



## ALEDO ISD BOARD MEETING TEMPLATE

**MEETING DATE:** April 15, 2013

**AGENDA ITEM:** Report Item - FL(LOCAL) Update

**PRESENTER:** Kathy Allen

**ALIGNS TO BOARD PRIORITIES(S):**

- Continuous Improvement – The District shall establish systems and processes to evaluate organizational effectiveness and customer satisfaction

**BACKGROUND INFORMATION:**

- Current board policy FL(LOCAL) states that the District has designated the following categories of information as “directory information”:
  - Student name
  - Address
  - Telephone listing
  - Electronic email address
  - Photograph
  - Date and place of birth
  - Major field of study
  - Degrees, honors, and awards received
  - Dates of attendance
  - Grade level
  - Most recent educational institution attended
  - Participation in officially recognized activities and sports
  - Weight and height of members of athletic teams
- By designating the above information in one listing as “directory information”, part or all the student directory information can be used for “school sponsored purposes” and released to third party requestors unless a parent notifies the district in writing not to release the information about their student.
- Current policy does not allow parents the option to have student information published for “school sponsored purposes” while limiting or denying information to third party requestors.
- The District has the option to utilize an alternate policy language for FL(LOCAL) developed by TASB to classify directory information into two separate categories, “school sponsored purposes” and “all other purposes”. Categorizing directory information in this manner would afford parents more options in controlling the release of student information.

- Under the amended TASB policy the following information would be designated as directory information for “school sponsored purposes”:
  - Student name
  - Address
  - Telephone listing
  - Electronic email address
  - Photograph
  - Date and place of birth
  - Major field of study
  - Degrees, honors, and awards received
  - Dates of attendance
  - Grade level
  - Most recent educational institution attended
  - Participation in officially recognized activities and sports
  - Weight and height of members of athletic teams
  
- Under the amended TASB policy the following information would be designated as directory information for “all other purposes”:
  - Student name
  - Grade level
  
- This change in policy would provide parents with the following options concerning the release of student information:
  - To allow student information to be published for “school sponsored purposes” and release the student name and grade level to third party requestors; or
  - To allow student information to be published for “school sponsored purposes” while denying the release of student name and grade level to third party requestors; or
  - To deny student information to be published for “school sponsored purposes” and deny release of student name and grade level to third party requestors.
  
- Attached to this template you will find a sample policy developed by TASB.

**ADMINISTRATIVE CONSIDERATIONS:** This is a report item only – Administration will bring this policy amendment back to the Board as an action item in the May Board meeting.

**FISCAL NOTE:** None

**ADMINISTRATIVE RECOMMENDATIONS:** Report Item Only

**PROPOSED POLICY: 4-9-2012**

COMPREHENSIVE SYSTEM	The Superintendent or designee shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.
CUMULATIVE RECORD	<p>A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.</p> <p>This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See GBA]</p>
CUSTODIAN OF RECORDS	The [S custodian enrolled students] is custodian of all records for currently enrolled students. The [S custodian withdrawn/graduated students] is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.
TYPES OF EDUCATION RECORDS	<p>The record custodian shall be responsible for the education records of the District. These records may include:</p> <ol style="list-style-type: none"> <li>1. Admissions data, personal and family data, including certification of date of birth.</li> <li>2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.</li> <li>3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.</li> <li>4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by a grade placement committee convened for the student.</li> <li>5. Health services record, including: <ol style="list-style-type: none"> <li>a. The results of any tuberculin tests required by the District.</li> </ol> </li> </ol>

- b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]
- c. Immunization records. [See FFAB]
- 6. Attendance records.
- 7. Student questionnaires.
- 8. Records of teacher, counselor, or administrative conferences with the student or pertaining to the student.
- 9. Verified reports of serious or recurrent behavior patterns.
- 10. Copies of correspondence with parents and others concerned with the student.
- 11. Records transferred from other districts in which the student was enrolled.
- 12. Records pertaining to participation in extracurricular activities.
- 13. Information relating to student participation in special programs.
- 14. Records of fees assessed and paid.
- 15. Records pertaining to student and parent complaints.
- 16. Other records that may contribute to an understanding of the student.

## ACCESS BY PARENTS

The District shall make a student's records available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requestor's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents may be denied copies of records if they fail to follow proper proce-

dures or pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL(LEGAL)]

#### ACCESS BY SCHOOL OFFICIALS

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, "school officials" shall include:

1. An employee, trustee, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

## STUDENT RECORDS

FL  
(LOCAL)

### TRANSCRIPTS AND TRANSFERS OF RECORDS

The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

For purposes of a student's enrollment or transfer, the District shall promptly forward in accordance with the time line provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL), REQUIRED DOCUMENTATION] The District may return an education record to the school identified as the source of the record.

### RECORDS RESPONSIBILITY FOR STUDENTS IN SPECIAL EDUCATION

The [S Sp Ed records contact] shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at [S Sp Ed records location].

### PROCEDURE TO AMEND RECORDS

Within 15 District business days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten District business days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence and, at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within ten District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

### DIRECTORY INFORMATION

Directory information for District students has been classified into two separate categories:

1. Items for use only for school-sponsored purposes; and
2. Items for all other purposes.

STUDENT RECORDS

FL  
(LOCAL)

SCHOOL-  
SPONSORED  
PURPOSES

For the following school-sponsored purposes— all District publications and announcements—directory information shall include student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams

ALL OTHER  
PURPOSES

For all other purposes, directory information shall include student name and grade level.