

NOTIFICATION TO PARENTS/GUARDIANS AND STUDENTS OF THEIR RIGHTS RELATING TO SCHOOL RECORDS

The California Education Code Sections *48980 and 48982* require that an annual notice be given to parents with regard to discipline procedures and parents' rights and responsibilities. Parents are encouraged to read the information below for the benefit of their student(s).

In compliance with the Family Educational Rights and Privacy Act of 1974, a parent/guardian may request to review individual school records concerning his or her student(s). A student who has attained the age of sixteen or completed 10th grade has limited rights regarding school records. The principal of the school is responsible for the maintenance of school records. Requests to review student records must be directed to the principal or to his or her designee. If the parent/guardian or adult student believes that the records contain information that is inaccurate, misleading, or inappropriate, a request to remove such information can be obtained through the principal of each school (Section 49063 and sections that follow).

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Directory Information:

"Directory Information" includes one or more of the following items: student's name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student. The District has determined that the following individuals, officials or organizations may receive directory information:

- ◆ Public/Private Schools
- ◆ Elected Officials
- ◆ News Media
- ◆ Military Recruiters
- ◆ Private Non-Profit Organizations
- ◆ PTA and Booster Clubs
- ◆ Personnel in the Course of Their Official Duties: ☐ Potential Employers
- ☐ Local and State Law Enforcement Agencies
- ◆ Local, State, and Federal Educational Agencies ☐ Probation/Adoption Agencies

Directory information may be disclosed without prior consent from the parent or legal guardian unless, the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information. Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or eligible pupil, has provided written consent that directory information may be released.

Social Security Numbers – (EC 49076.7)

Pupils and their parents or guardians should not be asked to provide their social security numbers or the last four digits of the social security numbers unless required by state or federal law. If a form is requesting that you provide a social security or the last four digits of the social security number for you and/or your child and it does not specify the state or federal law that requires this information, ask the school administrator for more information before providing it.

Release of Juvenile Information – (WIC 831)

Juvenile court records should be confidential regardless of the juvenile's immigration status. Only if a court order is provided, will any student information be disseminated, attached or provided to federal officials. The court order must indicate prior approval of the presiding judge of the juvenile court. Otherwise, juvenile information is protected from distribution and remains private without a court order.

Whenever a pupil has been found by a court to have committed any felony or misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense, assault or battery, larceny, vandalism, or graffiti, the court will provide a written notice to the superintendent of the school district of attendance. The superintendent will then provide the information to the principal at the school of attendance, who will disseminate the information to any administrator, teacher, or counselor directly supervising or reporting on the behavior or progress of the pupil, allowing them to work with the pupil in an appropriate manner.

Destruction of Records

Per Title V Regulations 616020-616030, student records of enrollment and scholarship are classified as permanent records and shall be retained indefinitely. Students' cumulative records are classified as continuing records and, if not transferred, will be maintained by the District until the student ceases to be enrolled. Cumulative records are retained for three years and are then destroyed.