

POLICY 347 - NOTICE OF STUDENT RECORDS

The Rosendale-Brandon School District maintains student records for each student attending school in the District. State and federal laws require that the maintenance of such records assure confidentiality. Accordingly, only those individuals or agencies specifically authorized by state and federal law are granted access to a student's records. Exceptions will only be made when the student's parent or guardian, or an adult student, grants permission. Adult students, or the parent or guardian of a minor student, may inspect student records kept by the school in accordance with Board policy and procedures, and may challenge the content if they believe it to be inaccurate or misleading. Copies of the Board's student records policy and procedures are available upon request at the District Office 300 W. Wisconsin Rosendale, WI 54974

Regular office hours are 7:30 a.m. to 4:00 p.m.

Complaints regarding student records may be made to the District Administrator.

Further, the Rosendale-Brandon School District Board of Education has designated the following student record information as directory data: student's name, present address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight and height of members of athletic teams, dates of previous educational agency or institution attended by the student. This directory data shall be considered public information and may be released to any person unless the parent, guardian or adult student informs the school that all or any part of the directory data may not be released without the prior consent of the parent, guardian or adult student. The District will not release directory data earlier than 14 days after the initial written notice to the adult student, parent or guardian or after the District has been restricted from doing so by any of those parties.

RECORDS: PUPIL - ADMINISTRATIVE PROCEDURES

Schools typically maintain extensive and confidential information about pupils and their families for legitimate educational purposes including instruction, guidance, and research. Unfortunately, the collection and maintenance of any information about a pupil or his/her family constitutes a potential intrusion on privacy. At the same time, society, by its approval of our educational institutions, legitimizes such intrusions, at least in those cases where the information collected can be demonstrated to be necessary for the effective performance of designated educational functions.

INTRODUCTION

- A. The prime reason for keeping pupil records is to help the individual student succeed in school.
- B. Another reason for keeping student records is to supply such information about students as may be required by law.

- C. The public school has both a specific legal obligation and inherent moral one to promote the welfare of the child and the public. Usually there is no conflict between what the law requires and what parents want, but in those occasional situations where differences cannot be adjusted amicably, the requirements of law must prevail.
- D. Employees are expected to use a good professional judgment, act in “good faith” and not act capriciously in the use and release of student information. “Good Faith” means being faithful to one’s duty or obligation, acting with good motives and intent, honestly refraining from taking unconscionable advantage of the student, making an honest effort to ascertain the true facts, and acting honestly without fraud, collusion or deceit.

PRINCIPLES OF PRIVACY

- A. Students and/or their parents should have access to information about students in record-keeping systems. And, there should be some procedure for individuals to find out how this information is being used.
- B. There should be some way for an individual to correct or amend an inaccurate record.
- C. An individual should be able to prevent information from being improperly disclosed or used for other than authorized purposes without his or her consent, unless required by law.
- D. The custodian of data files containing sensitive information should take reasonable precautions to be sure that the data are reliable and not misused.

DEFINITIONS

- A. Pupil Records means all records relating to individual pupils maintained by a school but does not include notes or records maintained for personal use by a teacher or other person who is required to hold a certificate, license or permit if such records and notes are not available to others, nor does it include records necessary for, and available only to persons involved in the psychological treatment of a pupil.
- B. Progress Records means those pupil records which include the pupil’s grades, a statement of the courses the pupil has taken, the pupil’s attendance record and records of the pupil’s school extracurricular activities.
- C. Directory Information is information contained in school publications, newspapers, yearbook, commencement programs, honor day programs; published honors and awards; and weights and heights of members of athletic teams.
- D. Behavioral Records means those pupil records which include psychological tests, personality evaluations, records of conversations, behavior, tests relating specifically to achievement or measurement of ability; the pupil’s physical health records and any other pupil records which are not progress records.

CONFIDENTIALITY

All pupil records maintained by a public school shall be confidential, except as provided in paragraphs A thru G below.

- A. An adult pupil, or the parent or guardian of a minor pupil, shall open written request, be shown and provided with a copy of the pupil’s progress records.

- B. An adult pupil or the parent or guardian of a minor pupil shall, upon written request, be shown, in the presence of a person qualified to explain and interpret the records, the pupil's behavioral records. Such adult pupil or parent or guardian shall, upon written request, be provided with a copy of the behavioral records.
- C. The judge of any court of this state or of the United States shall, upon written request, be provided by the school district clerk with a copy of all progress records of a pupil who is the subject of any proceeding in such court.
- D. Pupil records may be made available to persons employed in the school which the pupil attends who are required to hold a certificate, license or permit.
- E. Upon the written permission of an adult pupil, or the parent or guardian of a minor pupil, the school shall make available to the person named in the permission the pupil's progress records and such portions of his behavioral as determined by the person authorizing the release.
- F. Pupil records shall be provided to a court in response to subpoena by parties to an action for in-camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action of their attorneys if said records would be relevant and material to a witness's credibility or competency.
- G. The school board may provide the department or public or officer with any information required under chs. 115 to 121.

