STUDENT RECORDS

The purpose of Student Record keeping is:

1. To enable students to be aware of their progress
2. To assist school personnel in guiding and counseling the student
3. To aid school personnel in reporting to parents
4. To guide in the admission, transfer, and graduation of students
5. To meet the requirements of law
6. To provide information and cumulative data to be used in the assessment of the school system.

The Student Records shall be made available for inspection by parents, legal guardians, students 18 years of age or over, and professional staff with reasonable notice to the building administrator. Persons may appeal the content of a student record to the building administrator and, if the resolution is not satisfactory, to the Superintendent of Schools. If the resolution of content remains in question, a final appeal may be made to the Salem School Board. The student records may be made available to persons authorized by law and in connection with a student’s application for financial aid. The student records may be forwarded to other schools in the event of a transfer providing the parents and/or legal guardians are notified of the transfer prior to sending the information.

The Superintendent of Schools is authorized to initiate and implement methods of modernizing the student record system.

The building administrator is responsible to monitor the student record system in keeping with the policies, regulations, and procedures of the district. The building administrator is encouraged to suggest to the Superintendent of Schools methods to modernize student record keeping or means to make the student record keeping more meaningful to students, parents, teachers, or administrators.
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Introduction

A student record is defined as anything concerning a student maintained in writing, on tape, or on film for others to read, see, or hear. It is the communication of information that creates a student record. A professional educator collects data to assist in knowing and understanding the student so as to assist in the guidance and direction of the student. The transmittal of such data is the critical issue. Data should be relevant and reliable to be included in administrative and supplemental records.

The district has three classifications of student records:

1. Administrative records that constitute the minimum personal information about the student and family for the operation of the school system. Such data includes, but is not limited to, birth date, sex, race, names, addresses and telephone numbers, academic work, grades, attendance, placement, transfer and separation, and verified reports of serious or recurring behavior patterns.

   A. Administrative records may be examined on reasonable notice to the building administrator by parents, legal guardians, professional personnel of the district, and on court order. Each student record shall have attached a form to indicate when and by whom the student record was examined.

2. Supplemental records represent verified information that is of clear importance in the operation of the school system and in many instances contribute directly to the welfare of the student. Such data includes, but is not limited to, test scores, interest inventories, health information, family information, counselor and/or teacher ratings and observations, diagnostic and prescriptive information from specialists, and verified reports of serious or recurring behavior patterns, reporting forms from colleges or employers to indicate placement and progress.

   A. Supplemental records may be initiated and maintained in the office of the building administrator, in the office of specialists, and in the office of health services. On termination or separation of a student from the school district, all supplemental records are to be placed in the file of the administrative record. Within one year of separation from the school district, the supplemental file will be reviewed by the building administrator. Only those items in the judgment of the building administrator may require special consideration at some future date will be maintained in the file.

   B. All student records are to be reviewed annually by the building administrator to assure that accumulation of data occurs, uniformity in the use of approved forms exists, and that records are complete.

   C. Student aides shall not assist in the maintenance of the supplemental student record.
D. Parental consent is not required to release student records in compliance with a court order. However, the parent/guardian must be notified prior to compliance with the order.

E. Parents/guardians may receive or have access only to information about their child.

F. A member of the school staff shall be present at any review of the student record.

3. Tentative school record is useful information that could be considered private notes or working papers.

   A. Private notes and working papers of the professional staff may be maintained by the individual members of the professional staff of the school district. Private notes and working papers represent potentially useful information that is not verified or is not clearly useful beyond the near present.

   B. Such information may include anecdotal records that may be useful for the ongoing concerns of counseling or disciplining students.

   C. Private notes and working papers shall be initiated and maintained by an individual. The information shall not be conveyed in writing to any other person and once the usefulness of the notes has passed they shall be destroyed.

Administrative responsibilities for Student Records:

1. The administrator or head of the office or program concerned shall be the custodian of all permanent records. They shall be responsible for the observance of law, policy, regulations and directives in the collection of information for student records, their maintenance and protection, the proper dissemination of information contained therein, and the forwarding of records for official purposes.

2. The administrator or head of office concerned shall make maximum provision for protection of records from review by unauthorized school and non-school personnel, and for maximum physical security of such records.

3. The administrator or head of office concerned shall ensure that school staff under their jurisdiction receives periodic instruction and training regarding the privacy rights of students and parents, and the confidential handling of student records.

Types of Records:

1. Permanent Records

   A. Approved permanent records are:

      (1) The Cumulative Record (elementary schools)
      (2) The Cumulative Record Test Data (elementary schools)
      (3) The Secondary School Pupil Permanent Record Card
      (4) The Cumulative Health Record
B. The school may record on the permanent record a listing of honors and awards, and entries as to participation in school and extra-curricular activities. The permanent record also may list official disciplinary action taken against the student; however, any such entry shall be expunged from the record where an appeal from such action results in an order to expunge the record. The permanent record may not be used to record out-of-school incidents or activities of student and/or his/her family.

2. Guidance Folders

A. Guidance records and notes maintained by the guidance personnel are temporary, not permanent, records.

B. These guidance folders shall be kept separate and apart from the student’s permanent records.

C. All such folders shall be screened and reviewed at least twice each year by guidance personnel for the removal of the irrelevant and extraneous material.

3. School Medical Reports

A. School medical reports kept in the medical room of each school are the property of the Health Services and are medically confidential. Such records, and access to them, are subject to regulations established by the Superintendent of Schools.
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1. The Superintendent of Schools shall publish an annual notice to students and parents regarding the Family Educational Rights and Privacy Act of 1974 in a local media during the month of September in any school year. The notice shall be as JRA-E1.

2. Neither parent may review the student’s record without the student’s prior written consent if the student is 18 years of age or attending an institution of post-secondary education.

3. Each school shall post in the administrative office a notice stating where the following records are stored: the cumulative student record, the health record, guidance records and special education records. Anytime a record is removed, it should be replaced with a notice the record is elsewhere.

4. Records to be established and maintained:

   CUMULATIVE FOLDER. This record is started at registration and shall follow the student as long as they are enrolled in Salem schools and until such time as the permanent record card is microfilmed.

   The cumulative folder shall include a sheet record examination of the record and a consent form.

   The cumulative folder shall be clearly marked on the stop edge with a red indicator if it contains a letter from parents concerning the privacy act PL 93-380, the so-called Buckley amendment, blue if the student is coded special education.

5. The health records shall be stored in the nurse’s office. The health record shall include the Medical History and Physical Examination form and other pertinent information. The health record form shall be clearly marked at the tope edge with green if the student has a health ailment that may require emergency or special treatment (e.g. bleeder, serious diabetes).

6. Yearly attendance records are to be entered in the permanent record form no later than ten (10) work days after the close of school each year.

7. Yearly grades are to be entered in the permanent record form no later than ten (10) work days after the close of school each year.

8. Test scores from standardized tests are to be recorded on the permanent record form no later than ten (1) work days after the test scores are received by the school office.