

**CAPITAL AREA  
SCHOOL FOR THE  
ARTS CHARTER  
SCHOOL (CASA  
CHARTER SCHOOL)**

SECTION: PUPILS  
TITLE: STUDENT RECORDS  
ADOPTED: 6/10/2013  
REVISED:

| 216. STUDENT RECORDS                        |   |
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| <p>1. Purpose</p>                           | <p>The educational interests and welfare of students require that the collection, retention, and use of data and information about individuals and groups of students are properly balanced with individual privacy rights. The Capital Area School for the Arts Charter School (CASA Charter School) will only maintain copies of education records for students for legitimate educational purposes in accordance with applicable state and federal law.</p>  |
| <p>2. Authority<br/>SC Article XVII - A</p> | <p>The Board of Trustees (Board) recognizes its responsibility for compilation, retention, disposition and security of education records. The Board also recognizes the legal requirement to maintain the confidentiality of education records. The Board shall adopt a comprehensive plan for all aspects of education records that conforms to the mandates of the Family Educational Rights and Privacy Act (FERPA) and its regulations; the Guidelines for the Collection, Maintenance, and Dissemination of Student Records; and the Standards for Special Education. CASA Charter School staff may compile only copies of education records mandated by federal and state statutes and regulations, or permitted by the Board.</p> <p>Nothing in this policy shall be construed to prohibit CASA Charter School personnel from disclosing student records to non-adult students or to appropriate persons in connection with an emergency if such information is necessary to protect the health, safety or welfare of the student or other persons.</p> <p>The Board requires that parents/guardians and eligible students be notified annually of the policies and procedures of CASA Charter School regarding student education records, the data collected through representational consent, the conditions for disclosure of information, access rights of parents/guardians or eligible students to education records, and notice of where the student records policy may be obtained.</p> <p>All participating school districts shall issue a notice of child find activities in accordance with state and federal regulations. Notices shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.</p> |

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| <p>3. Delegation of Responsibility</p>                                      | <p>The Principal shall be responsible for developing, disseminating, and implementing a comprehensive plan for records of students participating in CASA Charter School programs that meets the requirements of all state and federal statutes and regulations and is approved by the Board.</p> <p>The Principal shall establish safeguards to protect the student and his/her family from the unauthorized disclosure of personally identifiable information when collecting, retaining and disseminating student information and providing access.</p> <p>In accordance with law, each CASA Charter School 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>4. Definitions<br/>20 U.S.C.<br/>Sec. 1232g<br/>34 CFR<br/>Sec. 99.3</p> | <p><b>Directory information</b> - information from a student’s record, the release of which is generally not considered harmful or an invasion of a student’s privacy if disclosed. As part of the School’s annual notification under FERPA, CASA Charter School designates the following types or categories of information as “directory information”:</p> <ul style="list-style-type: none"> <li>-Student Name</li> <li>-Participation in officially recognized activities, clubs and sports</li> <li>-Naming of Student to the Honor Roll, National Honor Society or as Valedictorian</li> <li>- Address</li> <li>-Telephone listing</li> <li>-Weight and height of members of athletic teams</li> <li>-Electronic Mail Address</li> <li>- Photograph</li> <li>-Degrees, honors, awards received</li> <li>- Date and place of birth</li> <li>-Major field of study</li> <li>-Dates of attendance</li> <li>-Grade level</li> <li>-The most recent educational agency or institution attended</li> </ul> |
| <p>20 U.S.C.<br/>Sec. 1232g<br/>34 CFR<br/>Sec. 99.3</p>                    | <p><b>Eligible student</b> - a student who has reached the age of eighteen (18) or older or is attending a post-secondary education institution. Eligible students can access their own student records.</p> <p><b>Education records</b> - includes all records, files, documents and other materials maintained by CASA Charter School that contain information directly related to the student. The following information is specifically excluded from the definition of education records:</p> <ol style="list-style-type: none"> <li>1. Records in the sole possession of the maker used only as personal memory aids and not accessible or revealed to any other person except the temporary substitute for the record maker.</li> </ol>   |

