

Saucon Valley School District
Academic and Personnel Committee
February 3, 2021 – 6 pm
ZOOM Meeting

Welcome to the meeting of the Academic and Personnel Committee. Our objective is to serve the students, parents, and residents of our community. You are an important part of this meeting and we look forward to your questions and comments.

We are all here for the same reason. All opinions are welcomed and equally valuable. Our only request is that we address each other with civility and respect. Our courtesy toward each other is the best way to show our students how much we respect them as well.

**Committee Members - Susan Baxter, Cedric Dettmar, Tracy Magnotta,
Shamim Pakzad**

Committee Agenda

- I. **Call to the Order** – *Tracy Magnotta, Committee Chair*

- II. **Pledge of Allegiance**

- III. **Recording of Attendance** – *Tracy Magnotta, Committee Chair*

- IV. **Motion to Approve Agenda**

- V. **Approval of Minutes** – January 19, 2021

- VI. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address*

- VII. **Discussion**
 1. 2021-22 High School Program of Studies
 2. After School Remediation
 3. Policy 317 - Conduct/Disciplinary Procedures
 4. Policy 417 - Conduct/Disciplinary Procedures
 5. Policy 517 - Conduct/Disciplinary Procedures
 6. Policy 216 – Student Records
 7. Policy 216-AR-1 – Student Records Retention Schedule

VIII. New Business

IX. Old Business

X. Citizens' Inquiries and Comments – *Visitors should state their name and address.*

XI. Announcements

Future Meetings ~

Wednesday, February 24, 2021

Wednesday, March 24, 2021

Wednesday, April 28, 2021

Wednesday, May 26, 2021

Wednesday, June 23, 2021

XII. Motion to Adjourn Meeting

The Saucon Valley School District does not discriminate on the basis of race, color, national origin, age, sex, or handicap.

**Saucon Valley School District
Academic and Personnel Committee
Minutes of January 19, 2021 ~ Zoom Meeting**

Present were Academic and Personnel Committee Board Members: Susan Baxter, Cedric Dettmar, and Shamim Pakzad. Also present were: Amy Braxmeier, Craig Butler, James Deegan, Robert Frey, Tamara Gary, Board Member Sandra Miller, Jamie Vlasaty, and Board Member Shawn Welsh.

Meeting commenced at 6:05 pm

Agenda approved by Dr. Pakzad, second by Mr. Dettmar

Minutes approved by Dr. Pakzad, second by Mrs. Baxter

Courtesy of the floor, no hands raised

Agenda items:

I. Program of Studies – Dr. Butler presented and summarized different aspects of the Program of Studies addressed at the last Academic and Personnel Committee meeting, including changes in statewide graduation requirements, dual enrollment, schedule change process, grouping courses under the technology department, making Anthropology an every year offering and Gender Studies to be offered every other year, and any additional information from BATVS. Discussion followed between the administration and the committee with regard to whether the Program of Studies was finalized enough to move to the full board meeting for approval. Outstanding issues include HPE, advanced placement courses, and low enrolled courses.

Ultimately, the committee did decide to move the Program of Studies to the January 26th Board meeting, not with approval, but for the purview of the entire board.

Policies 317, 417, 517, and 216 were postponed.

Citizens' inquiries and comments - no hands raised

No new business or old business.

Announcement of future meetings:

Wednesday, February 3, 2021

Tuesday, February 16, 2021

Wednesday, March 3, 2021

Tuesday, March 16, 2021

Wednesday, April 7, 2021

Tuesday, April 20, 2021

Wednesday, May 5, 2021

Tuesday, May 18, 2021

Wednesday, June 2, 2021

Tuesday, June 15, 2021

Meeting adjourned at 7 pm.

Saucon Valley School District

Policy

Title – 317 Conduct/Disciplinary Procedures

Section – 300 Administrative Employees

Adopted – November 14, 2006

Revised –

Content

PURPOSE

~~All administrative employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior.~~ Effective operation of district programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the district's functions requires compliance with these policies and rules, and consistent penalties and disciplinary procedures for violations.

GUIDELINES

~~When dismissal charges are filed against a certificated administrative employee pursuant to law, the Board shall hold a hearing in accordance with the procedures established in the School Code.~~

~~The Board directs that procedures be established whereby~~ All administrative employees are ~~informed of the disciplinary actions that are considered appropriate and may be applied for violation of district policies, rules and procedures.~~ expected to conduct themselves in a manner consistent with appropriate and orderly behavior.

All administrative employees shall comply with district policies, rules, and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.

~~In the event it is necessary to demote or dismiss an administrative employee, a hearing shall be provided as required by statute.~~

When demotion or dismissal charges are filed against a certificated administrative employee pursuant to law, the Board shall hold a hearing in accordance with the

procedures established in the School Code; non-certificated administrative employees may be entitled to a hearing at the employee's request, pursuant to the School Code and local agency law

When engaged in assigned duties, no employee shall participate in activities that include- but are not limited to- the following:

1. Physical or verbal abuse, or threat of harm, to anyone.
2. Causing intentional damage to district property, facilities- and equipment.
3. Forceful or unauthorized entry to or occupation of district facilities, buildings- and grounds.
4. Use, possession, distribution, or sale of alcohol, drugs- or other illegal substances.
5. Use of profane or abusive language.
6. Failure to comply with directives of district officials, security officers, or law enforcement officers.
7. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
8. Violation of district policies, rules- and regulations.
9. Violations of federal, state, or applicable municipal law or regulation.
10. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.

11. Non-professional relationships with students.

Mandatory Reporting

Within seventy-two (72) hours of the arrest or conviction, employees shall report to the Superintendent or designee on the designated form:

1. An arrest or conviction required to be reported by law; and/or
2. Being named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.

An employee shall be required to submit new criminal history background checks if the

Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law to the District, and the employee has not notified the Superintendent or designee within seventy (72) hours of the arrest or conviction.

An employee shall be required immediately to submit a new child abuse history certifications if the Superintendent or designees has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.

An employee who fails to accurately and timely report such arrests, convictions, or reports naming the employee as a perpetrator of abuse as described above shall be subject to disciplinary action, up to and including termination and criminal prosecution.

Title IX Sexual Harassment and Other Discrimination

Whenever the allegations underlying a report of administrative employee misconduct include conduct that appears to constitute harassment or other discrimination, including Title IX sexual harassment, subject to policies and procedures specific to such conduct, the Compliance Officer/Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in the applicable Board policies. Whenever an investigation by the district of administrative employee misconduct reveals indications of conduct by any person that appears to constitute harassment or other discrimination, including Title IX sexual harassment, the Compliance Officer/Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such discrimination. To the extent feasible, investigations pursuant to discrimination policies shall be conducted jointly with investigations by the district of administrative employee misconduct.

