Jerome Joint School District No. 261

STUDENTS **3570P**

Student Records

Maintenance of School Student Records

The District shall maintain a record for each student that shall contain information, including but not limited to the items listed below:

1. Birth Certificate
2. Proof of Residency
3. Unique Student Identifier
4. Basic Identifying Information
5. Academic Transcripts
6. Immunization Records
7. Attendance Records
8. Intelligence and Aptitude Scores
9. Psychological Reports
10. Achievement Test Results
11. Participation in Extracurricular Activities
12. Honors and Awards
13. Special Education records (maintained pursuant to IDEA requirements);
~~14. Teacher Anecdotal Records~~
15. Verified Reports or Information From Non-Educational Persons
16. Verified Information of Clear Relevance To The Student's Education
17. Log Pertaining To Release This Record
18. Disciplinary ~~Information~~ records

The District has determined that the following documentation shall be permanently maintained:

1. The unique student identifier;
2. Transcript;
3. Graduation date

~~Information in student files, including electronic, shall be maintained for a period of 7 (seven) years after a student graduates, at which time all records will be purged except a student's transcript which will be kept permanently. The transcript will include, but not limited to the following information: identifying information, academic transcripts, graduation confirmation, class rank, and date of graduation/withdrawal.~~

Other content of the student record shall be maintained for a period of **seven (7) years** after a student graduates or permanently leaves the District, except for those records for which longer retention is required.

Special Education Records shall be maintained in accordance with then-applicable special education laws, such may change from time to time.

Personnel Responsible for Records Maintenance

The District's public records custodian, in conjunction with the Superintendent and their designee, including the building principal, shall be responsible for the maintenance, retention, or destruction of a student's records, in accordance with the District's procedure established by the Superintendent.

~~The unique student identifier is a number issued and assigned by the State Department of Education to each student currently enrolled or who will be enrolled. The unique student identifier shall follow the student from each~~

~~school district or local educational agency (LEA) or upon return to a school district or LEA after an absence no matter the length of absence.~~

Access to Student Records

1. The District or any District employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in this policy and consistent with the provisions of State and federal law. This includes the provisions of IC 33-133.

2. The parents of a student under 18 years of age shall be entitled to inspect and copy information in the child's school records. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within five school days of the District's receipt of such a request unless state or federal law specifically provides another length of time.

   Where the parents are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. The District shall send copies of the following to both parents at either one's request, unless a court order indicates otherwise or parental rights have been terminated by court order or parental agreement:

   a. Academic progress reports or records;
   b. Health reports;
   c. Notices of parent-teacher conferences;
   d. School calendars distributed to parents/guardians; and
   e. Notices about open houses and other major school events, including pupil-parent interaction.

   When the student reaches 18 years of age ~~or otherwise becomes emancipated, the rights detailed herein for the parent/legal guardian are transferred to the student, unless otherwise addressed by the student, permitted parental access to the student information system, or via court order/guardianship.~~ Additionally, the parents of dependent students, as defined by the Internal Revenue Service (i.e. student termed dependent for income tax purposes) may have access to student educational records if the parents establish this right, via either a copy of the applicable tax forms and/or a Parental Affidavit for Educational Records attesting to the student's dependent status.

   Access shall not be granted to the parent or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment, or the receipt of an honor or award, if the student has waived their right of access after being advised of their right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to, or release information from, student records to employees or officials of the District or the Idaho State Board of Education, provided a current, demonstrable, educational or administrative need is shown, without parental consent or notification. Access in such cases shall be limited to the satisfaction of that need.

4. For purposes of an audit or evaluation by a federal or State-supported education program, and to comply with federal requirements related to such a program. The receiving entity must be a State or educational authority or another entity allowed by the Family Educational Rights and Privacy Act (FERPA), or must be an authorized representative of such an entity.

   For each new audit, evaluation, or enforcement effort, the District shall enter into a written agreement when designating anyone other than its employee as its authorized representative. The District shall be responsible for using reasonable methods to ensure, to the greatest extent practicable, that the

authorized representative:

A. Uses the personal information only for the authorized purpose;
B. Protects the personal information from further unauthorized disclosures or other uses; and
C. Destroys the personal information when it is no longer needed for the authorized purpose. Such destruction shall be affected by any specified time period set forth in the written agreement.

5. The District may grant access to, or release information from, student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records. Any such release in this regard shall be consistent with Idaho Code and Policy 3575 relating to the limitations on the release of student data.

6. The District shall grant access to, or release information from, a student's records pursuant to a court order or appropriate subpoena. In most instances, the parent/qualified student shall be given prompt written notice of such order/subpoena, a general statement of the documents which will be released, and the proposed date of release of the documentation requested. However, there are very limited circumstances under the USA Patriot Act where schools are required to disclose information without notice to the parent or student to the Attorney General of the United States upon an ex parte order in connection with the investigation or prosecution of terrorism crimes or other such specified situations when the court order prohibits disclosure (i.e. Federal Grand Jury Subpoena or Law Enforcement Subpoena wherein such order indicates disclosure is not permitted).

7. The District shall grant access to or release information from any student record as specifically required by federal or state statute.

8. The District shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent or eligible student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records, and one copy shall be mailed to the parent or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.