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| <p>20 U.S.C.<br/>Sec. 1232g<br/>34 CFR<br/>Sec. 99.3</p> <p>5. Guidelines</p> | <ol style="list-style-type: none"> <li>2. Peer-graded academic work prior to being collected and recorded by a teacher.</li> <li>3. Employment records.</li> <li>4. Treatment records maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional related to a student who is eighteen (18) years of age or older or who is attending an institution of postsecondary education.</li> <li>5. Records maintained by a law enforcement unit created for the purpose of law enforcement.</li> <li>6. Records created or received by CASA Charter School after an individual is no longer in a CASA Charter School program that is not directly related to an individual's attendance.</li> </ol> <p>However, all such information remains confidential and may not be disclosed except as provided for under this policy. Any disclosure of such information is subject to the requirements of professional ethics, the terms of any applicable employment/service contract between CASA Charter School and the professional and any special agreements made between the professional and parents or eligible students.</p> <p><b>Parent</b> - includes a biological parent, a guardian who can be either an individual or agency having educational rights, an individual acting as a parent in the absence of a parent/guardian, or a foster parent who can show that s/he has educational rights. Where no individual or agency acting as a parent can be located, an appointed and approved surrogate parent.</p> <p><b>Personally identifiable information</b> - includes, but is not limited to, any one (1) or more of the following: the student's name; the name of any member of the student's family; the address of the student or any member of the student's family; a personal identifier such as a social security number or student number; biometric records or other indirect identifiers or information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who CASA Charter School reasonably believes knows the identity of the student to whom the record relates.</p> <p>Copies of student records, in both hard copy and digital formats, for students enrolled in or receiving services through CASA Charter School will be maintained by CASA Charter School for a maximum of seven (7) years beyond the ending date of service(s), including service completion, return to district placement, and/or graduation.</p> <p>CASA Charter School's plan for compilation, retention, disclosure and security of</p> |
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|   | <p>such copies of student records shall provide for the following:</p> <ol style="list-style-type: none"> <li>1. Informing parents/guardians and eligible students eighteen (18) years and older of their rights and the procedures to implement those rights, annually and upon enrollment.</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 CASA Charter 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 record.</li> <li>6. Assuring appropriate retention and security of student records.</li> </ol>   |
| <p>20 U.S.C.<br/>Sec. 1232g<br/>34 CFR<br/>Sec. 99.10, 99.11,<br/>99.12</p> | <p><u>Requests For Inspection Of Records</u></p> <p>In general, copies of student records shall not be disclosed or released without prior written parental consent, except as provided for in the law and as described herein. Any parent/guardian or eligible student shall have the right to inspect all copies of student records maintained by CASA Charter School. Parents/Guardians may only review the contents of their own child's file. CASA Charter School shall provide copies of a student's record if failure to provide such copies would effectively prevent the parent/guardian from exercising his/her right to inspect and review the records. CASA Charter School reserves the right to charge an appropriate fee for the photocopying of educational records, provided that such fee does not effectively prevent a parent/guardian or eligible student from exercising the right to inspect and review the student's records.</p> |
| <p>34 CFR<br/>Sec. 99.10</p>  | <p>CASA Charter School will comply with a request to review records within forty-five (45) calendar days from the date of the written request. Written requests shall be submitted to the Principal. The Principal or designee should be present during a parent/guardian or eligible student's inspection of student records at CASA Charter School.</p>  |
| <p>34 CFR<br/>Sec. 99.10,<br/>300.613</p>                                   | <p>Parents/Guardians of students receiving special education services have the right to review their child's student records prior to an IEP meeting, hearing or resolution session.</p>   |
| <p>34 CFR<br/>Sec. 99.10,<br/>300.613</p>                                   | <p>Parents/Guardians of students receiving special education services may designate an individual to review his/her child's student records. CASA Charter School must be provided with written consent as required under FERPA signed by the student's</p>   |

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| <p>20 U.S.C.<br/>Sec. 1232g<br/>34 CFR<br/>Sec. 99.30, 99.31</p> | <p>parent/guardian for this to occur.</p> <p><u>Requests For Disclosure</u></p> <p>Except as specifically permitted by law, CASA Charter School shall not disclose personally identifiable information without prior written consent of a parent/guardian or eligible student.</p> <p>All disclosures requiring written parental/eligible student consent shall be made only once the Principal has received the consent. The written consent must contain the following:</p> <ol style="list-style-type: none"> <li>1. A date and any time limit for release.</li> <li>2. The documents to be disclosed.</li> <li>3. The purpose of the disclosure.</li> <li>4. The specific person to whom the documents shall be released.</li> </ol> <p>CASA Charter School may disclose directory information without prior consent. Prior to the disclosure of any directory information, CASA Charter School shall provide annual notice to parents/guardians and eligible students regarding the types of information that constitute directory information and the right to restrict the release of directory information by requesting in writing that some or all directory information not be disclosed.</p> <p>A parent or eligible student has the right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School's Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.</p> |
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References:

School Code – 24 P.S. Sec. 1305-A, 1306-A, 1402, 1409, 1532, 1533

State Board of Education Regulations – 22 PA Code Sec. 4.52, 12.31, 12.32, 14.121, 15.9

State Department of Public Welfare Regulations – 55 PA Code Sec. 3270.181-3270.185

Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g

Family Educational Rights and Privacy, Title 34, Code of Federal Regulations – 34 CFR Part 99

1<sup>st</sup> Reading - March 11, 2013