

Policy for Maintenance/Confidentiality of Student Records

Definitions

1. "Student records" include all records relating to an individual student, regardless of format, other than notes or records maintained for personal use by teachers or other certified personnel that are not available to others, and records necessary for and available only to the persons involved in the psychological treatment of a student.

2. "Progress records" include a statement of courses taken by the student, the student's grades, the student's immunization and lead screening records, the student's attendance record and records of the student's extracurricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.

3. "Behavioral records" include tests relating specifically to achievement or measurement of ability, psychological tests, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, student physical health records other than his/her immunization records or lead screening records, law enforcement officers' records and any other student records which are not progress records. Law enforcement officers' records are maintained separately from other student records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the student's parents, the school district destroys the information that is no longer needed.

a. "Student physical health records" include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first-aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, any required lead screening records, the results of any routine screening test such as for hearing, vision, or scoliosis, and any follow-up to such test, and any other basic health information as determined by the State Superintendent of Public Instruction.

b. "Patient health care records" include all records relating to the physical health of a student prepared by or under the supervision of a health care provider which are not included in the "student physical health records" definition above.

c. "Law enforcement records" include those records and other information obtained from a law enforcement agency relating to: (a) the use, possession or distribution of alcohol or a controlled substance(AOD) by a student enrolled in the district, (b) the illegal possession of a dangerous weapon by a child, (c) an act for which a district student was taken into custody based on the law enforcement officer's belief that he/she violated or was violating certain specified laws, and (d) the act for which a juvenile enrolled in the district was adjudged delinquent. The law enforcement agency may provide such record information to the district on its own initiative or designee, subject to the agency's official policy. Once the record information is received, the student named in the records and the parent(s)/guardian(s) of any minor student named in the records shall be notified of the information.

d. "Court records" include those records received from a court clerk concerning a juvenile enrolled in the district who: (a) has had a petition filed with a court alleging that he/she has

Policy for Maintenance/Confidentiality of Student Records

committed a delinquent act that would be a felony if committed by an adult, (b) has been adjudged delinquent, (c) has school attendance as a condition of his/her court dispositional order, or (d) has been found to have committed a delinquent act at the request of or for the benefit of a criminal gang that would be a felony if committed by an adult, and has been adjudged delinquent on that basis.

4. "Directory data" means those student records that include student's name; address; telephone listing; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; grade level; photographs; degrees, honors and awards received; date and place of birth, and the name of the most recent educational agency or institution attended.

Confidentiality

All student progress and behavioral records maintained by the school district shall be confidential with the following exceptions:

1. General Access

a. A student or the parent(s)/guardian(s) of a minor student shall, upon request, be provided with a copy of the student's progress records.

b. An adult student or the parent(s)/guardian(s) of a minor student shall, upon request, be shown the student's behavioral records in the presence of a person qualified to explain and interpret the records. Such a student or parent(s)/guardian(s) shall, upon request, be provided with a copy of the behavioral records.

c. The judge of any court of Ohio or of the United States shall, upon request, be provided by the Board Clerk or designee with a copy of all progress records of a student who is the subject of any proceeding in such court. The district shall make a reasonable effort to notify the parent, guardian, or adult student of the order in advance of compliance therewith, except as otherwise provided by law.

d. If school attendance is a condition of a student's dispositional court order, the Board shall notify the county department that is responsible for supervising the student within five days after any violation of the condition by the student.

e. A law enforcement agency shall be provided a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and that the law enforcement agency will not further disclose the student's attendance record information except as permitted by law. When a student's attendance record is disclosed to a law enforcement agency for purposes of truancy, the student's parent(s)/guardian(s) shall be notified of that disclosure as soon as practicable after the disclosure.

f. A fire investigator shall be provided a copy of a student's attendance record if the fire investigator certifies in writing that: (1) the student is under investigation for arson, (2) the student's attendance record is necessary for the fire investigator to pursue his/her investigation, and (3) the fire investigator will use and further disclose the student's attendance record only for the purpose of pursuing that investigation.

Policy for Maintenance/Confidentiality of Student Records

g. Student records shall be made available to school officials who have been determined by the Board to have legitimate educational interests, including safety interests, in such records.

A “school official” is a person employed by the district who is required by the Ohio Department of Education to hold a license; a person who is employed by or working on behalf of the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the Board; a person or company with whom the district has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review a student record in order to fulfill his/her professional or district responsibility.

1) If law enforcement record information obtained by the district relates to a district student, the information shall also be disclosed to those district employees who have been designated by the Board to receive that information for the purpose of providing treatment programs for district students. The information may not be used as the sole basis for suspending or expelling a student from school or as the sole basis for taking any other disciplinary action against a student, including action under the district's athletic code.

