

Unity School District - Board of Education

Board Policy 347

Student Records

Last Revised 8/10/2021

~~1. GENERAL~~

~~Student records are maintained in the interest of the student to assist the school in providing appropriate educational experiences. The Board prohibits use of labels which may cause stigmas except for confidential report purposes and these must be destroyed when no longer useful.~~

~~2. CONTENT~~

~~Student records include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for and available only to persons involved in psychological treatment of a student.~~

~~Progress records maintained by the school include a statement of courses taken by the student, the student's grades, the student's extracurricular activities and the student's attendance record.~~

~~Behavioral records maintained by the school include all student achievement tests, psychological tests, law enforcement officers' records, teacher evaluations other than grades, statements relating to individual student behavior, etc.~~

~~Pupil physical health records maintained by the School include basic health information about a student, including the student's immunization records, an emergency medical card, first aid log, medication log, athlete permit card, and routine screening test results and follow up.~~

~~3. CONFIDENTIALITY~~

~~All students records are confidential, with the following exceptions:~~

~~A. A student, or the parent or guardian of a minor student, shall, upon request, be shown and provided with a copy of the student's progress records.~~

~~B. An adult student, or the parent or guardian of a minor student, shall, upon request, be shown, in the presence of a person qualified to explain the records, the pupil's behavioral records. Such student or parent or guardian shall, upon 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 court order or proper request, be provided by the school district clerk with a copy of all progress records of a student who is the subject of any proceeding in such court.~~

~~D. Student records including law enforcement officers' records, may be made available to persons employed in the school which the pupil attends who are required by the Department of Public Instruction under s. 115.28(7) to hold a certificate, license or permit or clerical employees acting under supervision or Board of Education members acting on matters relating to such records and other school officials who have legitimate educational or safety interests in the student records.~~

~~Upon written permission of an adult student, or the parent or guardian of a minor student, the school shall make available to the person named in the permission form the student's progress records or such portions of his behavioral records as determined by the person authorizing the release.~~

~~Student records shall be provided to a court in response to a 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 or their attorneys if said records would be relevant and material to a witness's credibility or competency.~~

~~The School Board may provide the Department of Public Instruction or any public officer with any information required under Ch. 115 to 121.~~

~~Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the multidisciplinary team under Ch. 115 of the statutes.~~

~~H. The School District Clerk shall provide a law enforcement agency with a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is being investigated for committing a criminal or delinquent act.~~

~~A. A juvenile court may order the district to disclose student records to an agency that provides care or has legal custody of a student.~~

~~B. Names of students who have withdrawn from school before graduation shall be provided to the technical college district board and various state agencies for the verification of public assistance eligibility under Chs. 46 and 49 Wisconsin Statutes.~~

~~The building principal shall have responsibility for maintaining the confidentiality of all student records kept at the school. All requests for inspection or for transfer to another school or school district should be directed to the building principal or his qualified designee, who will then determine whether inspection or transfer is permitted under this policy. The building principal or his qualified designee shall be present to interpret behavioral records when inspection is made under paragraph (3)(b). Upon transfer (under paragraph (4) herein) these duties shall be assumed by the school district administrator or his designee.~~

Maintenance of Pupil Health Care Records

~~The Board of Education recognizes the need for maintaining the confidentiality of pupil health care records as required by 118.125 of the Wisconsin Statutes and the Family Educational Rights and Privacy Act of 1974. The Board of Education appoints the school nurse as the custodian of pupil health care records, who will be responsible for the overall direction and supervision of pupil health care record keeping in the District, and will ensure that policies in regard to pupil health care records shall be adhered to. In her absence, the building principal or his/her designee shall serve as custodian of pupil health care records.~~

~~All requests for inspection of pupil health care records shall be directed to the school nurse, who will then determine whether inspection is permitted under this policy. Pupil health care records shall be made available to licensed district employees and other district officials designated by the Board to have legitimate educational or safety interests in the pupil health care records. School employees and~~

~~officials are expected to maintain the confidentiality of pupil health care record information shared with them in the interest of education and/or safety.~~

