

STUDENT PERMANENT RECORD FILES

| DATE (Adopted/Revised) | GUIDE WORDS |
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| Adopted December, 1974 Revised August 11, 1975 | Records Student Files |

The following procedures will be followed in the management of student permanent records:

A. Provision for Access by Parent

Parent (or student if over 18 or married) may have access to the education records of their student through the following procedures:

1. Notification should be given the school principal or his/her designee for the purpose of arranging an appointment mutually agreeable to both parties for record review. Notification may be personal visit, in writing or by telephone. If notification is received by telephone or by personal visit, the request shall be noted in the Access Form (Form 4) in the student's record file or folder) with the date of request indicated. Written requests will be placed in the student's file.
2. Records of the student will be shown to the parents by the principal or his/her designee with explanation given where necessary, within the time established by law (45 days). This should be accomplished as quickly as possible.
3. If a student is referred to Special Services for diagnosis and/or treatment, a record concerning the student and action taken by Special Services personnel will be maintained at the special education classroom or at the Education Center. Parents may have access to their student's records upon request provided they arrange an appointment through the principal with the Special Services person who has done the testing and/or collected the information included in the record so this person can be present to explain the records and answer questions. If this person is not available, the Director of Special Services will designate another person from the Special Services Department to review the record with the parents.

B. Limitations to Access

The parents or eligible student will be given access only to the record of that student. If information pertaining to any student other than the one making the request appears in the requested record, such information will be removed from the record before disclosure.

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Letters of recommendation will generally be available to the student for inspection and review unless:

1. The letter or statements were placed in the record prior to January 1, 1975;
2. The letters or statements pertain to admission to the school, application for employment, or the receipt of an honor or honorary recognition and have been solicited with a written assurance of confidentiality, or sent and retained with a documented understanding of confidentiality; and
3. The letters or statements are used only for the purposes for which they were intended.

C. Obtaining Copy of Record

A copy of the student's education record may be obtained by the parents or eligible student by requesting the same from the Office of the Superintendent. A copy of the record will be furnished at a cost of 10 cents per sheet.

D. Directory Information

Section 99.37 of the regulations provides that "director information" may be disclosed without prior written consent of the parents or student. "Directory information" includes the following or similar information relating to a student:

1. Student name, address and telephone number;
2. Date and place of birth;
3. Participation in officially recognized activities and sports;
4. Weight and height of members of athletic teams;
5. Dates of attendance;
6. Degrees and awards received.

An annual public notice of "directory information" categories will be made. Parents or eligible students may deny the publication of "directory information" by notifying School District No. 25 in writing within ten (10) days of the public notice.

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If the parents or eligible student believes that information contained in the student's education record is inaccurate, misleading or otherwise violation of the privacy or the rights of the student, the parents or the eligible student may request, in writing, that the record be amended by the school. Within ten (10) days after receipt of the request for amendment, the school will decide whether to grant or deny the request and inform the parents or students in writing of its decision.

The request will be acted upon by a review committee which consists of the principal, teacher advisor, the student's classroom and/or special education teacher and the building counselor, psychologist or social worker. The principal is responsible for conducting the hearing and providing results to involved parties. If the request is granted, the school will amend the record as soon as possible and destroy all non-conforming information.

If the request is denied, the school will advise the parents or eligible student in writing of its decision and of the parent's or eligible student's right to a hearing pursuant to a formal challenge.

The parents or eligible student may, at any time, formally challenge the accuracy or validity of information contained in the student's education record by filing a written notice of intent to challenge with the school. The merits of any act or decision by a school official upon which the record is based shall not be open to challenge.

F. Hearing

If a parent or eligible student initiates a formal challenge to the record, the school district will give the parent or eligible student written notice of the hearing within ten (10) days after receipt of the notice of intent to challenge. The hearing will be held within (15) fifteen days after receipt of the notice of challenge. The notice will advise the parents or eligible student of the date, time and place of the hearing and that the parents or eligible student may be represented by individual(s) of their choice (at their cost) including an attorney. In the event the parents or eligible student requires additional time in which to prepare for the hearing, the school will grant such additional time as is reasonable to allow the parent or eligible student to effectively exercise his or her rights.

The Superintendent, or Superintendent designee, will be appointed as hearing officer to preside at the hearing and to present recommendations to the Board.