INFORMATION CONTAINED IN

A. Progress Records

- 1. Pupils grades
- 2. Statement of courses pupil has taken
- 3. Attendance record
- 4. Record of extra curricular activities
- 5. Identifying information

B. Behavior Records

- 1. Health data
- 2. Standardized achievement test scores
- 3. Standardized aptitude test scores
- 4. Psychological reports
- 5. Personality and interest test scores
- 6. Records of conversations
- 7. Family background data
- 8. Social worker reports
- 9. Teacher observations
- 10. Counselor observations and ratings
- 11. Disciplinary records
- 12. Any written record pertaining to an individual pupil's behavior
- 13. Reports of Parent-Teacher Conferences

14. Cumulative individual reading/math record
15. Reading specialist reports
16. Speech Pathologist reports

AGENCY REPORTS

Agency reports are not a part of the student record. They include those confidential reports received from cooperating agencies such as child welfare or family service organizations, juvenile offices, hospitals, clinics, correctional institutions and other agencies that are working or have worked with the student. These agency reports will be returned to the originating agency as soon as practical after their usefulness has been accomplished in the school. A note will be placed in the Behavioral portion of the pupil records that (name of agency) furnished the school with information on (pupil's name). If the adult student and or his/her parents desire to see this report they should contact the (agencies name) for review of the report.

WORKING NOTES OF THE PROFESSIONAL WORKER

The working notes of the professional worker are not a part of the student record. They include information about the student that is confidential, temporary, or technical in nature. They include unverified information, tentative diagnosis, personal observations, and evaluations which the professional worker may wish to note as he/she attempts to assess the student's progress, growth and development. The professional worker treats such information with the same type of confidentiality that common law recognized between parent and child. At such time when any of the above information becomes verified factual data it will be filed in and become part of the Behavioral Record of the student.

MAINTENANCE OF RECORDS

Progress Reports are those items as defined under Definitions (B). The Rosendale-Brandon School Board adopted the policy that Progress Reports of graduates and dropouts of Laconia High School are to maintained in perpetuity while Progress Reports of transfer students, etc. are to be maintained for a period of five years after the student ceases to be enrolled in school. Wisconsin law states that "Pupil Records need not be maintained for a period of longer than five years after the pupil ceases to be enrolled in the school."

Behavioral Records are those items as defined under Definitions (D). The Rosendale-Brandon School Board adopted the policy that these Behavioral Records will be maintained for one year from the date the pupil last attended one of the Rosendale-Brandon Schools.

Behavioral Records may be maintained for a period of five years from the end of the academic year in which the pupil last attended one of the Rosendale-Brandon Schools if a signed consent form is on file. The principal of the Rosendale-Brandon School in which the pupil is/was enrolled is responsible for obtaining this consent. Consent will be obtained by forwarding of the RB-L-G-1 (R-Sept.79) form which outlines maintenance of pupil records along with a consent

form, RB-LG-2 (Jan. 75), which is the form to be signed indicating which records, if any, are to be maintained by the school district beyond the one year period.

ACCESS TO PUPIL RECORDS

Personnel licensed by the Department of Public Instruction are by law the only ones authorized ready access to pupil records with the exceptions listed under confidentiality.

Secretarial help are authorized access in the maintenance of Progress and Behavioral Records under the supervision of licensed school personnel.

Student Teachers, practicum students, and interns are considered professional personnel and are thereby authorized access to that information necessary to perform their duties while under the direct supervision of licensed school personnel.

Teacher Aides are paraprofessional personnel employed by the school district to assist the classroom teacher. They work under the direct supervision of the classroom teacher.

Student Aides and other personnel not listed above are in no way authorized access or will assist in the maintenance of any Progress or Behavioral Record information. Student Aides may assist secretaries in maintaining hourly and daily attendance records but will not enter this information on the permanent record card, Progress Report.

Parents and/or adult pupils may request to view the school records by completing Rosendale-Brandon form RB-L-G-3 (Jan. 75). The request will be complied with within 45 calendar days of the date of the request. The building principal is the person designated to set up the records review. She/he will review the records and have personnel readily available to answer questions; i.e. counselor, school psychologist, social worker, teacher(s) etc.