~~The building principal or school nurse will respond to a request for inspection without unnecessary delay and in no case more than 45 days after the request is made.~~

~~4. INSPECTION AND AMENDMENT OF STUDENT RECORDS~~

~~An adult student or parent/guardian of a minor student, may upon request to the building principal or his/her designee (or school nurse in connection with pupil physical health records), inspect, review and obtain copies of the student's records. If circumstances prevent the adult student or parent/guardian of a minor student from exercising their right to inspect and review the student's records, the District shall provide the adult student or parent/guardian of a minor student with a copy of the record requested, or make other arrangements for the adult student or parent/guardian of a minor to inspect and review the requested records.~~

~~An adult student or parent/guardian of a minor student may request the building principal (or school nurse) to modify or delete information in the student's records. The building principal (or school nurse) shall review the request and determine whether to modify or delete information as requested. If the building principal (or school nurse) denies the request, the adult student or parent/guardian of a minor student may appeal to the superintendent who shall hold a hearing on the matter. If the superintendent determines the information is inaccurate, misleading or in violation of any rights of the student, the superintendent shall amend the information accordingly. If not, the superintendent shall inform the adult student or parent/guardian of a minor student that a statement of reasons for disagreement with the superintendent's decision may be placed into and maintained with the student's records.~~

~~5. CONSENT TO DISCLOSURE OF STUDENT RECORDS~~

~~An Adult student or parent/guardian of a minor student, has the right to consent to the disclosure of information contained in the student's health records, except to the extent that state and federal laws authorize disclosure without consent.~~

~~6. MAINTENANCE AND DESTRUCTION OF RECORDS~~

~~While students are attending school their records will be maintained in the school of attendance. Upon transfer of the student to another school operated by the District, the records shall be transferred to that school. When the student ceases to be enrolled in a school operated by the district, his/her records will be transferred to the central administrative office.~~

~~Records which are transferred to the central administrative office when the student ceases to be enrolled shall be maintained as follows:~~

~~A. All behavioral records will be destroyed one year after the date the student graduated from or last attended the school unless the student (and his/her parent or guardian if the student is a minor*) gives permission that the records may be maintained for a longer period of time.~~

~~Where such written permission is received, behavioral records will be destroyed (35) years after the date the student graduated from or last attended school.~~

~~*Subs. (3) of 118.125 does not specifically require the authorization of the parent or guardian of minor students to retain behavioral records longer than one year. However, this may be added in view of the general legal inability of minors to consent.~~

~~B. Progress records will be destroyed (75) years after the student ceases to be enrolled in the school district.~~

~~Seven (7) years after the student ceases to be enrolled in the school system, all progress records, and all behavioral records not previously destroyed, will be maintained on microfilm.~~

~~7. TRANSFER OF RECORDS~~

~~Student records relating to a specific student shall be transferred to another school or school district within five (5) working days of receipt of written notice from an adult student or the parent or guardian of a minor student that the student intends to enroll in the other school or school district, or upon written notice from the other school or school district that the student has enrolled.~~

~~8. DIRECTORY INFORMATION Addendum~~

~~Information such as the student's name, general address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the student shall be considered public information and may be released to appropriate persons and media, unless parents or adult students refuse the release, in writing, of their own initiation, within 14 days after the date of publication in the official district newsletter.~~

~~This exception to the policy shall be published in the official district newspaper annually, along with information relating to the opening of school.~~

~~9. COMPLAINT PROCEDURE~~

~~An adult student, or the parent/guardian of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District non-compliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, West, Washington, D. C. 20202-4605.~~