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall prepare and promulgate disciplinary rules for violations of district policies, rules- and procedures that provide progressive penalties, including but not limited to- verbal warning, written warning, reprimand, suspension, demotion, dismissal and pursuit of civil ~~and criminal sanctions.~~sanctions. The Superintendent or designee shall establish procedures whereby employees shall be informed as to the disciplinary actions that are to be applied for violation of District policies and regulations.

LEGAL REFERENCES

[24 P.S. 1122](#)
[24 P.S. 1151](#)
[22 PA Code 235.10](#)
[24 P.S. 510](#)
[24 P.S. 514](#)
[Pol. 351](#)
[Pol. 451](#)
[Pol. 551](#)
[2 Pa. C.S.A. 551 et seq](#)
[24 P.S. 1121](#)
[24 P.S. 1126](#)
[24 P.S. 1127](#)
[24 P.S. 1128](#)
[24 P.S. 1129](#)
[24 P.S. 1130](#)
[23 Pa. C.S.A. 6344.3](#)
[24 P.S. 111](#)
[24 P.S. 2070.9a](#)
[24 P.S. 2070.1a et seq](#)
[22 PA Code 235.1 et seq](#)
[23 Pa. C.S.A. 6301 et seq](#)

Saucon Valley School District

Policy

Title – 417 Conduct/Disciplinary Procedures

Section – 400 Professional Employees

Adopted – November 14, 2006

Revised –

Content

PURPOSE

~~All professional employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior.~~ Effective operation of district programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the district's functions requires compliance with these policies and rules, and consistent penalties and disciplinary procedures for violations.

GUIDELINES

~~The Board directs that procedures be established whereby~~ All professional employees are ~~informed of the disciplinary actions that are considered appropriate and may be applied for violation of district policies, rules and procedures.~~ expected to conduct themselves in a manner consistent with appropriate and orderly behavior.

~~When dismissal charges are filed against a professional employee pursuant to law, the Board shall hold a hearing in accordance with the procedures established in the School Code.~~

All professional employees shall comply with district policies, rules, and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.

~~In the event it is necessary to demote or dismiss~~ When demotion or dismissal charges are filed against a professional employee pursuant to law, ~~a hearing shall be provided as required by statute~~ the Board shall hold a hearing in accordance with the procedures established in the School Code.

When engaged in assigned duties, no employee shall participate in activities that include- but are not limited- to the following:

1. Physical or verbal abuse, or threat of harm to anyone.
2. Causing intentional damage to district property, facilities- and equipment.
3. Forceful or unauthorized entry to or occupation of district facilities, buildings- and grounds.
4. Use, possession, distribution, or sale of alcohol, drugs- or other illegal substances.
5. Use of profane or abusive language.
6. Failure to comply with directives of district officials, security officers, or law enforcement officers
7. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
8. Violation of district policies, rules- and regulations.
9. Violations of federal, state, or applicable municipal law or regulation.
10. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.

11. Non-professional relationships with students

Mandatory Reporting

Within seventy-two (72) hours of the arrest or conviction, employees shall report to the Superintendent or designee on the designated form:

1. An arrest or conviction required to be reported by law; and/or
2. Being named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.

An employee shall be required to submit new criminal history background checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law to the District, and the employee has not notified the Superintendent or designee within seventy (72) hours of

the arrest or conviction.

An employee shall be required immediately to submit a new child abuse history certifications if the Superintendent or designees has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.

An employee who fails to accurately and timely report such arrests, convictions, or reports naming the employee as a perpetrator of abuse as described above shall be subject to disciplinary action, up to and including termination and criminal prosecution.

Title IX Sexual Harassment and Other Discrimination

Whenever the allegations underlying a report of professional employee misconduct include conduct that appears to constitute harassment or other discrimination, including Title IX sexual harassment, subject to policies and procedures specific to such conduct, the Compliance Officer/Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in the applicable Board policies. Whenever an investigation by the district of professional employee misconduct reveals indications of conduct by any person that appears to constitute harassment or other discrimination, including Title IX sexual harassment, the Compliance Officer/Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such discrimination. To the extent feasible, investigations pursuant to discrimination policies shall be conducted jointly with investigations by the district of professional employee misconduct.

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall prepare and promulgate disciplinary rules for violations of district policies, rules- and procedures that provide progressive penalties, including but not limited to- verbal warning, written warning, reprimand, suspension, demotion, dismissal and pursuit of civil ~~and criminal sanctions.~~sanctions. The Superintendent or designee shall establish procedures whereby employees shall be informed as to the disciplinary actions that are to be applied for violation of District policies and regulations.

LEGAL REFERENCES

24 P.S. 1122

24 P.S. 1151

[22 PA Code 235.10](#)
[24 P.S. 510](#)
[24 P.S. 514](#)
[Pol. 351](#)
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[2 Pa. C.S.A. 551 et seq](#)
[24 P.S. 1121](#)
[24 P.S. 1126](#)
[24 P.S. 1127](#)
[24 P.S. 1128](#)
[24 P.S. 1129](#)
[24 P.S. 1130](#)
[23 Pa. C.S.A. 6344.3](#)
[24 P.S. 111](#)
[24 P.S. 2070.9a](#)
[24 P.S. 2070.1a et seq](#)
[22 PA Code 235.1 et seq](#)
[23 Pa. C.S.A. 6301 et seq](#)

Saucon Valley School District

Policy

Title – 517 Conduct/Disciplinary Procedures

Section – 500 Classified Employees

Adopted – November 14, 2006

Revised –

Content

PURPOSE

~~All classified employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior.~~ Effective operation of district programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the district's functions requires compliance with these policies and rules, and consistent penalties and disciplinary procedures for violations.

~~The Board directs that procedures be established whereby classified employees are informed of~~ GUIDELINES

~~the disciplinary actions that are considered appropriate and may be applied for violation of district policies, rules and procedures.~~ All classified employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior.

All classified employees shall comply with district policies, rules, and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.

In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute.

