

STUDENT RECORDS

FILE: JRA

TITLE: Improper Use of School Records

POLICY:

Student directories, teacher's registers, class record books, registration cards, permanent records and similar school records shall not be used to provide information to any person outside the school staff, except as provided in file JRA, The Permanent Cumulative Pupil Record, and file JRA, Directory Information, without the permission of the superintendent or designee. Under no conditions shall the names and addresses of students be given or sold to a private or commercial agency by the school or any school-related group without School Board approval or for the purpose of providing District services with a contract outlining provisions to protect the data from releasing student information outside the guidelines of the contract.

LAWS IMPLEMENTED: Sections 1002.22; 1001.51, Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-1.0955

ADOPTED: 10/12/2010

STUDENT RECORDS – cont'd

FILE: JRA

TITLE: Legal Name of Student

POLICY:

A parent or any person who seeks to enroll a student under a name other than the legal name or seeks to change the name of a student already enrolled shall be informed that the name of the student as recorded on the birth certificate or other supporting evidence as prescribed in Section 1003.21, Florida Statutes, shall be used until a final court order verifies a legal name change.

LAWS IMPLEMENTED: Sections 1001.41; 1003.21, Florida Statutes

ADOPTED: 10/12/2010

STUDENT RECORDS – cont'd

FILE: JRA

TITLE: The Permanent Cumulative Pupil Record

POLICY:

A permanent cumulative record shall be maintained for each student who is enrolled in the district. State Board of Education Rule 6A-1.0955 and Florida Statutes shall be followed when entering student information in the record, including use of the prescribed forms.

- (1) The principal or designee shall provide directions for instructional personnel on record maintenance and access to information pursuant to

federal laws, Florida Statutes and State Board of Education Rules.

- (2) Personally identifiable records or reports of students may be released to persons or organizations without the consent of the students or their agent(s) or legal guardian only as provided in Section 1002.22, Florida Statutes.
- (3) District guidelines may be adopted by the school board to implement the recording and classifying of information.
- (4) Copies of records of students withdrawing or enrolling in other public schools in the district or transferring to another school within this state or out of this state shall be transferred to the enrolling schools upon request from the receiving principal. The transfer of student records shall not be delayed for nonpayment of a fee or fine assessed by the school.
- (5) The principal and the Records Management Section are authorized to assess a charge for reproduction of student records or transcripts as set forth in file GBGA Photocopying Public Records.
- (6) Each school shall provide to parents and eligible students annual notification of their right of access to student records, right to a copy of the record, right of waiver of access, right to challenge information contained in the record, right to a hearing and right to privacy. This annual notification shall also include those categories of personally identifiable information designated as directory information.
- (7) Records shall be exempt from the provisions of Section 119.07(1), Florida Statutes.

LAWS IMPLEMENTED: Sections 119.07(1); 119.08; 1002.22; 1001.42; 1001.52; 1012.28; 1001.54; 1003.25, Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-1.0955

ADOPTED: 10/12/2010

STUDENT RECORDS – cont'd

FILE: JRA

TITLE: Discipline Records

POLICY:

A student's discipline records shall be maintained in the principal's discipline file.

LAWS IMPLEMENTED: Sections 1001.42; 1012.28; 1001.54, Florida Statutes

ADOPTED: 10/12/2010

STUDENT RECORDS – cont'd

FILE: JRA

TITLE: Directory Information

POLICY:

Students' parent(s) or legal guardian shall be notified annually in the Codes of Student Conduct or in a school's handbook that the school board may release directory information to the general public.

