

SALISBURY TOWNSHIP SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT RECORDS

ADOPTED: May 15, 1991

REVISED: December 7, 1992

216. STUDENT RECORDS	
<p>1. Purpose SC 1402(b), 1532, 1533</p>	<p>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.</p>
<p>SC 1409</p>	<p>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.</p>
<p>2. Authority</p>	<p>The governing Board of every school district, intermediate unit and area vocational-technical school shall adopt a plan for the collection, maintenance and dissemination of pupil records and submit the same to the Department for approval.</p>
<p>Title 22 Sec. 12.33 P.L. 93-380 34 CFR 99</p>	<p>Copies of the approved plan shall be maintained by the local educational agencies and updated as required by changes in State or Federal law. Copies of the updated plan shall be submitted to the Department only upon the request of the Secretary.</p> <p>The Board hereby authorizes the following pupil records:</p>
<p>Title 22 Sec. 7.13(7) Title 28 (7) Sec. 23.55</p>	<ol style="list-style-type: none"> 1. Observations and ratings of individual pupils by professional staff members acting within their sphere of competency and responsibility. 2. Health records as required by law. Samples of pupil work.
<p>Title 22 Sec. 12.33</p>	<ol style="list-style-type: none"> 3. Information obtained from authorized standard instruments of measurement, such as aptitude tests, vocational preference inventories, achievement tests, and intelligence tests.

<p>SC 1532</p> <p>P.L. 93-380 34 CFR 99 Title 22 Sec. 12.32</p> <p>3. Delegation of Responsibility Title 22 Sec. 12.32, 12.33 P.L. 93-380 34 CFR 99</p> <p>34 CFR 99.20</p>	<ol style="list-style-type: none"> 4. 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. 5. Verified reports of serious or recurrent behavior patterns. 6. Extracurricular activities and achievements. 7. Rank in class and academic honors earned. <p>In accordance with law, each teacher in this district 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 principal.</p> <p>The Board designates the following as student "directory information" which may be released without permission: name, address, telephone number (unless "unlisted"), date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, awards received, and previous school districts attended.</p> <p>The Board authorizes the administration to forward education records on request to a school in which a pupil of this district seeks or intends to enroll.</p> <p>A comprehensive plan for pupil records other than directory information which shall be maintained and shall conform to the "Guidelines for the 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:</p> <ol style="list-style-type: none"> 1. The specific pupil records which may be collected. 2. Proper safekeeping, custodianship, and administration of pupil records. 3. Access of third persons or agencies to records. 4. Procedures for parental or pupil challenge to the contents of a pupil's records. 5. Schedule for the retention and destruction of pupil records.
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<p>34 C.F.R. 99.35</p>	<p>omitted); comparative studies of educational progress within the district and between school districts; and information utilized for evaluation of student and/or faculty/administration progress.</p> <ol style="list-style-type: none"> 2. The disclosure is subject to the requirements of the mandatory provisions of the Family Educational Rights and Privacy Act relating to institutions of post-secondary education where the student seeks or intends to enroll. 3. The disclosure is to authorized representatives of the Comptroller General of the United States; the Secretary of Education or state or local educational authorities in connection with an audit or evaluation of Federal or State supported educational programs; or for the enforcement of or compliance with Federal legal requirements which relate to those programs. 4. The disclosure is required by State Law. 5. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to: <ol style="list-style-type: none"> a. Develop, validate, or administer predictive tests. b. Administer student aid programs. c. Improve instruction. <ol style="list-style-type: none"> 1) The Agency or institution may disclose information under paragraph 5 of this section only if: <ol style="list-style-type: none"> a) The study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization. b) The information is destroyed when no longer needed for the purposes for which the study was conducted. 2) For the purposes of paragraph 5 of this section, the term "organization" includes, but is not limited to, Federal, State, and local agencies, and independent organizations. 6. The disclosure is to accrediting organizations to carry out their accrediting functions.
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<p>Act 10 of 1991</p>	<p>7. The disclosure is to parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.</p> <p>8. The disclosure is to comply with a judicial order or lawfully issued subpoena.</p> <p>a. The educational agency or institution may disclose information under paragraph 8 of this section only if the agency or institution makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.</p> <p>9. The disclosure is in connection with a health or safety emergency.</p> <p>10. The disclosure is information the educational agency or institution has designated as "directory information."</p> <p>11. The disclosure is to the parent of a student who is not an eligible student or to the student.</p> <p>D. <u>Records of Disclosures</u></p> <p>The administration is directed to maintain a record of all disclosures of personally identifiable information. All parents and students over eighteen (18) years of age may inspect and review that record.</p> <p>E. <u>Military Recruiters</u></p> <p>The administration is directed to comply with Pennsylvania Act 10 which allows armed forces recruiters the same access to senior student information as is given trade schools and colleges.</p>
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