Outside Agencies Any person, agencies, or organizations outside of the Rosendale-Brandon Schools will be required to go through the building principal who will determine the legitimate educational or other interest in seeking this information. If their interest is legitimate they will be required to complete Rosendale-Brandon form RB-L-G-4 (Jan 75) which form then becomes a permanent part of the pupil's Behavioral Record indicating which person(s) have reviewed the records and the reason why.

For purposes of ready audit of which outside persons, agencies, organizations have viewed pupil records, the building principal's secretary will keep a running account on Rosendale-Brandon form RB-L-G-5 (Jan 75).

COLLECTION OF INFORMATION

The collection of information and maintenance, and upkeep of the pupil records is the responsibility of the person(s) who have these records in their possession, i.e., principal, teacher and/or counselor.

PROGRESS RECORDS

All Progress Records will be maintained on a permanent record cardex form. It is the only one authorized for use in this school district, grades K-12. Nothing in this Pupil Records Administrative Procedure is to be construed as directing a wholesale revision of the permanent records cards. The guidelines will be complied in-so-far-as-possible with the existing permanent records cards and with the new permanent records cards being opened for students new to the Rosendale-Brandon Public Schools.

K-8 Side

The top portion of this side contains all the identifying data about a student. It should be as complete as possible. This will be accomplished by the person having custody of the permanent record card. Some of the information appears to be irrelevant; however, it is very useful background information about a student.

The bottom portion of this side is the student's scholastic record. The student's achievement will be entered on a semester basis by the person having custody of the student's permanent record card except in the middle school this will be accomplished by each teacher for their subject.

The student's attendance record and promoted-to will be entered by the person having custody of the record based on information provided by the school office. In the middle school this will be entered by the class advisors.

9-12 Side

Top portion of the 9-12 Progress Record contains basic identifying information, name, verified birth date and certified information with regard to school attended, graduation date, rank in class and final (8th semester) grade point average.

Next on the top portion is a listing of extra and co-curricular activities and honors followed by school attendance, transfer-withdrawal, transcript, and student photo information.

The bottom portion of the card is the student's scholastic record. Grades will be entered on a semester basis, indicating semester taken, and final grade for the year. Grade points, cumulative grade points, yearly and total credits to date will also be entered by the school secretary.

All information on the progress cardex will be entered by a designated school secretary.

It is extremely important that all information on this cardex form be accurate and factual as this information is furnished in photo copy form to post secondary institutions and prospective employers.

BEHAVIORAL RECORDS

All Behavioral Records as defined in Definitions (D) and Information contained in (B) will be maintained in a separate folder known as the cumulative folder. In the Rosendale-Brandon

School District plain manila file folders are used as the cumulative folder. On the tab the student's last name followed by first name will be printed. On the inside, across the top, starting at the left side, the student's yearly photo's will be affixed with the academic year taken printed underneath. The student's senior year photo will be affixed to the appropriate space on the permanent record card.

MAINTENANCE AND DESTRUCTION OF SPECIFIC RECORDS

Emergency Data Form

This form is filled out by the parents at the beginning of each school year and lists the personnel to be contact in case of an emergency. Having served its purpose, it is to be destroyed at the beginning of the next school year when the new updated form is received from the parents.

Health Data/Guidance Data Form

Secretaries are responsible for entering identifying data, vision, hearing and other health information. The identifying data will be taken off of the permanent record card. The immunization record and record of past illness will be filled in from the registration form. The vision and hearing information will be entered off of the appropriate forms furnished by the school nurse, which forms will then be destroyed. Other health data will be entered as it is received. If the records are kept in the custody of the classroom teacher than she/he is responsible for entering this data.

The height and weight data will be entered on a yearly basis by the physical education teacher of that student.

GUIDANCE DATA

This portion of the form will not be filled out as it is subjective information.

Standardized Test Information

- A. Reading On the Cumulative Individual Reading Record will be entered the end of book test scores and the end of level test scores. Scores obtained by the pupil above the critical score will be entered on the card in blue or black ink, scores below the critical score will be entered in red ink while the retest scores will be entered in green ink. In this manner we will have a clear picture of where each student is in regard to reading.
- B. Pupil Profile Chart This is a Houghton Mifflin form. On one side of the card the student's developmental scale, expressed in grade equivalent, will be profiled on a yearly basis as shown by their test results from the Iowa Tests of Basic Skills results. In this way a longitudinal record of academic achievement of each student's skill level will be shown on the card, revealing his/her strengths and weaknesses at a glance.
- C. How Are Your Skills? This folder is designed to tell the student and his/her parents how the student is achieving, as shown by the Iowa Tests of Basic Skills. Results are expressed in percentile. In the middle school the students do their own profiling under the supervision of the Guidance Counselor. This folder may be give to those parents who come in for a conference and receive an explanation from a teacher or the counselor.

