



# STONE VALLEY COMMUNITY CHARTER SCHOOL

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## POLICY OF THE BOARD OF TRUSTEES

**Title:** Student Records  
**Policy Number:** 216  
**Adopted:** September 8, 2016  
**Revised:**

### PURPOSE

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 Charter School will maintain educational records for students for legitimate educational purposes.

### AUTHORITY

22 PA Code 12.31-32

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.

The Board 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 Pupil Records; and the Standards for Special Education.

Only educational records mandated by federal and state statutes and regulations, or permitted by the Board, may be compiled by the staff.

Parents/Guardians 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.

## DEFINITIONS

**Directory Information**-information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name, address, telephone listing, email address, photograph, date and place of birth, grade level, enrollment status, dates of attendance, participation in officially recognized school activities and sports, and honors and awards received.

Directory information does not include a student's Social Security Number or student ID number, except that directory information may include a student ID number, user ID, or other unique personal identifier displayed on a student id card/badge or used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user.

**Disclosure**-permitting access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party, except the party that provided or created the record.

**Education records**-records that are directly related to a student, maintained by the school, or by a party acting for the school.

The term does not include:

1. Records kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another individual except a temporary substitute for the maker of the record.
2. Records created or received by the school after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
3. Grades on peer-graded papers before they are collected and recorded by a teacher.
4. Other records specifically excluded from the definition of education records under the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.

**Parent**-includes a natural parent, a guardian or an individual acting as parent of a student in the absence of a parent/guardian. The school shall give full rights to either parent unless the school has been provided with evidence that there is a state law, court order, or a legally binding document governing such matters as divorce,

separation, or custody that specifically revokes those rights.

**Personally Identifiable Information**-includes, but is not limited to:

1. The name of a student, the student's parents or another family member.
2. The address of the student or student's family.
3. A personal identifier, such as the student's social security number, student number or biometric record.
4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
6. Information requested by a person who the Charter School reasonably believes knows the identity of the student to whom the education record relates.

**Student**-includes any individual who is or has been in attendance at the Charter School and regarding whom the school maintains education records.

## **DELEGATION OF RESPONSIBILITY**

The Director of Education shall be responsible for developing and implementing a comprehensive plan approved by the Board that meets the requirements of all state and federal statutes and regulations.

Each 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.

## **GUIDELINES**

The Charter School's plan for the collection, retention, disclosure and protection of student records shall provide for the following:

1. Safeguards to protect the student records when collecting, retaining, and disclosing personally identifiable information.
2. Ensuring that parents/guardians, including those who are disabled or have a primary language other than English, are effectively notified of their rights and the procedures to implement those rights, annually and upon enrollment.
3. Procedures for the inspection, review, and copying of a student's education records by parents and guardians. The Charter School may charge a fee for copies of records that are made for parents so long as the fee does not effectively prevent parents from exercising their right to inspect and review those records. The Charter School shall not charge a fee to search for or to

- retrieve information in response to a parental request.
4. Procedures for requesting the amendment of a student's education records that the parent or guardian believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
  5. Procedures for requesting and conducting hearings to challenge the content of the student's education records.
  6. Enumerating and defining the types, locations and persons responsible for education records maintained by the school.
  7. Determining the types of personally identifiable information designated as directory information.
  8. Establishing guidelines for the disclosure and redisclosure of student education records and personally identifiable information from student records.
  9. Reasonable methods to ensure that Charter School officials obtain access to only those education records in which they have a legitimate educational interest. Such methods shall include criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.
  10. Maintaining required records of request for access and each disclosure of personally identifiable information from each student's education records.
  11. Ensuring appropriate review, retention, disposal and protection of student records.
  12. Transferring education records and appropriate disciplinary records to other schools.

#### Missing Child Registration

A missing child notification shall be placed on Charter School records of a student under the age of 18 reported as missing to Charter School officials by a law enforcement agency. Such notation shall be removed when the school is notified by the appropriate law enforcement agency that a missing child has been recovered.

In the event the Charter School received a request for information from the school records of a missing child, the school shall:

1. Attempt to obtain information on the identity of the requester.
2. Contact the appropriate law enforcement agency to coordinate a response.

No information in the records shall be released to the requester without first contacting the appropriate law enforcement agency.

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**President—Board of Trustees**

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Secretary—Board of Trustees

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