When engaged in assigned duties, no employee shall participate in activities that include but are not limited to the following:

1. Physical or verbal abuse, or threat of harm, to anyone.

2. Causing intentional damage to district property, facilities, and equipment.
3. Forceful or unauthorized entry to or occupation of district facilities, buildings, and grounds.
4. Use, possession, distribution, or sale of alcohol, drugs, or other illegal substances.
5. Use of profane or abusive language.
6. Failure to comply with directives of district officials, security officers, or law enforcement officers.
7. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
8. Violation of district policies, rules, and regulations.
9. Violations of federal, state, or applicable municipal law or regulation.
10. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.

11. Non-professional relationship with students.

Mandatory Reporting

Within seventy-two (72) hours of the arrest or conviction, employees shall report to the Superintendent or designee on the designated form:

1. An arrest or conviction required to be reported by law; and/or
2. Being named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.

An employee shall be required to submit new criminal history background checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law to the District, and the employee has not notified the Superintendent or designee within seventy (72) hours of the arrest or conviction.

An employee shall be required immediately to submit a new child abuse history certifications if the Superintendent or designees has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided

written notice of such occurrence.

An employee who fails to accurately and timely report such arrests, convictions, or reports naming the employee as a perpetrator of abuse as described above shall be subject to disciplinary action, up to and including termination and criminal prosecution.

Title IX Sexual Harassment and Other Discrimination

Whenever the allegations underlying a report of classified employee misconduct include conduct that appears to constitute harassment or other discrimination, including Title IX sexual harassment, subject to policies and procedures specific to such conduct, the Compliance Officer/Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in the applicable Board policies. Whenever an investigation by the district of classified employee misconduct reveals indications of conduct by any person that appears to constitute harassment or other discrimination, including Title IX sexual harassment, the Compliance Officer/Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such discrimination. To the extent feasible, investigations pursuant to discrimination policies shall be conducted jointly with investigations by the district of classified employee misconduct.

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall prepare and promulgate disciplinary rules for violations of district policies, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal and pursuit of civil ~~and criminal sanctions.~~ sanctions. The Superintendent or designee shall establish procedures whereby employees shall be informed as to the disciplinary actions that are to be applied for violation of District policies and regulations.

LEGAL REFERENCES

24 P.S. 510

24 P.S. 514

Pol. 351

Pol. 451

Pol. 551

2 Pa. C.S.A. 551 et seq

23 Pa. C.S.A. 6344.3

[24 P.S. 111](#)

[23 Pa. C.S.A. 6301 et seq](#)

Saucon Valley School District

Policy

Title – 216 Student Records

Section – 200 Pupils

Adopted – May 23, 2006

Revised – April 8, 2008

Content

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 district will maintain educational records for students for legitimate educational purposes.

Authority

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 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.

Parents/Guardians and eligible students 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 Superintendent or designee shall be responsible for developing and implementing a comprehensive administrative regulation plan for records of all students that meets the requirements of all state and federal statutes and regulations.

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.

District staff shall maintain the confidentiality of student records and personally identifiable information, as required by law and regulations. The district shall obtain written parent/guardian consent prior to releasing a student's educational record when prior consent is required by law, regulations or Board policy.

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.

Definitions

The following terms as used in this policy shall have the following meanings:

1. *Directory information.* The name, address, telephone number, electronic mail address, date and place of birth, names of parents and siblings, dates of attendance, whether the student graduated and the date of graduation, awards received, participation in District-approved extracurricular activities, weight and height of interscholastic athletic team members, photographs, schools attended within the District, and student identification number, user identification number, or code when such number or code cannot alone be used to access education records, without some other identifier known only to the authorized user of an electronically accessed information system or data base.
2. *Disclose; disclosure.* Permit access to or release, transfer, or otherwise communicate to any person or entity, by any means or medium, personally identifiable information contained in the education record of the student.
3. *Education record.* Any personally identifiable information recorded or stored by any means—including, but not limited to, information that is handwritten, typed, printed, or stored on computer media, microfilm, microfiche, video or audio tape, film, or digital medium—that is directly related to the student and is maintained by the District or by an individual or agency acting on behalf of the District regardless of the current location of such record. The term does not include the following:
 - (a) records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons—including, but not limited to, instructional support teachers, counselors, therapists and clinicians, school Board of Education, psychologists and psychiatrists, nurses, and instructional aides—that are kept in the sole possession of the maker of the record and the contents of which are not accessible or revealed to any other person except a substitute for the maker of the record
 - (b) records that contain only information about the student after he or she is no longer a student in the District or receiving District-supported education;
 - (c) grades and other forms of peer assessment or rating before they are collected and recorded by a teacher; and
 - (d) other records specifically excluded from the definition of “education record” under the Family Education Rights and Privacy Act, 20 U.S.C. § 1232g, and its implementing regulation, 34 C.F.R. Part 99

4. *Eligible student.* A present or former student who has attained the age of eighteen or a former student who is attending an institution of post-secondary education.
5. *Emancipated minor.* A student below the age of twenty-one who has chosen to establish a domicile apart from the continued control and support of parents or guardians. The term includes a minor living with a spouse.
6. *IEP.* Individualized education program.
7. *Service Agreement.* A written plan of adaptations or modifications, or both, developed for a student with disabilities who is eligible for protection under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, but who is not eligible for special education and related services under the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400, *et seq.*
8. *Maintain or maintained.* In the case of personally identifiable information on paper or stored on magnetic or video tape, the term shall mean information kept in a secure file or desk drawer or in the continuous and secure control of a school official with a legitimate educational interest in the content thereof. In the case of personally identifiable information that is stored electronically, including electronic mail, the term shall mean information kept in a secure electronic storage system or site, whether located locally or remotely, specifically designated by the Superintendent or his or her designee as a “student records maintenance site.” The District electronic mail server or servers, or directory or directories, and the files on local or remote disk drives, computers, servers, portable media, or mobile devices shall not for any purpose constitute a “student records maintenance site” unless explicitly so designated by the Superintendent or his or her designee in writing, and any personally identifiable information stored thereon shall either be deleted or moved to a “student records maintenance site” at least once annually. Personally identifiable electronic information, including electronic mail, shall not be considered to be “maintained” by the District or by any individual or agency acting on behalf of the District unless and until it is moved to or stored in or on a “student records maintenance site.”
9. *Parent.* The biological or adoptive parents of a student, regardless of residency or physical custodial status; the legal guardian or guardians of a student; or an individual acting as a parent in the absence of a natural parent or guardian, unless the right of any such person to receive personally identifiable information has been terminated or restricted by order of court.
10. *Personally identifiable information.* Any one or more of the following:
 - (a) The student’s name;
 - (b) The name, including maiden names, of any member of the student’s family;

