

## **FAMILY RIGHTS POLICY**

A cumulative record shall be maintained for each student. This record shall contain only verified information of recognized importance and may be used only for the benefit or welfare of the student. It shall be directly accessible only to the professional staff, the student (if 18 or over), and his parents or guardian. Any other records shall be temporary, separate from the cumulative file, and shall be destroyed when their usefulness is no longer apparent or when the student leaves the school.

This policy statement recognizes that collecting and maintaining data to assist students in present and future endeavors must be done in a way that will not infringe upon a student's privacy or other rights.

### ***The Cumulative File***

1. The transcript shall contain records that constitute a minimum amount of data and shall be limited to the name, address and phone number of the student and of the parent or guardian, the student's birth date, course titles, grades, attendance, grade level completed, and year completed.

The transcript shall be maintained by the school department and may only be destroyed 60 years following graduation, transfer or withdrawal from the school system.

2. The temporary record shall consist of all the information not in the transcript of importance to the educational process and may include standardized test results, class rank, school-sponsored extra-curricular activities, and evaluations by teachers, counselors and other staff.

The temporary record shall be destroyed 6 years after the student transfers, graduates or withdraws from the school system.

### **Access**

1. The eligible student and his/her parent or guardian, or either one, as applicable, shall have access to the student record and may have copies of any information in the record. Authorized school personnel shall have access to student records. In general, no information in a student's record shall be disseminated without the specific informed, written consent of the eligible student and his/her parent, or either one, as applicable. A log shall be kept to record the dissemination of any information in the student record.
2. Implementation
  - a. Guidance personnel and principals will screen cumulative folders to eliminate any materials in contradiction to this policy.
  - b. All staff members will be thoroughly appraised of the policy and procedures necessitated by law. Items removed from the files by the screening process must be destroyed.

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