- (1) Directory information includes the following data about a student:
 - (a) name
 - (b) address
 - (c) telephone number, if listed
 - (d) participation in officially recognized activities and sports
 - (e) weight and height, if an athletic team member
 - (f) name of the most recent previous school or program attended
 - (g) dates of attendance at schools in the district, diplomas, certificates and honors received
 - (h) date of graduate
 - (i) date and place of birth
- (2) Information described in subsections (1)(a), (d), (e), (f), and (g) herein may be published routinely by the school board in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities.
- (3) Directory information may be released without the consent of the student or the student's parents to persons or organizations defined in Section 1002.22(3)(d) , Florida Statutes.
- (4) Directory information shall not be published when the student's parent(s) or legal guardian submits written notification to the principal within 10 days of distribution of the Codes of Student Conduct. Failure to advise the student's principal shall be deemed a waiver of any right to preclude release of such directory information pursuant to Florida Statutes or federal laws.
- (5) In accordance with Section 119.07(3)(k), Florida Statutes, the names and directory information pertaining to children of active or former law enforcement officers, investigative personnel of the Department of Health and Rehabilitative Services, firefighters, justices and judges are exempt from disclosure. If such a parent makes a written request to the school that information not be released by the school without parental consent, the school shall not release such information.

LAWS IMPLEMENTED: Sections 119.07(3)(k); 1002.22; 1006.07, Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-1.0955

ADOPTED: 10/12/2010

STUDENT RECORDS – cont'd

FILE: JRA

TITLE: Person Standing In Loco Parentis to Student

POLICY:

When students are under 18 years of age and do not reside with their parent(s), the parent(s) shall designate in writing to the principal the individual who stands in loco parentis to the student. No student shall be denied admission based upon the failure of the parent to provide such designation.

LAW IMPLEMENTED: Section 1006.07, Florida Statutes

ADOPTED: 10/12/2010

STUDENT RECORDS – cont'd

FILE: JRA

TITLE: Access to Student Records

POLICY:

- (1) The following persons have access to student records: school board members, superintendent and staff, professional staff of the school, Records Management Section, clerical and secretarial staff designated by the principal, the parent or guardian of the student, an eligible student and other persons authorized in writing by the parent/guardian or eligible student except in cases where other professionals have legitimate educational or legal interest in student records as specified in the student record procedures.
- (2) In cases where a parent does not have custody, the school principal shall presume that the parent has the right to inspect and review the records of the student unless the school has been provided with evidence that there is a legally-binding instrument or court order which provides to the contrary.

LAWS IMPLEMENTED: Sections 1002.22; 1006.07, Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-1.0955

ADOPTED: 10/12/2010

STUDENT RECORDS – cont'd

FILE: JRA

TITLE: Right to Contest the Contents of Student Records

POLICY:

Parent/guardian shall have the right to contest the contents of their child's record. This right shall provide for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data. Procedures for challenging the content of

student records shall be developed as directed by the superintendent.

LAWS IMPLEMENTED: Sections 1002.22; 1001.51, Florida Statutes

STATE BOARD OF EDUCATION RULE: 6A-1.0955

ADOPTED: 10/12/2010

TITLE: Release of Student Discipline Records

FILE: JRA

POLICY:

In accordance with FERPA and the federal regulations issued pursuant to FERPA, an agency, as defined in s. 1002.22, or a public school, center, institution, or other entity that is part of Florida's education system under s. 1000.04(1), (3), or (4) may release a student's education records without written consent of the student or parent to parties to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities, and other signatory agencies. The purpose of such an agreement and information sharing is to reduce juvenile crime, especially motor vehicle theft, by promoting cooperation and collaboration and the sharing of appropriate information in a joint effort to improve school safety, to reduce truancy and in-school and out-of-school suspensions, and to support alternatives to in-school and out of-school suspensions and expulsions, which provide structured and well-supervised educational programs supplemented by a coordinated overlay of other appropriate services designed to correct behaviors that lead to truancy, suspensions, and expulsions and that support students in successfully completing their education.

Information provided in furtherance of an interagency agreement is intended solely for use in determining the appropriate programs and services for each juvenile or the juvenile's family, or for coordinating the delivery of the programs and services, and as such is inadmissible in any court proceeding before a dispositional hearing unless written consent is provided by a parent or other responsible adult on behalf of the juvenile.

LAWS IMPLEMENTED: Sections 1002.221(2)(b); 1000.04 Florida Statutes

ADOPTED: 10/12/2010