- (c) The current or past address, or the date or place of birth, of the student or any member of the student's family;
 - (d) A personal identifier such as a social security number, student number or code, or biometric information consisting of one or more measurable biological or behavioral characteristic that can be used for automatic identification of an individual;
 - (e) information that, alone or in combination, is linked or linkable to a specific student such that a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, could use such information to identify the student with reasonable certainty; or
 - (f) information requested by a person whom the educational agency or institution reasonably believes knows the identity of the student to whom such information relates.
11. *School official with a legitimate educational interest.* Any employee, officer, agent, consultant, or contractor of, or any volunteer acting on behalf of:
- (a) the District,
 - (b) the Intermediate Unit,
 - (c) a vocational technical school, or
 - (d) any public or private school or facility that the District is using or is proposing to use to provide elementary or secondary education to the student in place of a public school, who is or will be responsible for providing or supervising the provision of education, education-related services, or extra-curricular activities or experiences to or for the student, when—
 - i. particular information concerning that student is presently or potentially relevant to the design or provision of instruction or other education, education-related services, testing or assessments, behavior interventions and strategies, or extracurricular activities or experiences either to the student, to particular groups of students, or to whole schools, grade-levels, or the student population of the District at large, regardless of whether the student is part of the group or population that will be effected; or
 - ii. such information is necessary to protect the health, safety, or welfare of the student or others with whom the student might have direct or indirect contact.

The phrase also applies to clerical staff of the agencies enumerated above who are responsible for the maintenance and security of education records and to attorneys, consultants, and school board members when school board action concerning the

student is required by law or when the education or treatment of the student is the subject of present or potential litigation or legal dispute. When the “school official with a legitimate educational interests” is not an employee of the District, such individual may receive “personally identifiable information” only when he or she is under the direct control of the District, by contract or otherwise, with respect to the use and maintenance of education records in his or her possession and only when such individual is prohibited from re-disclosure of such information to any other party without written parent or eligible student consent.

12. *Secure file.* A student or subject-specific compilation of information stored on paper, audio or visual tape, microfiche, microfilm, computer storage disk or removable drive, or similar medium that can be maintained in a physically segregated form that is maintained in a locked file drawer, cabinet, or desk or, if unlocked, in the immediate custody and control of the custodian thereof, or a student or subject-specific compilation maintained on a computer storage system to which access is limited by security software that conforms to current computer industry standards.
13. *Student with disabilities.* A student age three through twenty-one who has or is thought to have one or more of the disabilities described in the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 *et seq.*, or any preceding or succeeding legislation, or a student of school age who has or is thought to have a disability as defined in Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794

Guidelines

Collection

14. The District shall collect and maintain the types of records described in the following subparagraphs (a) through (c) and **may** collect and maintain records described in following subparagraphs (d) through (j):
 - (a) Core data - consisting of the name of the student; last known address and domicile within the District of the parents or guardian of the student or, if the student is emancipated, of the student; the birth date of the student; the course, subject area, or project work completed by the student and the level of achievement attained; the last grade attended or the date of graduation and type diploma issued; and attendance data;
 - (b) Discipline and law enforcement records, including the sworn statement or affirmation of suspension or expulsion required at registration and the record of incidents of violence maintained in a form prescribed by the Pennsylvania State Police as required under Section 1307-A of the Pennsylvania Public School Code, 24 P.S. § 13-1307-A, and, in a file maintained separately from other records concerning the student, information from the Office of Juvenile Probation concerning adjudications of delinquency;

- (c) Health records, including immunization information, results of vision and hearing screenings, results of state-mandated physical examinations, in-school treatment and drug dispensing or administration orders or prescriptions from physicians, treatment and drug dispensing or administration logs, and health-related information provided by parents or guardians;
- (d) Student work samples and teacher grade books retained for purposes of ongoing assessment, instructional planning, or grade calculation; the results of District-wide group standardized or criterion-referenced testing and state-wide criterion-referenced assessments, if any, in which the student participated; and noncumulative report cards;
- (e) Guidance department, psychologist, and student assistance team records, although personal records and notes maintained strictly in accordance with Section 1.3(a) of this policy are not considered records subject to this policy;
- (f) Results of vocational and career aptitude and interest surveys, or of surveys to assist in planning for and providing guidance, health, or drug and alcohol abuse prevention instruction or programs;
- (g) Reports of and other information describing or summarizing the results of individual testing and assessment by instructional support, child study, multidisciplinary, or IEP teams, or by professional staff responsible for determining eligibility for Title I, ESL, and other remedial programs, or by agencies and individuals not employed by or working on behalf of the District; instructional support or child study team action plans; IEPs; and service agreements or accommodation plans;
- (h) Protocol sheets and booklets; scoring sheets; answer books; rating forms; observation notes; anecdotal logs; running record forms; and other forms of raw data gathered in the course of testing and assessment or progress monitoring and assessment;
- (i) Records of awards and distinctions earned by students for work or activities in school and in the community and of participation in District-approved extracurricular activities; and
- (j) Other records required by law or deemed by instructional or supervisory staff to be both accurate and necessary to the provision of education, education-related services, or extra-curricular activities or experiences.

15. By adoption of this policy, the District Board of School Directors gives consent for the collection of records and information described in Subsections (a), (d), and (e) of Section 14 of this policy.

16. By adoption of this policy, the District Board of School Directors gives consent for the collection of records and information described in Subsections (b), (c), and (f)

of Section 14 of this policy, unless the collection of such records and information is accomplished by use of a survey, analysis, or evaluation that requires or encourages the student to reveal—

- (a) political affiliations or beliefs of the student or the student's family;
- (b) mental or psychological problems of the student or the student's family;
- (c) sexual behavior or attitudes;
- (d) illegal, anti-social, self-incriminating, or demeaning behavior;
- (e) critical appraisals of persons with whom the student has close family relationships;
- (f) information protected by legal privilege;
- (g) income, unless income information is required by law to determine eligibility for participation in a program of assistance; or
- (h) religious practices, affiliations, or beliefs of the student or the student's family.

17. When a survey, analysis, or evaluation is used to obtain such information, the District shall obtain prior informed consent in writing in a form consistent with Section 20 of this policy. For purposes of this policy, the phrase "survey, analysis, or evaluation" shall be limited to a planned method of inquiry or information collection used on a group or individual basis. The phrase does not apply to the ordinary give-and-take exchange that occurs in the course of the counselor-student, psychologist-student, teacher-student, or nurse-student relationship when the student initiates the contact or otherwise participates in it voluntarily. Consent otherwise required by this Section is not required to investigate or substantiate a good faith suspicion of child abuse or neglect when the person from whom consent would be required is suspected of the abuse or neglect.

