

Sparta Area School District

Article 405 - Pupil Records

Maintenance of Pupil Records:

Orderly records which adequately reflect progress, attendance, extra-curricular accomplishments, health, and pertinent behavioral records shall be maintained by the Sparta Area School District.

It shall be the responsibility of the Superintendent to determine the specific content of such records and to name the persons responsible for maintaining these records within the guidelines of applicable legislation and judicial decisions.

Behavioral records are those which include referral information, IEP team evaluations, individual reports, IEP team findings and reports, individual education programs, placement decisions and signed parental consent or refusal, psychological tests, personality evaluations, records of conversations, anecdotal records or comments in regard to a child's behavior, or tests which specifically measure a child's achievement or ability, law enforcement records obtained by the district, health records other than immunizations, discipline and conduct reports, and any other records which are not progress records. Behavior records, with the exception of discipline and conduct reports, Free and Reduced Price School Meals Applications, and pupil health records, shall be maintained in the District's Pupil Services Department. Discipline and conduct reports, and pupil health records shall be maintained in separate paper or digital file(s) in the child's school. Free and Reduced Price School Meals Applications shall be maintained for three years in the District's Food Service Office. Copies of Individualized Education programs will be maintained in the child's special education classroom. Special education records will be maintained for five years following a student's graduation. Other types of behavior records as herein defined shall be destroyed after a pupil has been graduated or has withdrawn from the School District's schools for a period of one year, unless written consent from adult student or parent of a minor student requests maintenance of up to seven years. Adult students or the parents/guardians of students under the age of 18 will be informed of their right to request records maintenance in the "Notice of Graduation" provided to students.

Pupil health records are maintained in a separate file in the student's school and include a log of first aid and medicine administered to the pupil, athletic permit card, the results of any routine screening such as vision, hearing or scoliosis, and a log of services, such as physical or occupational therapy, provided under the authority of the District. These records are subject to the requirements governing records classified as "behavior records".

Progress records are those which show classroom grades or reports of progress, attendance, immunizations, courses taken, and extra curricular activities and shall be maintained permanently even after a pupil has left the School District's schools for any reason. Progress records (permanent cards) are maintained in the school of attendance and are stored at the High School following graduation. Another type of progress record is the cumulative file. This file may contain copies of report cards, birth certificate, WSAS test results, and work samples. Cumulative files are given to students following graduation. Those that are not picked up are destroyed after one year.

Student directory information, including student's address, telephone listing, date of birth, and participation in co-curricular activities is governed by Article 612 – Directory and Yearbook Information.

Confidentiality of Pupil Records:

Pupil records of any types and those not mentioned in this policy shall remain confidential and may be released only upon the receipt of written permission from the parent, guardian, or adult pupil. This release may be made only to a specifically named person, business, or institution designated by such permission, or to those specifically mentioned in statutory exception. One exception which permits disclosure without consent is disclosure to school officials determined to have legitimate educational or safety interests in the records. A "school official" is a person employed by the District who is required by the Department of Public Instruction to hold a license; a person employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel; a person serving on the School Board; or a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist).

Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the IEP team under Wisconsin Statutes or Federal law.

Records maintained for personal use by a teacher and others required to hold a license under 115.28(7) Wis. Stats, and not available to others, and records available only to persons involved in the psychological treatment of a child are not pupil records. If such a record becomes a part of a special education team evaluation, exclusion conference, or advice to a receiving teacher or administrator, it becomes part of the behavioral record which must be shown to parents upon request. If such a confidential record is kept, it must be destroyed immediately when the pupil is no longer the direct responsibility of the certified person involved.

Parents and students over 18 years of age have the right to inspect and review educational records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the building principal a written request that identifies the record(s) they wish to inspect. Behavioral records shall be shown to a parent, guardian, or adult pupil only in the presence of a person qualified to explain and interpret such records. After the records have been shown and explained, a parent, guardian, or adult pupil, may request and receive a copy of such behavioral records.

An adult student, or the parent(s) or guardian(s) of a minor student, has the right to request the amendment of the student's school records if he/she believes the records are inaccurate, misleading or otherwise in violation of the student's privacy rights. Complaints regarding the content of student records may be made in writing to the superintendent and should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights. If the District decides to refuse to amend the information, it will inform the parent(s)/guardian of the refusal and advise the parent(s)/guardian of the right to a hearing under the Family Educational Rights and Privacy Act.

Pupil records may be used only by certified personnel within the system and then only for pupils for whom such personnel have responsibilities for teaching, planning, or programming. A public

