

JEFFERSON-MORGAN SCHOOL DISTRICT

No. 216

SECTION: PUPILS
TITLE: STUDENT RECORDS

ADOPTED: November 17, 2008

216. STUDENT RECORDS	
<p>1. Purpose</p>	<p>The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school district will maintain educational records for students for legitimate educational purposes.</p>
<p>2. Authority</p> <p>SC 1303a, 1305-A, 1306-A, 1402, 1409, 1532, 1533</p> <p>20 U.S.C. Sec. 1232(g)</p> <p>34 CFR 99 Title 22 Sec. 4.52, 12.31, 12.32</p>	<p>The Board recognizes its responsibility for compilation, retention, disposition and security of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records.</p> <p>The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the district and revised as required by changes in federal or state law.</p> <p>Parents, guardians and eligible students eighteen (18) years and older shall be notified annually and upon initial enrollment of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.</p>
<p>3. Delegation of Responsibility</p> <p>SC 1532 Pol. 213, 215</p>	<p>The Superintendent or designee shall be responsible for implementing and monitoring the adopted student records plan which meets all legal requirements</p> <p>The designated administrator shall establish safeguards to protect the student and his/her family from an invasion of privacy when collecting, retaining and disseminating student information and providing access to authorized persons.</p> <p>In accordance with law, each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.</p>
<p>4. Guidelines</p>	<p>The district's plan for compilation, retention, disclosure and security of student records shall provide for the following:</p> <ol style="list-style-type: none"> 1. Informing parents, guardians and eligible students eighteen (18) years and older of their rights and the procedures to implement those rights, annually and upon enrollment. 2. Permitting appropriate access by authorized persons and officials, describing