18. To collect records and information described in Subsection (g) of Section 14 of this policy, the District shall obtain prior informed consent in writing in a form consistent with Section 20 of this policy.

19. To collect records and information described in Subsections (h) and (i) of Section 14 of this policy, other than reports and other documents provided by parents or other agencies, the District shall obtain prior informed consent in writing and in a form required by applicable state or federal law or, in the absence of a specific applicable law, in a form consistent with Section 20 of this policy. For purposes of collecting information in the form of an instructional support or child study team action plan, an IEP, or a service agreement or accommodation plan, a written invitation to the parents and, when required by law, the student to participate in the development of such document shall constitute an adequate means of

obtaining consent to develop the document, even if the parents or student do not participate in the meeting at which the content of the document is discussed. The description in an action plan, IEP, or service agreement or accommodation plan, of a means of data collection or ongoing progress monitoring or assessment shall suffice to allow such activities without need for additional written consent.

20. When state or federal law does not specifically prescribe the form for obtaining prior written consent as required by this policy, such consent shall be obtained by mailing to the residence of record or by hand delivery to the parent or emancipated minor a written consent form that complies with the following requirements and is received within a reasonable time prior to the information collection activity for which consent is sought:

- (a) The form shall use language that a layperson can readily understand and shall be written in the native language of the parent or emancipated minor from whom consent is sought;
- (b) The form shall contain an explanation of the type of information sought, the purpose for which the information is sought, and the specific types of testing, assessment, or data collection to be used to obtain the information;
- (c) The form shall make clear to the parent or emancipated minor that consent is required to proceed with the information collection activity or activities proposed; shall contain an assurance that such activity or activities will not proceed without consent; shall specify the duration of the consent or shall clearly provide that consent shall be considered effective until revoked in writing by the person giving consent; and shall contain a clear explanation of the time and place for responding to the form;
- (d) The form shall contain the name and telephone number of a contact person whom the parents or emancipated minor can contact to obtain additional information or seek clarification concerning the proposed activity; and
- (e) The form shall provide a space for the parent or emancipated minor to elect whether to grant or withhold consent by marking one of two clearly-worded options and by signing their name.

21. When a student who has attended another public or private school registers to attend public school in the District, the District shall immediately—

- (a) request a certified copy of the student's disciplinary record and a copy of the student's health record from the public or private school the student last attended;
- (b) request all other current records, including special education records, necessary to ensure that the student is placed appropriate classes at the

appropriate grade level and that the District is able to meet all obligations to the student under State and federal law.

Maintenance—Time

22. All education records described in Section 14 of this policy shall be maintained in accordance with the schedule attached in 216-AR-3, Student Records Retention Schedule. If not identified, the records shall be maintained as long as the information contained therein remains relevant to the education of the particular student or to the design and provision of educational programs in general or as long as such information remains essential to the protection of the legal interests of the District. The District alone shall determine whether education records remain relevant to education or essential to the protection of legal interests.

Maintenance—Location

23. Education records that might be necessary to the provision of education, education-related services, or extracurricular activities or experiences to a student during any given school year shall be maintained during that school year in a secure file located in the building to which that student is assigned during that school year. Education records that are essential to the day-to-day provision of education, education-related services, or extracurricular activities or experiences may be maintained in a secure file in the personal possession, offices, or class rooms of school officials with a legitimate educational interest therein.

- (a) The discipline record of a student shall be maintained in a secure file in the building to which that student is currently assigned. Information furnished by the Office of Juvenile Probation in accordance with Section 6341(b.1) of the Juvenile Act, 42 P.S. § 6341(b.1), shall be maintained in a secure file separately from other records concerning the student.
- (b) The health record of a student shall be maintained in a secure file in the nurse's office or health suite in the building to which that student is currently assigned or in the personal possession or office of the nurse assigned to that building.
- (c) Copies of a student's current IEP, most recent multi-disciplinary team evaluation report, current service agreement or accommodation plan, and instructional support or child study team data and action plan shall be maintained—
 - i. in a secure file in the building to which the student is currently assigned; and
 - ii. in a secure file in the District office of special education, together with other special education records that remain relevant to the education of the particular child or the design and provision of

educational programs in general or essential to the protection of the legal interests of the District.

- (d) In addition to or in place of any of the locations identified in subsections (a) through (c) of Section 23, records may be maintained in a secure electronic storage system or site, whether located locally or remotely, specifically designated by the Superintendent or his or her designee as a “student records maintenance site.” The District electronic mail server or servers, or directory or directories, and the files on local or remote disk drives, computers, servers, portable media, or mobile devices shall not for any purpose constitute a “student records maintenance site” unless explicitly so designated by the Superintendent or his or her designee in writing, and any personally identifiable information stored thereon shall either be deleted or moved to a “student records maintenance site” at least once annually.

Maintenance—Transfer and Conversion

- 24. When a student assignment changes from one building to another within the District the education records described in Sections 23(a)-(c) of this policy, including the separately-maintained information from the Office of Juvenile Probation, shall be transferred to the new building in sufficient time to enable school officials with a legitimate educational interest to review such records, if necessary, prior to the arrival of the student in the new building or as soon as possible thereafter.
- 25. Nothing in this policy shall preclude the transfer or conversion of education records or information from one form or storage medium to another, as long as such transfer or conversion—
 - (a) allows for similar accessibility of information to parents, eligible students, and school officials with a legitimate educational interest;
 - (b) provides at least the level of security that could be obtained with physically locked conventional storage and, in the case of computer storage, conforms to the current standards established in the computer industry;
 - (c) clearly reproduces educationally or legally necessary graphic information, handwriting, and signatures; and
 - (d) allows for the use of an access and disclosure log in accordance with Section 26 of this policy.
- 26. Every file from which access might be had by, or disclosure might be made to, persons or agencies other than the parents or the eligible student, shall have as part thereof an access and disclosure log that shall be maintained for as long as the records in that file are maintained and that shall consist of the following:

- (a) The identity of such person or agency to which access is granted to or disclosure made from the file;
- (b) The purpose for which access was granted or disclosure made;
- (c) The date of access or disclosure;
- (d) The name or initials of the person granting access or making the disclosure;
- (e) In the case of disclosures to persons who will make further disclosures or allow further access on behalf of the District, the identity of the person or agency to whom or to which, and the specific purpose for which, such further disclosure or access will be made or allowed; and
- (f) Any record of further disclosures made by State or federal agencies that are permitted to do so under law.

Destruction

- 27. The District may destroy education records identified in the District's Student Record Retention Schedule once the applicable time period for maintenance of such records has elapsed.
- 28. The District may destroy all other education records once it determines at its sole discretion that such records are no longer relevant to the education of the particular student or to the design and provision of educational programs in general or that such records are not essential to the protection of the legal interests of the District.
- 29. When the time periods described in the District's Student Record Retention and Disposition Schedule have elapsed for any record or any portion of an education record of a student with disabilities, the District shall comply with the Record Retention and Disposition Schedule and destroy the record accordingly. Education Records are no longer deemed relevant to a student's education once the applicable retention period has expired. Parents and guardians of students with disabilities shall be provided with a copy of this policy to ensure notice is provided regarding the destruction of education records.
- 30. A record is "destroyed" for purposes of this policy when, at a minimum, all personally identifiable information is removed from it or is otherwise obscured or obliterated. Nothing in this policy shall require the destruction of an education record except when required by law.
- 31. The District shall not destroy any record that is the present subject of a request for access from a parent or eligible student.

Inspection of Education Records

32. The District shall allow the parents or eligible student to inspect and review the education record of the student within forty-five calendar days of receipt of a verbal or written request to do so. District staff shall make every reasonable effort to ensure that requested records are provided to the parents at the earliest possible date.
33. The District shall respond to all reasonable requests from the parents or eligible student for an explanation or interpretation of information contained in the education record.
34. If circumstances effectively preclude the parents or eligible student from inspecting or reviewing the education record, or any portion thereof, the District shall provide the parents or the eligible student with a copy of the record subject to the request. When copies are not required to ensure that the parents or the eligible student has the opportunity to inspect and review the education record, the District may charge a fee of twenty-five cents per page to copy requested portions of the education record, unless the parents or the eligible student can establish that they are financially unable to pay the amount thus charged.
35. When the District receives a request to inspect and review the education record of a student with disabilities in anticipation of a meeting of the IEP, service agreement, or multi-disciplinary team, or in anticipation of a due process hearing, the District shall respond to such request within a reasonable time prior to the meeting or hearing, the time allowed by Section 32 of this policy notwithstanding.
36. When parents or an eligible student seek to inspect and review a record that contains personally identifiable information concerning more than one student, the District shall provide access only to that portion of the record that pertains to the student in question.
37. School officials with a legitimate educational interest may at any time inspect and review, and obtain copies of, the education record and personally identifiable information in which they have such interest.

Amendment of Education Records

38. A parent or eligible student may request in writing that the District amend any portion of an education record that he or she believes is inaccurate, misleading, or in violation of the student's right to privacy. If a parent or eligible student makes such a request verbally, the person to whom such request is made shall inform the parent of the obligation to make such request in writing.
39. Within thirty school days of the receipt of the written request to amend the education record, the administrator who is primarily responsible for maintenance of the challenged record shall notify the parent or eligible student in writing of whether the District will amend the record. If the District determines that it will grant the request to amend, the notice to the parent or eligible student shall

either describe the amendment, which can include the expungement or deletion of records or information contained therein, or enclose a copy of the amended record. If the District determines that it will not amend the record, the notice shall so inform the parent or eligible student and shall contain a statement explaining that the parent or eligible student has the right to request in writing a hearing before a disinterested school official to challenge the determination not to amend.

40. Within ten school days of receipt of a request for a hearing to challenge a determination not to amend an education record, the District shall notify the parents or eligible student of the date, time, and location of the hearing. The notice shall be mailed certified, return receipt requested, or by similarly secure and verifiable means, in such time that the parent or eligible student receives it at least five school days before the hearing. The hearing shall occur within thirty days of receipt of the request for the hearing from the parent or eligible student.
41. The hearing shall be held before the Superintendent or his or her designee or, if the Superintendent or the designee has a direct interest in the outcome of the hearing, before the principal of the building to which the student is currently assigned or his or her designee.
42. The hearing shall be informal, unrecorded, and not subject to formal rules of evidence or procedure other than those required to maintain order. The parent or eligible student shall have a full and fair opportunity to present evidence in support of his or her position and may be represented at his or her expense by an adviser, including an attorney.
43. Within thirty days of the completion of the hearing, the District shall issue to the parent or eligible student a written decision concerning the amendment of the record that shall either—
 - (a) describe the amendment, which can include the expungement or deletion of records or information contained therein, or
 - (b) explain the reasons for denying the request to amend and inform the parent or eligible student of the right to place a statement in the education record of the student commenting on the contested information in the record or explaining why he or she disagrees with the decision not to amend, or both.
44. The written decision shall be based solely on the evidence presented at the hearing and shall summarize the evidence thus presented and the reasons for the decision to amend or refuse amendment.
45. If the parent or eligible student chooses to submit a statement in the education record of the student commenting on the contested information in the record or explaining why he or she disagrees with the decision not to amend, the District shall—

- (a) maintain such statement as part of the record for as long as the District maintains the contested record or information; and
- (b) disclose the statement whenever it discloses that portion of the record to which the statement pertains.

46. Education records subject to this Policy, other than those records or portions of records that contain “directory information,” are not considered “public records” subject to access or disclosure under the Pennsylvania Right to Know Law, 65 Pa. C.S. §§ 67.101-67.3104, or any similar law affecting public records.

Disclosure

47. Any disclosure of personally identifiable information concerning a student to any person other than the parent, the eligible student, or school officials with a legitimate educational interest, shall require the prior written consent of the parent or the eligible student. Any document providing such consent shall—

- (a) identify the particular portions of the education record or the particular information or types of information concerning the student that shall be disclosed;
- (b) identify the person or agency to whom or to which disclosure will be made; and
- (c) contain the signature of at least one parent or the eligible student, and the date of such signature

48. Prior written consent from the parent or the eligible student is not required when the disclosure of education records or information is to one of the following persons or agencies under the following circumstances:

- (a) To an educational agency or institution at which the student seeks to enroll, intends to enroll, or is enrolled, or from which the student receives services, when that agency or institution requests such records, as long as—
 - i. the parent or eligible student is provided on request with a copy of the records thus disclosed; and
 - ii. the parent or eligible student is afforded on request a hearing as described in Section 39 of this policy; and
 - iii. the disclosure is for purposes related to the student’s enrollment or transfer.
- (b) To appropriate parties in connection with an articulable and significant health or safety emergency, when such disclosure is necessary to protect

the health or safety of the student or others, provided, however, that for each such disclosure, the District shall maintain a record indicating—

