

Board Policy

5000 STUDENTS

Student Records

5600 Protection of the Rights and Privacy of Parents and Students

It is the policy of the School District to maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools; as required by law. Student records should be maintained in a manner that will assure the protection of the rights and privacy of students and parents.

All School District records, data, or information related to individual students shall be treated as confidential. Disclosure of information from student records shall be made by the custodian of the records only in accordance with the established procedures. When information is released in compliance with state and federal law, the district and district employees are immune from civil liability unless they acted with gross negligence or in bad faith.

If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history, attendance, history of violent behavior, violent offenses, sex offenses, inhaling toxic fumes, drug offenses liquor violations, assault, kidnapping, harassment, stalking or arson, and discipline actions shall be sent the enrolling school. The content of those records shall be communicated to the enrolling district within two school days and copies of the records shall be sent as soon as possible. The official transcript will not be sent until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine.