

SUMNER-BONNEY LAKE SCHOOL DISTRICT

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Policy No. 3231
Students

STUDENT RECORDS

The district will maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools, and as required by law. All information related to individual students will be treated in a confidential and professional manner. The district will use reasonable methods to ensure that teachers and other school officials obtain access to only those education records for which they have legitimate educational interests. When information is released in compliance with state and federal law, the district and district employees are immune from civil liability unless they acted with gross negligence or in bad faith.

The district will retain records in compliance with the current, approved versions of the Local Government General Records Retention Schedule (CORE) and the School Districts and Educational Service Districts Records Retention Schedule, both of which are published on the Secretary of State's website at:

www.sos.wa.gov/archives/recordsretentionschedules.aspx.

Student records are the property of the district but will be available in an orderly and timely manner to students and parents. "Parent" includes the state Department of Social and Health Services when a minor student has been found dependent and placed in state custody. If a parent or adult student has challenged a student record because they believe it is inaccurate or misleading, or in violation of privacy or other right of the student and have exhausted the district's informal student record amendment process and the request has been denied, a parent or adult student may request a hearing before the Board per 20 U.S.C. Section 1232g; 34 CFR Part 99.

Student records will be forwarded to other school agencies upon request. A high school student may grant authority to the district, permitting prospective employers to review the student's transcript. Parental or adult student consent will be required before the district may release student records other than to a school agency or organization, except as otherwise provided by law.

Adopted: 04/2012

Revised: 05/2015, 10/2020, 07/2023, 11/2023

The superintendent or designee will establish procedures governing the content, management, and control of student records.

Cross References: 2100 - Educational Opportunities for Students with a Parent in the Military
 3211 - Gender-Inclusive Schools
 3520 - Student Fees, Fines, or Charges
 4020 - Confidential Communications
 4040 - Public Access to District Records
 3115 - Students Experiencing Homelessness - Enrollment Rights and Services

Legal References: 42 U.S.C. 11431 et seq. McKinney-Vento Homeless Assistance Act
 20 U.S.C. § 1232g Family Education Rights and Privacy Act
 CFR 34 , Part 99 Family Education Rights and Privacy Act Regulations
 RCW 28A.150.510 Transmittal of education records to DSHS— Disclosure of educational records—Data sharing agreements— Comprehensive needs requirement document—Report.
 RCW 28A.195.070 Official transcript withholding – Transmittal of information
 RCW 28A.225.151 Reports.
 RCW 28A.225.330 Enrolling students from other districts — Requests for information and permanent records — Withheld transcripts — Immunity from liability — Notification to teachers and security personnel — Rules
 RCW 28A.230.120 High school diplomas — Issuance — Option to receive final transcripts —Notice
 RCW 28A.230.180 Educational and career opportunities in the military, student access to information on, when RCW
 28A.600.475 Exchange of information with law enforcement and juvenile court officials – Notification of
 parents and students.
 RCW 28A.605.030 Student education records – Parental review—release of records—Procedure.

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RCW 28A.635.060 Defacing or injuring school property —
Liability of pupil, parent or guardian — Withholding grades,
diploma, or transcripts — Suspension and restitution —
Voluntary work program as alternative — Rights protected RCW
40.24.030 Address Confidentiality Program —

Application — Certification

Chapter 246-105 WAC Immunization of child care and school
children against certain vaccine-preventable diseases

Chapter 392-172A WAC Rules for the provision of special
education

Chapter 392-182 WAC Student Health Records

Chapter 392-415-WAC Secondary Education- standardized high
school transcript

WAC 181-87-093 Failure to assure the transfer of student record
information or student records

WAC 392-121-182 Alternative learning experience requirements

WAC 392-122-228 Alternative learning experiences for juvenile
students incarcerated in adult jail facilities

WAC 392-500-025 Pupil tests and records — Tests— School district
policy in writing

42 CFR § 2.14 Minor Parents

RCW 9.02.100 - Reproductive privacy - Public policy

RCW 70.02.220 Sexually transmitted diseases - Permitted and mandatory
disclosures

RCW 70.02.240 Mental health services - Minors - Permitted disclosures

Chapter 246-105 WAC Immunization of child care and school children
against certain vaccine-preventable diseases

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