

Ockerman Elementary Site Based Policy 7.3 TO BE UPDATED

Ockerman Elementary School Confidentiality of Student Records

Authorization: The School Council shall develop a policy concerning the confidentiality of student records. This policy shall be part of the student support services provided by the school.

Confidentiality Statement: All information pertaining to any individual student shall be kept confidential in nature by all school personnel and shall not be discussed or shared with any individual except under the guidelines of the policy.

Permission for Release of Records: Permission for release of records shall be given by said student's custodial parent(s) on a form provided by the school. Upon receiving the written request, the school will have a minimum of twenty-four hours to complete the request.

Reason for Release of Records: Reasons for release of records shall be for the following reasons:

- Release of records to a school the child has transferred.
- Extended absences for which academic assignments are required.
- Information needed for treatment by a hospital, doctor, or physician, psychiatric services, and/or social services.

Confidentiality: Notification of records for a student's absence are confidential.

Security of Records: All records pertaining to a child shall be kept in the school's records room and may contain the following information:

Grades	Narrative Records
Special Education	Social Services Records
Due Process	Probation
Psychological Evaluations	Reasons for Absences
Medical Records	Custody Papers

Records Access: Access to the records shall be limited to school personnel listed on the student records access list which shall be posted.

No individual or agency may have access to a student's individual record without written consent of the custodial parent except the following provided by law:

1. Officials of another school or school district in which the student plans to enroll.
2. Authorized representative of specific federal and state officials authorized by law.
3. State and local officials to whom reports are mandated by law.
4. Organizations conducting educational studies for a legitimate purpose provided that confidentiality will be assured.
5. Accrediting organizations in carrying out their functions.
6. Compliance with judicial order or lawfully issued subpoena.
7. Appropriate parties in a health or safety emergency as determined by the Superintendent of Schools.

List: A list of all individuals or agencies who request access to the record of an individual student, whether it is granted or not, shall be maintained in the record and accessible to the custodial parent. The list shall include the name, address, and purpose of inspection. All information pertaining to any individual student shall be kept confidential in nature by all school personnel and shall not be discussed or shared with any individual except under the guidelines of this policy.

Contact Person: The contact person, or appointed authorized individual, who is responsible for release of information concerning students shall be the Counselor. He/she will be responsible for:

1. Maintaining confidentiality of information.
2. Distributing assignment request forms.
3. Notifying parents to pick up material.
4. Maintaining ongoing communication with outside agencies and parents.
5. Supervising the secretary in charge of files on maintaining confidentiality.
6. Develop and maintain a check list to document student records received by the school or sent from the school.

Intraschool Correspondence:

- All correspondence within the building regarding a student's records and/or assignments shall not indicate the reason for the request and/or extended absence.

- All requests for assignments shall be handled within the building in a plain envelope with only the receiving person's name on the front.
- All intraschool communications shall contain the confidentiality statement by which all personnel shall abide.

Record of Missing Children: Upon notification to the school of a child's disappearance, if the child was enrolled in the school, the school shall flag the student's file in a manner that whenever a copy of or information regarding the child's record is requested, the School shall be alerted to the fact that the record is that of a missing child. The record shall not be forwarded to the agency, institution, or individual making the request, instead the School shall notify the district office so the district may notify the Justice Cabinet.

Principal: *Nancy Duley*

SBDM Secretary: *Colleen Belmer*

Date of Approval: 6/14/2000