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The parents or eligible student will be given a full and fair opportunity to present all relevant evidence, including witnesses, and may, at their own expense, retain counsel or other assistance to represent him or her at the hearing. The authorized agent of the district will present all relevant evidence, including witnesses, and may be assisted by counsel to the district.

A verbatim record of the hearing shall be made by tape recording or other suitable means. A transcript of such recording shall be prepared by the district, to which transcript shall be attached any written evidence submitted at the hearing by either part. A copy of the transcript shall be provided to the hearing officer and may be provided to any requesting party, at his or her own expense.

Following the conclusion of the hearing, the hearing officer shall prepare a written recommendation which, together with a copy of the transcript and accompanying documents, shall be submitted to the Board of Trustees for review and final decision. The hearing officer's recommendation shall include a summary of the evidence presented at the hearing and a statement of the reasons forming the basis of his/her recommendation and shall be submitted to the Board within ten (10) days following the conclusion of the hearing.

The members of the Board of Trustees shall review the recommendations of the hearing officer together with the transcript and accompanying documents and, in open session of a duly constituted meeting of the Board, shall make a final decision on the challenge based upon the record thereof. If the Board modifies or rejects the recommendations of the hearing officer, the Board shall place upon the minutes of the meeting a statement of the reasons forming the basis of the final decision of the Board.

If it is determined that the information challenged is in fact inaccurate, misleading or a violation of the student's rights, the Board shall instruct the Superintendent to amend the student's record and to advise the parents or eligible student, in writing, of the revision of the record.

The parents or eligible student shall be advised of any action taken by the Board of Trustees relative to the challenge. If it is found that there is no inaccurate or misleading information the parents will have the right to submit a statement commenting upon the information in the records and/or setting forth any reasons for disagreeing with the decision of the school district. Such explanation will be maintained as a permanent part of the student's records.

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G. Notification to Parents

Annual notification must be made to parents that their student's individual records are available to them for review. Such notice shall outline the procedures to be followed if they wish to review the records. They must also be notified that they may challenge any information in their child's record, and be given a hearing. Parents are to be notified of procedures for such challenge and hearing.

H. Release of Records

Student records may be viewed by or transmitted to another party, exception being made for those not requiring this procedure and specifically named in Policy 8291, ONLY after release of record and information has been completed and signed by parents. This for must include each of the following:

- a. Identification of records of information authorized by the parent for viewing and transmittal.
- b. Name of person or agency authorized to view records or receive transmittal.
- c. Statement of reason for viewing records or receiving transmittal.
- d. Signature of parent making authorization.

I. Access Log (Form #4)

A form #4 Access Log, is to be kept in each student's file which provides for a record of the name, position, agency, purpose of access, and date of all persons (except the student's teachers, counselors, principals, secretaries, and clerks) viewing the student's file, including parents. The school principal is responsible for maintenance of such a log.

J. Log of Referrals to Special Services/Agencies (Form #5)

A record of all referrals of a student to Special Services of Agencies for special help shall be denoted on the log. Indication shall be made as to the date of referral, agency to which referred and inclusive dates of services to student.

K. Log of Teacher Comments (Form #6)

Any comments made by school personnel which are intended to become part of the permanent record are to be factual reports of observations and verbal reports. These reports shall be entered in the Teacher Comment Log in the permanent record.

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L. Recurrent or Serious Behavior Log Form (Form #7)

A log form is to be included in each student's permanent record, when appropriate, where reports of serious or recurrent behavior have been verified on which is recorded factual information regarding the serious or recurrent behavior of the student. Such a log entry must include the date, information, and signature or name of person entering such information. Names of other students who might also have been involved must not appear in such record.

M. Training of those Responsible for Record Security

Each building principal will have responsibility for orientation and periodic training of all school personnel who have access to student records and their security with regards to privacy rights of students, school policies and procedures for handling student's records, and routines within the school for proper handling of student records.

N. Destroy Records

With exception of transcript, all material in a student's record should be destroyed (3) three years after the student concludes attendance in School District No. 25 or graduates from the twelfth grade. A transcript is limited to the name of student, date of birth, place of birth, male or female, names and addresses of parents, attendance record, standardized test scores, grade point average, class rank, scholastic grades and credits, grade level attained, notation rank, scholastic grades and credits, grade level attained, notation of extra curricular activities in which engaged, and year completed.

Parents of students who have special education records may request those records be destroyed after the student has permanently left the school system.