



POLICY 216 --STUDENT RECORDS

1. Purpose

The educational interests of the pupil and of society require the collection, retention, and use of information about individual pupils and groups of pupils. The welfare and progress of pupils is inextricably related to the maintenance of a thorough and efficient system of public schools; the latter cannot be achieved nor assessed in the absence of appropriate information about the former.

It is no less the interest of society to protect the right of each of its members against an unwarranted invasion of privacy. The primary purpose of pupil record keeping will be the educational welfare and advancement of the pupil.

2. Authority

The Board of School Directors has primary responsibility in this district for the compilation, maintenance, and access to and security of pupil records. Only records mandated by the Commonwealth or federal government or specifically permitted by this Board may be compiled by the staff. The Board hereby authorizes the following pupil records:

- . observations and ratings of individual pupils by professional staff members acting within their sphere of competency and responsibility
- . health records as required by law
- . samples of pupil work
- . information obtained from authorized standard instruments of measurement such as aptitude tests, vocational preference inventories, achievement tests, and intelligence tests
- . authenticated information provided by a parent or pupil concerning achievements and other school activities which the pupil wants to make a part of the record
- . verified reports of serious or recurrent behavior patterns
- . extracurricular activities and achievements
- . rank in class and academic honors earned

In accordance with law, each teacher in this district will prepare and maintain a record of the work and progress of each student and present such record, including the final grade and recommendation for promotion or retention, to the Superintendent.

The Board designates the following as student "directory information" which may be released without permission except when prohibited by a parent or eligible student in accordance with district regulations:

- . name, address, telephone number (unless "unlisted")
- . date and place of birth
- . major field of study
- . participation in recognized activities and sports

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- . height and weight, if a member of an athletic team
- . dates of attendance
- . awards received
- . previous school districts attended

The Board authorizes the administration to forward education records on request to a school in which a pupil of this district seeks to enroll or intends to enroll.

3. Delegation of Responsibility

The Superintendent will prepare for the consideration and approval of the Board a comprehensive plan for pupil records other than directory information which will conform to the “Guidelines for Collection, Maintenance, and Dissemination of Pupil Records” and the federal guidelines implementing the Family Education Rights and Privacy Act (Public Law 93:380) and will include:

- . provisions for the specific pupil records which may be collected
- . proper safekeeping, custodianship, and administration of pupil records
- . access of pupils and parents or guardians to records
- . access of third persons or agencies to records
- . periodic review of the contents of pupil records
- . procedures for parental or pupil challenge to the contents of a pupil’s records
- . schedule for the retention and destruction of pupil records.