- i. The articulable and significant threat that justified such disclosure; and
 - ii. The parties to whom the District disclosed such information.
- (c) To state and federal educational and other agencies for purposes of investigation and auditing, when those agencies are bound by the provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g;
- (d) To persons seeking directory information, when—
- i. parents and eligible students have received notice in the form of the annual publication of this policy in a newspaper of general distribution or a school publication of the policy of the District to disclose directory information without parental consent; and
 - ii. the parent or the eligible student objecting to the release of such information without consent has not notified the District in writing on or before the first day of the school term that they object to the disclosure of some or all of the information designated in Section 1 of this policy as “directory information”.
- (e) To the student who is not an eligible student;
- (f) To the parents of an eligible student who remains a “dependent student” as defined in the Internal Revenue Code;
- (g) To accrediting organizations to carry out their accrediting functions;
- (h) To comply with the terms of a judicial order or lawfully-issued subpoena, when the District has made reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, unless the terms of a judicial order bar such notification;
- (i) To a court or administrative hearing officer in the context of litigation between the District and the parents or the eligible student, when the information disclosed is relevant to the action or proceeding and when the District has made reasonable effort to notify the parent or eligible student of the intent to disclose such information;
- (j) To armed forces recruiters seeking such information, a list of the names, addresses, and, if available, telephone numbers of all students expected to graduate high school at the end of the school term during which, or in anticipation of which, such request is made, provided, however, that such

disclosure shall be subject to the limitations established by law and this policy upon the disclosure of directory information;

- (k) To state or local Juvenile justice authorities when such disclosure is in accordance with an Act of the Pennsylvania General Assembly and enables the juvenile justice system to serve effectively and prior to adjudication of the student to whom the records pertain, provided, however, that any such authority must certify in writing to the District that such records will not be re-disclosed to any other party unless permitted by state law or unless written parent or eligible child consent is obtained;
- (l) To organizations conducting studies for, or on behalf of, the District to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction, when—
 - i. The organization conducting the study does not permit access to personally identifiable information to any party other than representatives of the organization who have a legitimate educational interest in that information;
 - ii. The information is destroyed when no longer needed for the purposes for which the study was conducted; and
 - iii. The organization enters into a binding agreement with the District under which the organization is obligated to adhere to the requirements of this policy; that defines the purposes, scope, and duration of the study and the information to be disclosed to the organization; and that limits the use of the disclosed information to the purposes expressly identified in the agreement.
- (m) Under such additional circumstances and to such additional persons and agencies as are permitted by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and its implementing regulation.

49. Any disclosure made in accordance with Section 48 of this policy shall be made under the explicit condition that the party to which or to whom such disclosure is made shall not re-disclose such information to any other party without written parent or eligible student consent, unless the record of the original disclosure identifies the additional parties to whom such disclosure is to be made under Section 48 of this Policy and the legitimate interest that such additional parties have in such information, or unless such original disclosure is to State or federal agencies in accordance with the requirements of Sections 99.32(b) and 99.33(b) of the implementing regulations of the Family Educational Rights and Privacy Act, 34 C.F.R. §§ 99.32(b) and 99.33(b).

50. Copies of all special education and discipline records of a student currently identified as a child with a disability within the meaning of the Individuals with Disabilities Education Act shall be transmitted to a law enforcement agency to which the District has reported a crime committed by such student, provided,

however, that prior to transmission of such records, the District shall obtain written consent from the parent or eligible student as required by, and in accordance with the provisions of, Section 47 of this Policy or that such transmission is permitted without such consent in accordance with the provisions of Subsections (b), (h), or (k) of Section 48 of this Policy.

51. The policy of the District is to comply in full with the requirement of state and Provisions federal law governing the maintenance of records and other personally identifiable information and the privacy rights of students and their families. To the extent that any provision of this policy is construed as or found to be inconsistent with federal or state law, the District will treat that provision as null and void. The Superintendent or his or her designee shall ensure that all persons responsible for the maintenance of any student record are aware of the provisions of this policy and receive regular training concerning its requirements. When feasible, the Superintendent or his or her designee shall provide for the use of physical or technological access controls to ensure that access to education records by school officials with a legitimate educational interest in them is limited to that information in which those officials have a legitimate educational interest.
52. The District shall send or deliver all notices and requests for consent required under this policy to the address identified as the residence of the child in the registration information maintained by the District. Unless it receives specific written information to the contrary, the District shall presume that all persons with authority to make educational decisions for the student have received or had the opportunity to review and respond to notices and requests sent or delivered to such address. The District will send notices and requests to separate addresses only when—
- (a) A person with joint authority to make educational decisions for the student, such as a divorced or separated natural parent or guardian, resides at that separate address; and
 - (b) That person notifies the District in writing that he or she is not receiving or has not had the opportunity to review and respond to notices and requests sent to the residence to which the student is registered.
53. Annually, at least thirty days prior to the beginning of the school term, the District shall publish to all parents of students currently in attendance and to all eligible students currently in attendance a complete copy of this policy in English and Spanish. The following notice shall precede the text of this policy and shall appear with the heading in boldface type or other similarly conspicuous format:

35 P.S. 1223.5

18 Pa C.S.A. 6305, 6306.1

20 U.S.C. 7183, 7973

20 U.S.C. 1400 et seq

22 PA Code 10.2, 10.22, 10.25, 10.23

Policies 103.1, 113.1, 113.2, 805.1

24 P.S. 1303-A, 1302.1-A

24 P.S. 510

U.S.C. 7114, 7118, 7181 et seq

CRF Part 300

34 CFR Part 300

Pennsylvania Department of Health Medical Marijuana Guidance for Schools and School Districts

Saucon Valley School District

Title – 216-AR-1 Student Records Retention Schedule

Section – 200 Pupils

Adopted –

Revised –

Content

SAUCON VALLEY SCHOOL DISTRICT

STUDENT RECORDS RETENTION AND DISPOSITION SCHEDULE

The Records Retention Schedule lists records that are created, received, or retained as a result of district operations. The schedule includes a description of the records, format in which the records will be retained, retention period, and disposal code. The following information will assist in applying this schedule.

Record Formats

Media codes are used to identify the format(s) that the district may use to maintain specified records and are assigned as follows:

- A. Paper
- B. Microfilm
- C. Electronic (machine readable, computer-based)
- D. Audiovisual (tapes, movies, film strips, etc.)
- E. Cartographic (maps, drawings, blue prints, plans, etc.)
- F. Photographic

Retention Periods

Retention periods listed on the schedule are given in years. Upon expiration of the retention period, all identified records will be disposed of in accordance with Board policy and this schedule.

