

Policy 506.2

STUDENTS

506.2

Administrative Procedures for Policy 506.1-Student Records

Responsibility: The building principal and his/her designees shall have the responsibility for maintaining, securing and protecting the confidentiality of all student records in his/her building.

Cumulative Records: The cumulative record of each student shall include the following academic, legal, and other student participatory information- -

1. Legal name, preference name (if applicable)
2. Birth date- - copy of official Birth Certificate required
3. Parents/Guardians name(s)
4. Health data including official documentation of immunizations as required by law
5. Attendance data
6. Grades and academic work completed
7. Standardized test scores
8. Extra curricular participation

Directory Information: The following is considered directory information:

Name
Date and Place of Birth
Grade, Address
Phone
Participation in Activities and Sports
Weight
Height
Dates of Attendance

The above information shall be maintained for an indefinite period.

The following information may be contained in the cumulative record- -

1. Anecdotal records of counselors, teachers, or administrators
2. Records of behavior problems and disciplinary action by the school. However, such information may be kept in a separate file.
3. Information obtained from other social agencies

The above information shall be destroyed or returned to the proper agency upon the graduation or separation of the student from the district. In the case of a student transfer to another district, such information shall be forwarded to the receiving district only with the request approval by the parent/guardian.

Separate student files: Separate locked files shall be maintained for special education students. Such files shall contain all information relative to the identification and formal plans for the student's special education needs. In addition, any psychological report information shall be maintained in a separate file under lock with the other special education.

Access to Cumulative Records: The following have access to student records- -

1. Officials of the schools district
2. Teachers and counselors
3. Certain Classified Personnel, i.e. secretaries, designated by the building principal as a part of their duties in helping maintain and enter file information
4. Any person, school, agency, etc. who is authorized to receive the information as per a proper release of records documentation
5. Officials of the judicial system, upon properly issued subpoena or court order, provided that the parent/guardian of the student is notified of such order

In certain instances, persons who have had access to a student's file may be required to sign off that they have accessed the file.

Release of Records: Procedures for the release of records shall be established by the building principal and his/her designee. Records may be released by the building principal, or his/her designee, to any agency, employer, public or private school, or other person/institution so designated upon receipt of a written request by the parent/guardian or legal aged student. Persons authorizing the release have the right to designate the information they desire to have released.

Release of Directory Information:

As stipulated in the No Child Left Behind Act of 2001 Kimball Public School District will provide to military recruiters and institutions of higher education access to student directory information identified in this administrative procedure.

Requests for Directory Information:

To avoid any misunderstanding and to promote the most efficient process, requests for Directory Information must be in writing and include the specific information desired. Only the individual requesting the Directory Information may receive the information. Directory Information will not be sent by mail.

Parental Objections to Release of Any or All Directory Information:

Parents of Kimball Public School children have the right to object to the release of any or all directory information relating to their child. Parents will be presented the option to withhold this information at the start of every school year. Parents must complete and sign the Parent Objection To Release of Directory Information by September 15th each

year, failure to do so will permit the school to include their child's Directory Information as part of any request.

Other Protections of Rights and Privacy:

1. Psychological tests and/or any other individual tests shall not be administered to any student without proper authorization by the parent/guardian.
2. No student may be placed in a special program without the parent/guardian having full access and knowledge on the program prior to authorizing such a placement.
3. Upon reaching majority age, only the student's written consent is needed to release his/her own records information.

Adopted: July 10, 2000

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