

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PUPILS

TITLE: STUDENT RECORDS

ADOPTED: December 18, 2003

REVISED: May 18, 2006

216. STUDENT RECORDS	
<p>1. Purpose</p>	<p>The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school will maintain educational records for students for legitimate educational purposes.</p>
<p>2. Authority SC 1303a, 1305-A, 1402, 1409, 1532, 1533, 1850.1</p> <p>20 U.S.C. Sec. 1232g P.L. 93-380 34 CFR 99 Title 22 Sec. 4.52, 12.31 et seq</p>	<p>The Joint Operating Committee recognizes its responsibility for compilation, retention, disposition and security of student records. The Joint Operating Committee also recognizes the legal requirement to maintain the confidentiality of student records.</p> <p>The Joint Operating Committee shall adopt a comprehensive plan for all aspects of student records that conforms to the mandates of the Family Educational Rights and Privacy Act (FERPA) and its regulations; The Health Insurance Portability and Accountability Act (HIPAA); the Guidelines for the Collection, Maintenance, and Dissemination of Student Records; and the Standards for Special Education. Only educational records mandated by federal and state statutes and regulations or permitted by the Joint Operating Committee may be compiled by school staff.</p> <p>Parents/Guardians and eligible students eighteen (18) years and older shall be notified annually and upon initial enrollment of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.</p>
<p>3. Delegation of Responsibility</p>	<p>The Administrative Director or designee shall be responsible for developing and implementing a comprehensive plan for student records that meets the requirements of all state and federal statutes and regulations and is approved by the Joint Operating Committee.</p> <p>The Administrative Director shall establish safeguards to protect the student and his/her family from an invasion of privacy when collecting, retaining and disseminating student information and providing access to authorized persons.</p>

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<p>SC 1532 Pol. 213, 215</p> <p>4. Guidelines Title 22 Sec. 4.31 Pol. 215.1</p> <p>SC 1305-A</p> <p>51 P.S. 20221 et seq</p>	<p>In accordance with law, each teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.</p> <p>The record of a student enrolled in a career and technical program shall include the student's educational and occupational objectives and the results of the assessment of student competencies.</p> <p>The school's plan for compilation, retention, disclosure and security of student records shall provide for the following:</p> <ol style="list-style-type: none"> <li>1. Informing parents/guardians and eligible students of their rights and the procedures to implement those rights.</li> <li>2. Permitting appropriate access by authorized persons and officials, describing procedures for access, and listing copying fees.</li> <li>3. Enumerating and defining the types, locations and persons responsible for student records maintained by the school.</li> <li>4. Establishing guidelines for disclosure of information and data in student records.</li> <li>5. Maintaining a record of access and release of information for each student's records.</li> <li>6. Assuring appropriate retention and security of student records.</li> <li>7. Transferring education records and appropriate disciplinary records to school districts and/or vocational technical schools.</li> </ol> <p>Procedures for disclosure of student records shall apply equally to military recruiters, colleges and universities, and prospective employers.</p> <p>The annual notice of rights shall inform parents/guardians and eligible students of the following:</p> <ol style="list-style-type: none"> <li>1. The right to inspect and review the student's education record within thirty (30) days of the school's receipt of the request for access.</li> <li>2. The right to request amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading or otherwise violate the privacy rights of the student.</li> </ol>
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<p>51 P.S. 20221 et seq</p> <p>20 U.S.C. Sec. 1232(g) P.L. 93-380 34 CFR 99</p> <p>51 P.S. 20221 et seq</p> <p>PA Code Title 22 Sec. 4.31, 4.52, 12.31 et seq</p> <p>School Code 1303a, 1305-A, 1402, 1409, 1532, 1533</p> <p>Joint Operating Committee Policy 213, 215</p>	<ol style="list-style-type: none"><li>3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA, HIPAA and state laws authorize disclosure without consent.</li><li>4. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the school discloses certain materials without prior consent.</li><li>5. The right to refuse to permit the designation of any or all categories of directory information.</li><li>6. The right to request that information not be provided to military recruiting officers.</li></ol>
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