Disposal Codes

Disposal codes are used to direct the final disposition of records. Records must be disposed of according to the assigned code listed on the schedule. Assigned disposal codes are as follows:

- 1 Routine Handling – No special precautions are necessary upon disposal. The records should be recycled or disposed of in accordance with standard district procedures.
- 2 Special Handling – The destruction of records containing privileged, confidential, exempt or sensitive information that requires special handling by shredding, burning, erasing or any other method that reduces information to an illegible condition.
- 3 Archival Retention – Records requiring permanent retention or records that have sufficient archival or historic value must be preserved in perpetuity.
- 4 Delete – For use with electronic records. When electronic records have met their retention period, they will be deleted.

Records Not On Schedule

For any record not covered by the retention schedule, the Records Management Committee will determine how long the record must be kept and recommend any necessary revisions to the retention schedule.

Child Abuse or maltreatment reports and related records	A,C	12 after youngest child mentioned in report attains age of 18	2,4
Accident Reports (involving a minor)	A,C	6 after the minor attains the age of 18	2,4
Reports of Suspected Child Abuse	A,C	After the student's 30 th birthday	2,4
Attendance records ¹	A,C	6	2,4
Health records, including immunization information, results of vision and hearing screenings, results of state-mandated physical examinations, in-school treatment and drug dispensing or administration orders or prescriptions from physicians, treatment and drug dispensing or administration logs and health-related information provided by parents or guardians.	A,C	2 beyond the date on which the student ceases to be enrolled in the public schools of the district	2,4
Core data for student, including name, last known address and domicile within the District of the parents or guardian of the student or, if the student is emancipated, of the student; birth date, course or academic work completed, level of achievement attained, dates of attendance ² , last grade attended or date of graduation, and type of diploma awarded.	A,C	100 beyond the date on which the student ceases to be enrolled in the public schools of the district	3

¹ Financial records required to be retained by school districts for state funding purposes.

² Examples of dates of attendance include an academic year, a spring semester, or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.

Records of awards and distinctions earned by students for work or activities in school and in the community and of participation in District-approved extracurricular activities	A,C	6 after student would normally have graduated high school	2,4
Other student records, including but not limited to registration record, screening evaluation reports, program admission application, homebound student records; homeschool applications and associated documentation; non-resident student information; drop out records; and transfer-in and transfer-out records; remedial program participation record, counselor notes, teacher comments, correspondence, and transfer or discharge notice	A,C	6 after student would normally have graduated high school	2,4
Examination test results, papers, and answer sheets	A,C	1	1,4
School Census Records – All school census records created prior to 1949 (some early 19th century census records only list names of parents) including so-called “attendance registers” used between 1895 and 1928, in booklet form provided by the State Office of Public Instruction, later the State Education Department (these booklets also contain the school census, trustees’ annual reports, registers of visitors, and other information); and school census and enrollment reports, created between 1929 and circa 1949, in booklets provided by the State Education Departments, or their equivalents	A,B,C	Permanent	3
FERPA requests and documentation and access log for student records (individuals outside of district staff)	A,C	For as long as the records accessed are maintained	1,4
PSSA / Keystone Exam Results	A,C	Permanent	3
Applications for Work Permits	A,C	2 after student’s graduation or 18 th birthday, whichever is later	2,4

Discipline records	A,C	2 following graduation. If a student leaves school prior to graduation, 2 after the student's class graduates.	2,4
Student work samples and teacher grade books retained for purposes of ongoing assessment, instructional planning, or grade calculation; the results of District-wide group standardized or criterion-referenced testing and state-wide criterion-referenced assessments, if any, in which the student participated; and non-cumulative report cards	A,C	3 after graduation or 3 after enrollment ceases, whichever is later	2,4
Guidance department, psychologist, and student assistance team records	A,C	6 beyond the school year during which the student to whom such data pertains attains age 21; individual notice to parents or eligible student of record destruction schedule must be provided	2,4
<p>For students with disabilities or who are identified as mentally gifted:</p> <ol style="list-style-type: none"> 1. Copies of the first and last evaluation reports of the multi-disciplinary team. 2. The notice of recommended assignment or educational placement, or similar document by which the parents of the student initially consented to the provision of education services 3. The first and last IEP. 4. Last notice of recommended assignment or educational placement. 5. The summary of performance developed for the student. 	A,C	6 beyond the school year during which the student to whom such data pertains attains age 21; individual notice to parents or eligible student of record destruction schedule must be provided	2,4

<p>For students receiving accommodations or modifications to instruction or other activities under a service agreement or accommodation plan:</p> <p>1. Copies of the first and last service agreement or accommodation plan.</p> <p>Notice by which the parents of the student initially consented to the provision of accommodations or modifications</p>	<p>A,C</p>	<p>6 beyond the school year during which the student to whom such data pertains attains age 21; individual notice to parents or eligible student of record destruction schedule must be provided</p>	<p>2,4</p>
<p>For students evaluated to determine eligibility for special education services in accordance with state and federal law or for accommodations or modifications in accordance with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, and who were determined to be ineligible:</p> <p>Copies of all evaluation reports supporting the determination of ineligibility and all notices by which the parents of the student indicated agreement with such determination</p>	<p>A,C</p>	<p>6 beyond the school year during which the student to whom such data pertains attains age 21; individual notice to parents or eligible student of record destruction schedule must be provided</p>	<p>2,4</p>
<p>For students with disabilities or who are identified as mentally gifted, or for students who were evaluated to determine eligibility for special education services and who were determined to be ineligible for such services, a copy of all records identified in subsections (b) through (g) of Section 14 of Policy 216.</p>	<p>A,C</p>	<p>At least six (6) years from the conclusion of the school year during which such records were made or received by the district.</p>	<p>2,4</p>
<p>All other special education records – specific students</p>	<p>A,C</p>	<p>Six (6) years beyond the school year during which the student to whom such data pertains attains age twenty-one (21); individual notice to parents or eligible student of record destruction schedule must be provided</p>	<p>2,4</p>

<p>All other education records described in Section 14 of Policy 216</p>	<p>A,C</p>	<p>Records shall be maintained as long as the information contained therein remains relevant to the education of the particular student or to the design and provision of educational programs in general or as long as such information remains essential to the protection of the legal interests of the district. The District shall determine whether records remain relevant to education or essential to the protection of legal interests.</p>	<p>2,4</p>
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