written consent before information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll.

When schools transfer records to a new educational institution, they must notify parents of the transfer and of their right to review and contest the material. State and national educational organizations which require student data for confidential research and statistical purposes are also exempted from the parental consent prerequisite. An exemption also exists for material under court order, although the parent must be notified of the order.

District Four maintains no student directory information.

The superintendent will establish administrative rules for compliance with the Family Educational Rights and Privacy Act and other applicable acts and regulations.

The principal will maintain juvenile criminal records and information provided by the Department of Juvenile Justice in accordance with this policy and applicable district procedures. The principal will destroy such juvenile criminal records upon the juvenile's completion of secondary school or when the juvenile reaches 21 years of age, whichever occurs earlier.

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Adopted 6/6/83; Revised 10/5/98; 10/3/11; Issued 3/4/13

Legal references:

- A. United States Code, Annotated:
 - 1. Section 438 of the General Education Provisions Act, as amended – The Family Education Rights and Privacy Act [20 U.S.C. 1232 (g)]
- B. South Carolina Code of Laws, 1976, as amended:
 - 1. Section 20-7-3300 – Juvenile records and information provided to a public or private school.
 - 2. Section 5-63-50 – Provides for students to be fingerprinted.
 - 3. Section 20-7-8505 – Pertains to confidentiality of student records.
 - 4. Section 44-29-135 – Confidentiality of sexually transmitted disease records.
- C. Court order:
 - 1. Alexander S. by and through Bowers v. Flora Brooks Boyd 876 F Supp 773 (1995).