

Student Records

To assure the validity and usefulness of student information and to safeguard the student's right to confidentiality, the District has developed this Policy to provide guidelines for the orderly handling of student information that is of relevance to the development of educational programs and to assure parental access to those records which affect the educational placement of their children and a means by which parents might challenge, if they feel it advisable, the content of those records.

The classification, collection, maintenance, and dissemination of student records shall be governed by a clear respect for the rights of the individual student and a regard for the privacy of the family.

The term "Student Records" refers to any information directly related to a student which is maintained in writing, on film, on tape or other electronic media for the use of the District in meeting its obligation to maintain proper data regarding its students. Such records do not include the notes of professionals which are for their personal use only, and not revealed to any other person except a temporary substitute for the maker of the record.

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.

The release or dissemination of such records shall be made only in compliance with the Pennsylvania Public School Code of 1949 (the "School Code"), as amended, directives mandated by the Pennsylvania Department of Education, under the amended federal Family Educational Rights and Privacy Act of 1974 ("FERPA") and, with regard to students with disabilities, in compliance with the Individuals with Disabilities Education Improvement Act ("IDEA")

All student information shall be maintained in the District in accordance with procedures identified with the classification of the materials and with adequate security to safeguard the privacy of the student.

In situations in which the District is asked by other agencies, institutions, or individuals to transmit student information to those parties, stringent precautions shall be prescribed to insure compliance with FERPA and to protect the rights of the student against infringement of privacy.

In accordance with FERPA, and the School Code, the State requires that the District transfer a certified copy of disciplinary records, with respect to suspension or expulsion, to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis.

The rights provided by this Policy also apply to parents/guardians of students who receive special education programming and services from the District or an outside program provided through the District.

Adopted: April 14, 1975
Revised: September 26, 1994
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