

V. Students

A. Administrative Policies

2. Student Records and Information

c. Student Cumulative Records

ENCLOSURE
AUGUST 23, 2006
No. OB-1A(4)

It is the belief and policy of the Narragansett School System that student cumulative records should not cause a barrier to the student's progress through penetrating comments which might remain indelibly on the student's records. In keeping with this, these records should include objective and factual data, i.e., educational evaluations, test results (standardized, diagnostic, psychological), participation in school and student related activities, awards, work study experience, and community related activities. This information shall be kept in continuous form for all the years of schooling and shall then be retained in a safe manner and place for an indefinite number of years after schooling.

I. Student Record System

- 1) The student record system shall contain the following documents for each student:
 - A. Permanent Record Folder
 - B. Attendance Register
 - C. Health Record

II. Security and Confidentiality Guidelines

- 1) The Narragansett School System requires that the student record system be maintained in a secure and central location at the school for all students.
- 2) The Narragansett School System requires that each school within the district follow the Family Educational Rights and Privacy Act of 1974 and the Rhode Island Education Bill of Rights, RI Gen. Laws § 16-71-1 et seq. which assures parents, or guardians, and students that student records are confidential and accessible.

III. Missing Persons Rights

- 1) The Narragansett School System shall follow all State and Federal guidelines in dealing with requests for information on missing persons.

References

RI Gen. Laws § 42-28.8-7 – School Records – Flagging Required

RI Gen. Laws § 16-71-1 et seq. – Rhode Island Education Bill of Rights

Family Educational Rights and Privacy Act of 1974

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Student Record System

A. Permanent Record Folder

The Permanent Record Folder identifies the student by including the following data: student name, date of birth, age, sex, names of parent or guardian, resident address, telephone number, date enrolled and date left. The Permanent Record Folder will compile the student's grades, standardized test scores and extra-curricular activities.

B. Electronic Attendance Register

An Electronic Attendance Register documents the names of all students in the district and records the daily attendance of each student. A year-end hard copy shall be maintained at each school.

C. Health Record

The Health Record describes the student's general health history by including the following data: student's name, date of birth, sex, immunization dates, name of family physician, surgery dates, injuries, results of vision and hearing tests, results of dental examinations.

References

RI Gen. Laws § 16-12-4 – Register of Pupils – Reports Required by School Authorities

RI Gen. Laws § 16-21-9 – Health Examinations and Dental Screenings – Reports – Record

Security and Confidentiality Guidelines

- A. The Permanent Record Folder will be located in the Main Office at the school.
- B. The Attendance Register shall be maintained by each school's principal or his/her designee.
- C. The Health Record will be in the Nurse's Office, Main Office, or other central location at the school.

Parents, legal guardians and students have the right to:

- D. Inspect any and all education records pertaining to this child.

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- E. Inspect the part of a school record that directly pertains to their children (self) when more than one child is included in the information.
- F. Call for a hearing to challenge the accuracy of the contents of the student's educational records.
- G. Consent to or reject in writing the release of records.

For the purposes of this policy, Educational Records are defined as:

“all material that is incorporated into each student's cumulative folder and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to identifying data, academic work, achievement level, attendance data, test scores, health data and verified reports of serious or recurrent behavior patterns.”

Any person wishing to see or to receive a copy of their educational records should contact the school. The school must provide a copy of the school records within ten (10) days. Further information, including information on the filing of complaints, can be obtained from the United States Department of Education “Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W. Washington, D.C. 20202-4605; or via email at FERPA@ED.Gov.

Any parent or guardian can ask for a review of student records. Custodial and non-custodial parents have the right to inspect educational records. Family Educational Rights and Privacy Act rights are given to both parents. The school may ask for proper parent or guardian identification. The school may assume that a parent has these rights unless there is contrary legal evidence.

Directory Information and Release of Secondary School Record Information to Armed Forces Recruiters and Institutions of High Education

In accordance with certain provisions of the “No Child Left Behind Act of 2001,” the school district shall provide, upon request, To Armed Forces recruiters and representatives of institutions of higher education, the name, address, and telephone numbers of the district's students unless a student's parent has requested that such release take place only with prior written consent. This notice of the parental option shall be included in the annual education records notice provided to parents.

References

Family Educational Rights and Privacy Act of 1974

RI Gen. Laws § 16-71-3 – Educational Records Review Rights

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Public Law 107-110 – Section 9528 Armed Forces Recruiter Access to Students and Student Recruiting Information

Missing Persons

The school system shall employ the following procedures when receiving a written request for information on missing persons:

- A. School personnel receiving the request shall immediately notify his or her superior.
- B. The superior shall notify the building principal who shall immediately notify the local police or the missing children information center (RI State Police).
- C. The school shall retain the original written request.

The school system shall employ the following procedures when receiving a missing person request by someone in person:

- D. School personnel receiving request shall immediately notify his or her superior.
- E. School personnel shall note the physical description of the person making the request.
- F. The local police or the missing children information center (RI State Police) shall be immediately notified.
- G. School personnel shall require the person making the request to fill out a form indicating: name, address, telephone, social security number, relationship to missing person. These forms will be provided at each school.

References

RI Gen. Laws § 42-28.8-7 – School Records – Flagging Required.

Specific Procedures

Input: Objective and factual data shall be contributed by teachers, guidance personnel, school psychologist, special education supervisors, speech and hearing consultants, and administrators.

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Secret Files

Due to the fact that the key to sound record keeping is accessibility, the Narragansett School System does not retain secret files.

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Revised: September 19, 1990
Revised:

1st Reading: August 23, 2006
2nd Reading:

Narragansett School System
Narragansett, Rhode Island