- D. Aptitude/Interest/Iowa Test of Educational Development The self adhesive labels issued with the test results will be affixed chronologically on a 8 1/2" x 11" card labeled "Aptitude/Interest/ITED Test Results" starting in the upper left corner.

Reading Specialist and Speech Pathologist Progress Reports

These reports will be filed in the Cumulative Folder. At the end of the year when the final, yearly progress report is received, the other progress reports are to be destroyed unless the teacher feels the information in them is not adequately covered in the yearly report; then they may be retained.

Mid-Nine Week (low) Slips

These slips will be kept in the Cumulative Folder during the academic year. They are to be destroyed at the end of the academic year in which they were given.

Student Work/Weekly Reader/Teacher Tests

These items may be filed in the Cumulative Folder during the current academic year. The person having custody of the records will screen them at the end of the academic year for the above information which will be destroyed.

Anecdote Record/Teacher, Counselor Comments

Brief comment by the teacher(s) and/or counselor are to be filed in the Cumulative Folder. This information is to be screened at the end of the academic year and that information which is no longer relevant is to be destroyed.

Parent-Teacher; Parent-Counselor Reports

These reports are to be filed in the Cumulative Folder. They will be screened at the end of the academic year and all but the last one of each type destroyed.

Discipline Reports

These reports will be filed in the Cumulative Folder; screened at the end of the academic year and destroyed or retained as deemed appropriate.

Recommendations

Any recommendation for scholarships, awards, employment, honors, etc. will be filed in the Cumulative Folder and retained.

PUPIL PERSONNEL SPECIALIST REPORTS

The information contained in these reports is confidential and sensitive in nature. These reports must be handled with extreme care.

- A. Psychological Reports usually become outdated after several years at which time they can be destroyed. The counselor will screen this information on a yearly basis and destroy or retain as deemed appropriate.
- B. Social Worker Reports normally contain some family background information which can be entered on the permanent record card. The counselor will indicate to the secretary

which information is to be entered on the permanent record card, i.e., number of children in family, change of address, phone number, etc. The fact that the Social Worker reports contain background information indicates that they should remain a part of the student's Cumulative Folder.

- C. Counselor Reports and other information he has the student complete will be filed in this folder. It will be screened by the counselor on a yearly basis and that information which is no longer valid or of value will be destroyed.
- D. Multi-Disciplinary Staffing The complete staffing package report will be filed together and maintained until such time as the student's program changes.

PUPIL RECORDS INFORMATION (RELEASE/OBTAIN) FORM

RB-L-G-6 (R-Sept 79) will be used for the release of or obtaining of information outside of the school district.

Transfer of Pupil

Upon receipt of an official request from the gaining school the secretary will forward all records pertaining to that pupil. Legal Reference 118.125 (4) TRANSFER OF RECORDS A school district shall transfer to another school or school district all pupil records relating to a specific pupil if the transferring school has received written notice from the pupil if he is an adult or his parent or guardian if he is a minor that the pupil intends to enroll in the other school or district or written notice from the other school or school district that the pupil has enrolled.

The date the request was complied with and who complied with the request will be entered on the request which will be retained for a period of five years.

Transcripts

Transcripts requested by post secondary institutions and/or employers will be forwarded only upon receipt of a information release form signed by the parents or of a minor pupil or adult pupil. These forms can be obtained from the institution requesting the transcript or RB-L-G-6 (R-Sept 79) form may be used.

A transcript is defined as the taking of a photocopy of the Progress Record (permanent record card).

Transcripts furnished while the pupil is enrolled in the Rosendale-Brandon School District will be free of charge. Transcripts requested by the student and furnished by Laconia High School after graduation will be charged for at the rate of one dollar per transcript except for the first requested transcript which shall be furnished free of charge.

HEARING PROCEDURE

Public Law 93-380, August 21, 1974. "(2) Parents shall have an opportunity for a hearing to challenge the content of their child's school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to

provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.”

- A. Step 1 Every attempt will be made to resolve any conflict at the time the parents review the records. The school principal is the final authority during this review.
- B. Step 2 Any conflict not resolved in step 1 will be referred to the Rosendale-Brandon Superintendent of Schools by the principal concerned outlining both sides of the conflict. Parents are free to supply any additional information they deem appropriate. The Superintendent of Schools will review the records and notify, by letter, the parties concerned of the date, time, and place of his hearing and requesting their presence.
- C. Step 3 Any conflict not resolved in step 2 will be referred to the President of the Rosendale-Brandon School Board who will appoint a committee of at least three school board members to review the records and conduct a hearing. The chairman of the committee will notify, by letter, the parties concerned of the date, time, and place of their hearing and requesting their presence.
- D. Step 4 If the conflict remains after step 3 the parents may take legal action through the courts.