RECORDS

- ~~1. An accurate cumulative record shall be maintained for every student enrolled in the Unity Schools. The records shall include student progress records, behavioral records, physical health records and directory data.~~
- ~~2. If a student has been referred for an exceptional educational need, a separate folder will be started. Upon completion of referral, the folder will be destroyed.~~
- ~~3. Only authorized school personnel, adult students and parents/guardians of a minor student shall view the records without subpoena. The student, with the consent of his parents/guardian, may view his record upon request. Law enforcement officers' records shall be maintained separately from a student's other student records pursuant to section 118.125(3).~~
- ~~4. A principal may defer showing a student in the 8th grade and below his/her record, pending a conference with the parent/guardian relative to the nature of the content of the cumulative record and the student's ability to use the information for a legitimate purpose.~~
- ~~5. The parent or legal guardian of a minor student and an adult student has the right to review and file an objection or request for deletion of any material in the folder.~~
- ~~6. School officials will forward transcripts from the cumulative record upon request of parents, legal guardians, students 18 years old or over, and former students to educational institutions and potential employers.~~

MAINTENANCE OF PUPIL HEALTH CARE RECORDS

- ~~1. The Board of Education recognizes the need for maintaining the confidentiality of pupil health care records as required by 118.125 of the Wisconsin Statutes and the Family Educational Rights and Privacy Act of 1974. The Board of education appoints the school nurse as the custodian of pupil health care records, who will be responsible for the overall direction and supervision of pupil health care record keeping in the district, and will ensure that policies in regard to pupil health care records shall be adhered to. In her absence, the building principal or his/her designee shall serve as custodian of pupil health care records.~~
- ~~2. All requests for inspection of pupil health care records shall be directed to the school nurse, who will then determine whether inspection is permitted under this policy. Pupil health care records shall be made available to licensed district employees and other district officials who have been designated by the Board to have legitimate educational or safety interests in the pupil health care records. School employees and officials are expected to maintain the confidentiality of pupil health care record information shared with them in the interest of education and/or safety.~~
- ~~3. The building principal or school nurse will respond to a request for inspection without unnecessary delay and in no case more than 45 days after the request is made.~~

Unity School District
STUDENT RECORDS NOTICE

The Unity School District maintains records for each student attending school in the District, State and Federal laws require that the maintenance of such records assure confidentiality. Accordingly, the following shall apply in the District:

- ~~1. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request in accordance with established District procedures. The District will respond to such requests without unnecessary delay and in no case more than 45 days after the request is made. Copies of the District's student records procedures are available upon request at the School District Office, 1908 150th Street/Highway 46 North, Balsam Lake, Wisconsin, 54810. Regular office hours are 8 a.m. until 4 p.m.~~
- ~~2. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to request the amendment of the student's school records if he/she believes the records are inaccurate or misleading. Complaints regarding the content of student records may be made in accordance with established District procedures. Copies of the District's procedures are available upon request as outlined above.~~
- ~~3. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials determined to have legitimate educational or safety interests in the records. A "school official" is a person employed by the District who is required by the Department of Public Instruction to hold a license; a person employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational or safety interest" if the official needs to review a student record in order to fulfill his/her professional or District responsibility.~~

~~The District shall transfer a student's records to another school or school district without consent upon request in accordance with state law. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.~~

- ~~4. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to file a complaint with the U. S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.~~

JO – RECORDS/STUDENTS
EXHIBIT 2 – Published Notice
7/21/97

~~Further, the Board of Education has designated the following student record information as directory data: Student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and name of school most recently previously attended by the student. This information may be disclosed to any person UNLESS the adult student, or parent, legal guardian or guardian ad litem of a minor student informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent, legal guardian or guardian ad litem. The District will not release directory data earlier than two weeks (14 days) after the opening of school or receipt of this notice.~~

Student records shall be maintained in the interest of the student to assist school personnel in providing appropriate educational experiences for each student in the District.

The School Board recognizes the need for confidentiality of student records. Therefore, the District shall maintain the confidentiality of student records at collection, storage, disclosure and destruction. Student records shall be available for inspection or release only with prior approval of the student's parent or guardian or the adult student, except in situations where legal requirements specify release of records without such prior approval.

Building principals shall have primary responsibility for the collection, maintenance and dissemination of student records in accordance with state and federal laws and established District procedures.

Student record notices shall be published annually in accordance with state and federal law.