



Section: PUPILS  
 Title: STUDENT RECORDS  
 Adopted: September 17, 1996  
 Revised: September 21, 2004

<b>214. STUDENT RECORDS</b>		
1. Purpose	<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>	
2. Authority	<p>The Joint Operating Committee recognizes its responsibility for compilation, retention, disposition and security of student records. The Joint Operating Committee also recognizes the legal requirement to maintain the confidentiality of student records.</p> <p>The Joint Operating Committee shall adopt a comprehensive plan for all aspects of student records that conforms to the mandates of the Family Educational Rights and Privacy Act (FERPA) and its regulations; the Guidelines for the Collection, Maintenance and Dissemination of Student Records; and the Standards for Special Education. Only educational records mandated by federal and state statutes and regulations or permitted by the Joint Operating Committee may be compiled by Career and Technology Center staff.</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>SC 1303a, 1305-A, 1402, 1409, 1532, 1533</p> <p>20 U.S.C                      Sec. 1232 (g)                      P.L. 93-380                      34 CFR 99                      Title 22                      Sec. 4.52,                      12.31 et seq.                      Title 22                      Sec. 342.68</p>
3. Delegation of Responsibility	<p>The Administrative Director or designee shall be responsible for developing and implementing a comprehensive plan for records of regular and exceptional students that meets the requirements of all state and federal statutes and regulations and is approved by the Joint Operating Committee.</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 Career and Technology Center 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>SC 1532</p>
4. Guidelines	<p>The Career and Technology Center’s plan for compilation, retention, disclosure and security of student records shall provide for the following:</p>	

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	<ol style="list-style-type: none"> <li>1. Informing parents, guardians and eligible students of their rights and the procedures to implement those rights.</li> <li>2. Permitting appropriate access by authorized persons and officials, describing procedures for access, and listing copying fees.</li> <li>3. Enumerating and defining the types, locations and persons responsible for student records maintained by the district.</li> <li>4. Establishing guidelines for disclosure of information and data in student records.</li> <li>5. Maintaining a record of access and release of information for each student's records.</li> <li>6. Assuring appropriate retention and security of student records.</li> <li>7. Transferring education records and appropriate disciplinary records to other school districts or Career and Technology Centers.</li> </ol> <p style="text-align: center;">Procedures for disclosure of student records shall apply equally to military recruiters, colleges and universities and prospective employers.</p> <p style="text-align: center;">The annual notice of rights shall inform parents, guardians and eligible students of the following:</p> <ol style="list-style-type: none"> <li>1. The right to inspect and review the student's education record within thirty (30) days of the district's receipt of the request for access.</li> <li>2. The right to request amendment of the student's education records that the parent, guardian or eligible student believes are inaccurate, misleading or otherwise violate the privacy rights of the student.</li> <li>3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA and state laws authorize disclosure without consent.</li> <li>4. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the Career and Technology Center discloses certain materials without prior consent.</li> <li>5. The right to refuse to permit the designation of any or all categories of directory information.</li> <li>6. The right to request that information not be provided to military recruiting officers.</li> </ol> <p style="text-align: center;">NOTE: Family Policy Compliance Office U.S. Dept. of Education 600 Independence Avenue SW Washington, DC 20202-9605</p>	<p style="text-align: center;">SC 1305-A</p> <p style="text-align: center;">51 P.S. 20221 et seq.</p> <p style="text-align: center;">Act 10 of 1991</p> <p style="text-align: center;">20 U.S.C. Sec. 123 g P.L. 93-380 34 CFR 99</p>

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	<p>The Career and Technology Center may maintain discipline records for action taken against a student for conduct that was a significant risk to the safety or well-being of the student, other students or the school community.</p> <p>Such disciplinary records may be disclosed to teachers and school officials within the Career and Technology Center or in other schools who have a legitimate educational interest in the behavior of the student.</p> <p>The Career and Technology Center shall determine when the disclosure of other information from a student’s disciplinary record is appropriate.</p> <p style="text-align: center;"><b><i>Refer to Staff Handbook, Student Handbook and Guidance Plan for “Student Records Guidelines”</i></b></p>	<p>51 P.S. 20221 et seq. PA Code Title 22 Sec. 4.52, 12.31 et seq., 342.68</p> <p>School Code 1303a, 1305-A, 1402, 1409, 1532, 1533</p>