2) Court records obtained by the district must be disclosed to district employees who work directly with the juvenile named in the records or who have been determined by the Board to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school.

h. Upon the written permission of an adult student or the parent(s)/guardian(s) of a minor student, the school shall make available to the person named in the permission form the student's progress records or such portion of his/her behavioral records as determined by the person authorizing the release. Law enforcement records may not be made available under this exception unless specifically identified by the adult student or by the parent(s)/guardian(s) of a minor student in the written request.

i. Student records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records, or parts thereof, over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency. The district shall make a reasonable effort to notify the parents/guardians or adult student of the subpoena in advance of compliance therewith, except when otherwise provided by law.

j. The district may provide the ODE or any public officer with information required under state statutes. Upon request, the Board shall provide the ODE with any student record information that relates to an audit or evaluation of a federal or state-supported program or that is required to determine compliance with state law provisions.

k. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by IEP team in accordance with state and federal law.

Policy for Maintenance/Confidentiality of Student Records

l. Information from a student's immunization records shall be made available to state and local health officials to carry out immunization requirements.

m. Upon request, the School Attendance Officer shall provide the names of students who have withdrawn from school prior to graduation to the technical college district board in which the public school is located or, for verification of eligibility for public assistance, to the Department of Health and Family Services, the Department of Workforce Development or a county department under required sections of the Ohio state statutes.

n. A student's records shall be disclosed in compliance with a court order under Wisconsin's delinquency statutes after a reasonable effort has been made to notify the student's parent(s)/guardian(s).

o. In response to a court order, the district shall provide to the court the names of all persons known by the district to be dropouts and who reside within the county in which the circuit court or the municipality court is located.

p. Personally identifiable information from the student records of an adult student may be disclosed to the parent of the adult student without the written consent of the adult student if the adult student is a dependent of his/her parent for tax purposes (under the Federal Internal Revenue Code, 26 USC). This may be done unless the adult student has informed the school, in writing, that the information may not be disclosed.

q. The district shall, upon request, provide student disciplinary records necessary for purposes of student enrollment in another public school district as permitted by law. These records may include:

- 1) A copy of any expulsion findings and order or records of any pending disciplinary proceedings involving the student;
- 2) A written explanation of the reasons for the expulsion or pending disciplinary proceedings; and
- 3) The length of the term of the expulsion or the possible outcomes of the pending disciplinary proceedings.

2. Access to Directory Data

Except as otherwise provided below, directory data may be disclosed to any person after the school has: (a) notified the parent, legal guardian or guardian ad litem of the categories of information which it has designated as directory data with respect to each student, (b) informed such persons that they have 14 days to inform the school that all or any part of the directory

Policy for Maintenance/Confidentiality of Student Records

data may not be released without their prior consent, and (c) allowed 14 days for such persons to inform the school, in writing, of all the directory data items they refuse to permit the district to designate as directory data about that student. At the end of this two-week period, each student's records will be appropriately marked by the records custodian(s) to indicate items the district will designate as directory data about the student. This designation will remain in effect until it is modified by the written direction of the student's parent, guardian, guardian ad litem, or the adult student.

a. If the district has followed the notification procedure outlined above, and the parent(s)/guardian(s) or adult student does not object to the directory data being released, the Attendance Officer shall, upon request, provide the name and address of each student expected to graduate from high school in the current school year to the technical college district board.

b. If the district has followed the notification procedure outlined above, and the parent(s)/guardian(s) or adult student does not object to the directory data being released, the Attendance Officer shall, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department, a court of record or municipal court with such directory data information relating to any such student enrolled in the school district for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the district.

c. If the district has followed the notification procedure outlined above, and the parent(s)/guardian(s) or adult student does not object to the directory data being released, the Attendance Officer shall, upon request, provide names, addresses, and telephone listings to military recruiters in accordance with Section 9528 of the ESEA (20 U.S.C. 7908) and 10 U.S.C. 503.

3. Access to Patient Health Care Record

All student patient health care records shall remain confidential. They may be released only to persons specifically designated in state law or to other persons with the informed consent of the patient or a person authorized by the patient. Student patient health care records maintained by the district may only be released without informed consent to a district employee or agent if any of the following apply:

- a. The employee or agent has responsibility for the preparation or storage of patient health care records.
- b. Access to patient health care records is necessary to comply with a requirement in federal or state law.

Any record that concerns the results of a test for the presence of HIV or antibody to HIV (the virus which causes acquired immunodeficiency syndrome-AIDS) shall be confidential and may be disclosed only with the informed written consent of the test subject.

