

FOSTER-GLOCESTER SCHOOL DISTRICT

Glocester, RI

STUDENT RECORDS - RIGHT OF ACCESS

PURPOSE:

To establish School Committee expectations in regards to access and protection of right of privacy of student records.

PHILOSOPHY:

The School Committee believes in the right of parents to inspect all records on their children which are maintained in each student's behalf by the School District. The Committee further believes that students and parents should be allowed to insert material of their choice in the records. Examples of types of materials which may be inserted within this philosophical expectation are results of outside testing and evaluation, medical or psychological reports, and explanations of unfavorable material appearing in the records.

POLICY STATEMENT:

Parents, guardians, or students wishing to review records shall submit a written request to examine records to the building Principal. Every effort shall be made to honor such a request within fifteen (15) days of submission of the written request.

1. Students in grade 8 or below must have the consent of their parents to inspect their file, while students above grade 8 may inspect their records upon request of their Counselor and the scheduling of a time to do so under the supervision of a member of the professional staff.
2. Parental insertion of materials within a student's file shall meet the stipulation of being:
 - A. Outside testing and evaluation.
 - B. Medical or psychological reports.
 - C. Explanations of unfavorable material appearing in the records.
3. Appropriate school officials are authorized to expunge material from a student's record upon request of the student/parent. Materials for which a request may be made for removal shall include harmful anecdotal entries, results of testing which occurred on a day when the student was under an emotional or physical strain, or obsolete and irrelevant materials.

POLICY STATEMENT (continued)

4. Any dispute or unexpected challenge which emerges from a records review which cannot be resolved by the Principal shall be immediately referred to the Superintendent of Schools for hearing and resolution.
5. Student records shall not be removed from the school or released to a requesting party except as herein provided:
 - A. Legitimate in-house purposes as approved by the Principal.
 - B. Transfers to other schools when parents, guardians or 18 year olds or older have requested a transfer of records in writing on a form provided by the District or where a request is received by another District noting the enrollment of a student(s) in their school.
 - C. In cases other than transfer to other schools with parental/guardian consent, specifying the records be released, to whom, and for what reason.
 - D. School disciplinary proceedings and records, even if they originate from a police report, must have consent before they are released to a receiving agency. The original report created by the law enforcement officer would be exempt from (Family Education Rights and Privacy Act) FERPA requirements.
 - E. To honor a Federal request for student records when applications are submitted for financial purposes.
 - F. In compliance with Judicial order or subpoena when parents/guardians have been informed.
6. In all cases, except records being forwarded to a system where the student has been transferred, copies, and not originals of records, will be released.

First Reading: May 6, 1975

Second Reading: May 19, 1975

Adopted: June 3, 1975

Revised: February 3, 1998

