

JR STUDENT RECORDS

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Records are maintained for the invaluable assistance they provide the professional staff in dealing with students as individuals. It is the policy of the board to assure that the welfare of each individual student is the only criterion used in releasing information from student personnel files.

All student records are to be treated as confidential and primarily for local school use unless otherwise stipulated. Where records include information on more than one student, the parents of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish appropriate procedures for the granting of a request by parents for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

In situations where the parents of a student are divorced or separated each parent, custodial and/or non-custodial, has equal rights to their student's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel.

Parents shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into such records the parent's written explanation of the content of the records.

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parent/guardians at the time of the inspection.

When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The parents of students, or the students if they are 18 years of age or older must be informed annually by the superintendent or his/her designated representative of the rights accorded them by this section. In addition, the public must be informed annually by the superintendent or his/her designated representative of the categories of information the institution has determined to be directory information.

APPROVED: October 21, 1974

AMENDED: January 14, 1991

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REVIEWED: April 10, 2012

REVIEWED AND APPROVED: January 14, 2013