Records Maintenance/Disclosure

1. While students are attending school, their records will be maintained in the school of attendance. Upon transfer of the student to another school operated by the district, the records shall be transferred to that school. When the student ceases to be enrolled in a school operated by the district, his/her records will be transferred to the central administrative office. Patient

Policy for Maintenance/Confidentiality of Student Records

health care records and law enforcement records shall be maintained separately from a student's other records.

2. The building principal shall have primary responsibility for maintaining the confidentiality of all student records kept at that school. All requests for inspection or for transfer to another school or school district should be directed to the building principal who will determine whether inspection or transfer is permitted under state and federal law and these guidelines. The building principal or his/her qualified designee shall be present to interpret behavioral records when inspection is made under "Access to Directory Data" above. Upon transfer of student records to the central administrative office, the district administrator or his/her qualified designee shall assume these duties.

3. A record of each request for access to, and each disclosure of, personally identifiable information from the education records of a student shall be maintained with such student's records, except when the request is from, or the disclosure is to, the following person/party:

- a. the parent(s)/guardian(s) or adult student;
- b. a school official;
- c. a party with written consent from the parent(s)/guardian(s) or adult student;
- d. a party seeking directory data; or
- e. a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information in response to the subpoena not be disclosed.

4. A person's homeless status:

a. should not be on a student's permanent record;

b. should be removed from a student's temporary records once the homeless status is lifted; and should be automatically removed from all district records every academic year.

Transfer of Records

Student records relating to a specific student shall be transferred to another school or school district upon receipt of written notice from:

1. An adult student, or the parent(s)/guardian(s) of a minor student, that the student intends to enroll in the other school or school district;
2. Another school or school district that the student has enrolled; or
3. A court that a student has been placed in a juvenile correctional facility or secured child caring institution.

Amendments of Records

1. A parent(s)/guardian(s) or adult student who believes that information contained in the student's records is inaccurate, misleading, or otherwise in violation of the student's rights of privacy may request the district to amend the records. Such request shall be addressed in writing to the school official having custody of the records. Within a reasonable time after

Policy for Maintenance/Confidentiality of Student Records

receiving the request, the district shall decide whether to amend the records in accordance with the request and inform the parent(s)/guardian(s) or adult student of the decision.

2. If the district refuses to amend the records, it shall inform the parent(s)/guardian(s) or adult student of the refusal and advise him/her of the right to a hearing before the Board. The request for the hearing shall be filed in writing with the district administrator. The parent(s)/guardian(s) or adult student shall be given notice of the date, place, and time of the hearing reasonably in advance of the hearing.

a. The Board President shall conduct the hearing. He/she shall designate two other Board members to serve with him/her on the hearing panel.

b. The parent(s)/guardian(s) or adult student shall be afforded the opportunity to present relevant evidence and may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney.

c. The decision of the hearing panel shall be based solely upon the evidence presented and shall include a summary of the evidence and the reason for the decision.

d. The hearing shall be held and the parent(s)/guardian(s) or adult student informed of the hearing panel's decision in writing within a reasonable period of time after the hearing.

e. If the hearing panel decides that the information is inaccurate, misleading, or otherwise in violation of the student's privacy rights, the education records of the student shall be amended accordingly.

f. If the hearing panel decides that the information is not inaccurate, misleading or otherwise in violation of the student's privacy rights, the district shall inform the parent(s)/guardian(s) or adult student of the right to place a statement commenting upon the information in the education records and/or describing reasons for disagreeing with the decision of the hearing panel.

Records Retention

Records that are transferred to the central administrative office when the student ceases to be enrolled shall be maintained as follows:

All behavioral records will be destroyed one year after the date the student graduates from, or last attends, a school in the district unless the student, or the parent(s)/guardian(s) of a minor student, gives permission that the records may be maintained for a longer period of time. Where such written permission is received, behavioral records shall be maintained for the time period specified in the written permission or, if no such time period is noted, for as long as the district's needs require.

Student progress records shall be retained permanently after the student ceases to be enrolled in the district.

The district shall not destroy any educational records of a student if there is an outstanding request to inspect and review them.

Complaints Regarding Alleged Noncompliance with Federal Requirements

Policy for Maintenance/Confidentiality of Student Records

Adult students or parents of minor students may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education for alleged district noncompliance with requirements of the federal Family Educational Rights and Privacy Act (FERPA).

Further, the School's Suspension and Expulsion Policy abides by the following Sections as required by the Ohio Revised Code:

- 1) 3301.121- Adjudication procedure to determine whether to permanently exclude pupil;
- 2) 3313.662 -Adjudication order permanently excluding pupil from public schools;
- 3) 2151.357- Response respecting sealed records; index; limited inspection.