

STUDENT RECORDS

The educational interests of the student require the collection, retention, and use of information about individual students and groups of students. At the same time, the student's right of privacy mandates careful custodianship and limitations on access to student records.

The School Board is responsible for maintaining records of all students attending schools in this Corporation. Only records mandated by the State or Federal government or specifically permitted by this Board may be compiled by Corporation employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. authenticated information provided by a parent or adult student concerning achievements and other school activities which the parent or student wants to make a part of the record
- B. rank in class and academic honors earned
- C. psychological tests
- D. attendance records
- E. health records
- F. family backgrounds and other pertinent information

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, who have a legitimate educational interest in the information. In situations in which a student has both a custodial and non-custodial parent, both shall have access to the student's health and educational records unless specifically stated otherwise by court order as received by the Corporation.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the Corporation" including, but not limited to those officials with legitimate educational interests as defined in Corporation administrative guidelines.

The Board authorizes the administration to:

- A. forward education records on request to a school in which a student of this Corporation seeks or intends to enroll;
- B. provide “personally-identifiable” information to appropriate parties in connection with an emergency if such knowledge it necessary to protect the health and safety of the student or other individuals;
- C. request each person or party requesting access to a student’s record to abide by the Federal regulations concerning the disclosure of information to a third party.

The Corporation will comply with a legitimate request for access to a student’s records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction.

The Corporation shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure.

Only “directory information” regarding a student shall be released to any person or party, other than the student of his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the Corporation’s policy and administrative guidelines and/or those in the law.

DIRECTORY INFORMATION

The Board designates as student “directory information”: a student’s name; address, telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received, or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information shall not be provided to any organization for profit-making purposes.

Parents and adult students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation.

Whenever parental consent is required for the inspection and/or release of a student's health or educational records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose "directory information" on former students without student or parental consent.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records;
- B. informing Corporation employees of the Federal and State laws concerning student records.

No liability shall attach to any member, officer, or employee of this Corporation specifically as a consequence of permitting access or furnishing students' records in accordance with this policy and administrative guidelines.

20U.S.C., Section 1232g; 34 C.F.R. 99

The Family Educational Rights and Privacy Act of 1974 (FERPA)

Education of the Handicapped Act – Part B of 1975

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