

Evergreen Community Charter School

SECTION: PUPILS

TITLE: STUDENT RECORDS

ADOPTED: October 17, 2006

REVISED:

216. STUDENT RECORDS	
1. Purpose SC 1402(b) 1532, 1533	The educational interests of the pupil and of society require the collection, retention, and use of information about individual pupils and groups of pupils. The welfare and progress of pupils is inextricably related to the maintenance of a thorough and efficient system of public schools; the latter cannot be achieved nor assessed in the absence of appropriate information about the former.
SC 1409	It is no less the interest of society to protect the right of each of its members against an unwarranted invasion of privacy. The primary purpose of pupil record keeping shall be the educational welfare and advancement of the pupil.
2. Authority Title 22 Sec 12.33 P.L. 93-380 34 CFR 99	The Board of Evergreen Community Charter School has primary responsibility for the compilation, maintenance, access to and security of pupil records. Only records mandated by the Commonwealth or federal government or specifically permitted by this Board may be compiled by the staff. The Board hereby authorizes the following pupil records:
SC 1409	1. Observations and ratings of individual pupils by professional staff members acting within their sphere of competency and responsibility.
Title 28 Sec. 23.55	2. Health records as required by law.
Title 22 Sec. 12.33	3. Samples of pupil work.
	4. Information obtained from authorized standard instruments of measurement, such as aptitude tests, vocational preference inventories, achievement tests, and intelligence tests.
	5. Authenticated information provided by a parent or pupil concerning achievements and other school activities which the pupil wants to make a part of the record.
	6. Verified reports of serious or recurrent behavior patterns.

<p>SC 1532</p>	<p>4. Extracurricular activities and achievements.</p> <p>5. Rank in class and academic honors earned.</p> <p>In accordance with law, each teacher shall prepare and maintain a record of the work and progress of each student and present such record, including the final grade and recommendation for promotion or retention, to the Director and/or his/her designee.</p>
<p>P.L. 93-380 34 CFR 99 Title 22 Sec. 12.32</p>	<p>The Board designates the following as student directory information which may be released without permission, except when prohibited by a parent or eligible student in accordance with School regulations: name; address; telephone number (unless "unlisted"); date and place of birth; major field of study; participation in recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; awards received; and previous school districts attended; e-mail address; and photograph.</p> <p>The Board authorizes the administration to forward education records on request to a school in which a pupil seeks to enroll or intends to enroll.</p>
<p>3. Delegation of Responsibility 34 CFR 99 P.L. 93-380 Title 22 Sec.12.32, 12.33</p> <p>34 CFR 99</p>	<p>The Director shall prepare for the consideration and approval of the Board a comprehensive plan for pupil records other than directory information which shall conform to the "Guidelines for Collection, Maintenance and Dissemination of Pupil Records" and the federal guidelines implementing the Family Educational Rights and Privacy Act (Public Law 93-380) and shall include provisions for the:</p> <ol style="list-style-type: none"> 1. Specific pupil records which may be collected. 2. Proper safekeeping, custodianship, and administration of pupil records. 3. Access of pupils and parents or guardians to records. 4. Access of third persons or agencies to records. 5. Periodic review of the contents of pupil records. 6. Procedures for parental or pupil challenge to the contents of a pupil's records. 7. Schedule for the retention and destruction of pupil records. 8. Reproduction of pupil records by a qualified viewer.

Act 26 of 1995	<p><u>Transfer Students</u></p> <p>Prior to admission to the school, the parent, guardian, or other person having control or charge of a student shall, upon registration for admission, complete the form stating whether the pupil was previously suspended or expelled from any public or private school of the Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property.</p> <p>Such registration shall be maintained as part of the student's disciplinary record.</p> <p>Parents and guardians shall be advised that any willful false statements made under this section shall be a misdemeanor of the third degree.</p>
Sec. 1305-A	<p>When a student transfers to this school, a certified copy of the student's disciplinary record shall be requested and obtained from the school entity from which the student is transferring. This record shall be maintained as part of the student's permanent disciplinary record and shall be available for inspection as required by law.</p>