

Stonebridge Community School
Student Record Policy

A. Purpose

The purpose of this policy is to ensure that student records are released only to authorized persons.

B. General Statement of Policy

1. Student Records

- a. All student record information, including the cumulative folder information, which are kept, on a semi-permanent or permanent base shall be shared upon request of the student's parent-guardian. However, records, which relate to medical or psychiatric treatment, need not be disclosed.
- b. Semi-permanent and permanent data are defined as collected information and written comments, which are intended to be kept beyond the school year in which they are written.
- c. Records of instructional personnel, which are in the sole possession of the maker thereof and are not accessible or revealed to any other individual except a substitute teacher, and are destroyed at the end of the school year, shall not be deemed to be government data.
- d. Parental approval is required before showing cumulative record data and information to students.
- e. A parent who has been found unfit and has had his/her parental rights terminated by an order of an appropriate court, a certified copy of which order has been furnished to the principal and/or appropriate school authorities of the school in which the student in question is enrolled, shall not have access to information concerning his/her child.
- f. No distinction regarding access to information shall be drawn between a parent having custody of the student in question and a parent not having custody of the student in question.
- g. A legal guardian should have access to the same school information as would be available to a parent.
- h. Parents of the school should be kept informed of their rights through school publications to
 - Inspect and review student record information
 - Challenge the content and accuracy of student record information
 - Request the correction or deletion of inaccurate or misleading data

2. School Personnel

Cumulative record information will be available to certified personnel of Stonebridge Community School as it relates to their professional responsibilities. Other school personnel may review the records with the specific approval of the Executive Director and/or appropriate school authorities.

3. Other Persons

- a. Under judicial order or subpoena for production of information, student records must be released but parents and students will be notified prior to release.
- b. Persons doing research may have access to and use cumulative record card information if the Executive Director and the Board grant specific approval and as long as individual students are not identified in reported data.
- c. A form will be maintained in each student's cumulative folder which will be used to record information concerning those persons and agencies desiring and being granted access to an individual student's record. The form, which will be available for inspection by parent or student, shall show the reason for the use of the record and the signature of the individual reviewing the record.
- d. When a request is received from another school district to which the student in question is transferred or enrolled, cumulative record information may be released to that district or institution, and the parent and/or student is notified that the record is being sent.
- e. Except as otherwise provided herein, no cumulative record information about any current student or any former student will be released except under the following circumstances:
 - If the student in question is not yet 15 years of age, upon the written consent of one of the parents or guardian.
 - If the student is 15 to 17 years of age, upon the written consent of the student or one of the parents or guardian.
 - If the student or former student is 18 years of age or older, upon the written consent of the student.
 - The written consent shall indicate to whom disclosure of information may be made.

4. Definitions

"Student" includes a person currently or formerly enrolled or registered, and applicants for enrollment or registration at a public educational agency or institution.

5. List of Parents and Pupils
 - a. Lists of names and addresses of parents and pupils in the school district and/or school shall not be released. The only information which can be released to the public, community groups or government agencies is confined to that information which Stonebridge Community School has designated as “directory information” as follows”
 - Names of recipient and the name of the award or scholarship.
 - Names of participants in officially recognized school activities.
 - b. All other data collected regarding individuals is Private Data

Board Approval date- August 21, 2012