9. The District may release student records to the Superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official.

10. Prior to the release of any records or information under items 6, 7, 8, and 9 above, the District shall provide prompt written notice to the parents or eligible student of this intended action except as specified in item 6. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.

11. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. Any release that is made must be narrowly tailored considering the immediacy, magnitude, and specificity of the information concerning the emergency and the information should only be released to those persons whose knowledge of the information is necessary to provide immediate protection of the health and safety of the student or other individuals (i.e. law enforcement, public health officials, trained medical personnel). The length of the

exception is ~~temporarily~~ limited to the period of the emergency and does not allow for a blanket release of personally identifiable information from a student's records. The District shall notify the parents or eligible student as soon as possible of the information released; the date of the release; the person, agency, or organization to which the release was made; and the purpose of the release and the same information shall be recorded in the student's record log.

12. The District will comply with an ex parte order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).

13. The District may charge a fee for copying information in the student's records. No parent or student shall be precluded from copying information because of financial hardship. See Policy 4260 for information regarding the District copy fee schedule.

14. A log of all releases of information from student records, including all instances of access granted, whether or not records were copied, shall be kept and maintained as part of such records. This log shall be maintained for the life of the student record and shall be accessible only to the parent or eligible student, records custodian, or other such person. The log of release shall include:

    A. Information released or made accessible;
    B. The name and signature of the records custodian;
    C. The name and position of the person requesting the release or access;
    D. The legitimate interests the parties had in requesting or obtaining the information;
    E. The date of the release or grant of access;
    F. A copy of any consent to such release; and
    G. Any additional information required by State or federal law.

Directory Information

~~In accordance with federal and state laws, the Joint Jerome School District may release student directory information for various purposes. Student directory information is defined by the District's Board of Trustees and may include:~~

~~1. Student Name~~
~~2. Major field of study~~
~~3. Participation in officially recognized activities and sports~~
~~4. Weight and height of members of athletic teams~~
~~5. Period of Attendance in School~~
~~6. Honors, awards and degrees received~~
~~7. School and grade level~~
~~8. A student's photo solely for the purpose of publication or recognition of a student's honors, awards, or achievements, or for any District informational or promotional use on its social media or other publications, or for any yearbook.~~
~~9. Previous educational agencies or institution attended by the student~~

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information shall be limited to:

1. Name;
2. Grade level;
3. Academic awards, degrees, and honors;
4. Information in relation to school-sponsored activities, organizations, and athletics;
5. Major field of study;
6. Period of attendance in school; and

7. A student's photo solely for the purpose of publication or recognition of a student's honors, awards, or achievements, or for any District informational or promotional use on its social media or other publications, or for any yearbook.

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information.

~~Public disclosure of student directory information may occur in many ways, including~~

~~1. School yearbooks (including photos)~~
~~2. Teams rosters and class lists~~
~~3. Graduation, theater, athletic, and music programs~~
~~4. Video performances, school activities, and athletic events~~
~~5. Articles about school activities and athletic events~~
~~6. School honor roll, scholarships and other awards~~
~~7. Releases to media.~~

~~*Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within thirty (30) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.*~~

Military Recruiters/Institutions of Higher Education

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Student Record Challenges

The parents may challenge the accuracy, relevancy or propriety of the records, except (1) grades, and (2) references to expulsions or out-of-school suspensions, if the challenge is made of their student's records, except for challenges made to the following when the student's school records are being forwarded to another school. ~~They have the right to request a hearing at which each party has:~~

1. Grades; and
2. References to expulsions or out-of-school suspension

Parents/guardians who wish to challenge a record should write to the school principal or records custodian, clearly identifying the part of the record they want changed or removed, and specifying the reason.

~~The parents may insert a written statement of reasonable length describing their position on disputed information. The school will include a statement in any release of the information in dispute.~~

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the parent/guardian has the right to request a hearing at which each party has:

1. the right to present evidence and to call witnesses;
2. the right to cross-examine witnesses;
3. the right to counsel;
4. the right to a written statement of any decision and the reasons therefor;
5. the right to appeal an adverse decision to an administrative tribunal or official, to be established or designated by the State Board.

The District will notify the parent(s)/guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Such notice shall be in writing and provided within a reasonable period of time after the hearing. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will include a statement in any release of the information in dispute.

Legal Reference:	**Description:**
20 U.S.C. § 1232g;	Family Education Rights and Privacy Act, (FERPA)
34 C.F.R. 99	Implementing FERPA
I.C. § 33-133	daho Student Data Accessibility, Transparency, and Accountability Act-Definitions-Student Data-Use and Limitations-Penalties
I.C. § 33-209	Attendance at Schools-Transfer of Student Records-Duties
I.C. § 33-6001	Parental Rights
I.C. § 32-717A	Divorce Actions-Parents' Access to Records and Information

Cross Reference Code:	**Description:**
2500	Library Materials
2500-F1(1)	Library Materials
3560	Video Surveillance
3575	Student Data Privacy and Security
3620	Transfer of Student Records
4170	District or School Operated Social Media
4260	Records Available to the Public
4206 -F(1)	Records Available to the Public-Request for Public Records
8605	Retention of District Records
9550	Cybersecurity & Data Breach Response Policy

Policy History:

Adopted on:	04/28/2009
Revised on:	09/28/2010
Revised on:	12/15/2015
Revised on:	12/14/2021
Revised on:	02/27/2024
Revised on:	