

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS**515 PROTECTION AND PRIVACY OF STUDENT RECORDS****I. PURPOSE**

The purpose of this policy is to establish and maintain appropriate individual student records, to ensure the safety of the student in ISD 719 and to provide guidance to district staff regarding the legal custody and access rights of custodial and non-custodial parents. This policy governs both physical access to student while on school property and access to a student's educational records.

II. DEFINITION

"Custodial parent" means the parent who has physical custody of the child.

"Custody" refers to the rights and responsibilities of a parent with respect to a child, including the right to physical access and the right to make decisions with respect to the child's health, education, and welfare in the best interests of the child.

"Educational records" are records that are (a) directly related to the student and (b) maintained by the School District or an employee or agent of the District.

"Guardian" is defined as a person, other than a parent, who has lawful custody of a child, as established by a court order.

"Legal custody" is the right to make decisions, including educational decisions, for a child.

"Joint legal custody" means that both parents have equal rights and responsibilities, including the right to participate in major decisions determining the child's upbringing, including decisions regarding the child's education.

"Joint physical custody" means that the routine daily care and control and the residence of the child is structured between the parties.

"Non-custodial parent" means a parent who does not have physical custody of a child at the time the right as a parent is asserted. In the case of a court order giving a third party such as legal guardian grandparents, or foster parents the right to physical custody of a child, both biological parents are non-custodial parents. Non-custodial parents can have joint legal custody of their children.

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

"Physical access" includes the right to visit with and be visited by the child during school hours and on school property.

"Physical custody" means the routine daily care and control and the residence of the child.

III. GENERAL STATEMENT OF POLICY

A. The guidelines for the establishment, maintenance and disposal of student records are as follows:

1. Student cumulative folders and cards shall be retained for a period of five (5) years following graduation, transfer or dropout. After five (5) years, they may be destroyed.
2. Student permanent record cards shall be retained in the building in which the pupil was last enrolled.
3. The student health record should be considered as a part of the cumulative record folder.
4. When a pupil moves out of the district, the cumulative folder shall be forwarded to the new school. The permanent record card should remain in the building where the pupil was last enrolled. A copy of the permanent record card shall be forwarded to the new school upon request.
5. Teacher grade books shall be retained for a period of five (5) years. After five (5) years, they may be destroyed.
6. Student report cards shall be retained for one (1) year. After one (1) year, they may be destroyed.
7. The principal/counselor shall maintain a file that contains grade level standardized testing norms and the results of psychological evaluations.
8. The principal, or his/her designated representative, shall be the only person(s) authorized to show school records. Requests to view records or have records forwarded to appropriate agencies shall be in accordance with Minnesota Statutes.

B. Data Privacy – Release of Student Information

While the school district must obtain and use certain information about each student to plan the best program possible, this need is balanced with the right of each student and parent to privacy. Therefore, access to this information by third parties is limited and controlled.

The directory information described is the Prior Lake-Savage Area School District's listing of public information. Per Federal law, Prior Lake-Savage Area Schools provides a list of high school students to secondary institutions and military recruiter offices as requested, unless the parent or student requests in writing that their name be removed from the listing. This information is public. The parent or student may, however, notify the school in writing that any or all of the information listed here not be released on that individual student. Parents (or students age 18+) who do not want this information to be shared should give notice in writing to the district by October 1st of each year. An opt-out form is included at the end of this policy.

Directory Information includes:

- Student's name and address
- Telephone listing
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Grade level
- Degrees or awards received
- Previous educational agency or institution attended
- Pictures for school-approved publications, electronic newsletters, cable TV or newspapers
- Student pictures, video and artwork on district web pages, including district and school social media sites
- Names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events

C. Access to Students and Student Records by Custodial and Non-Custodial Parents

It is the policy of Independent School District 719 to promote the constructive involvement of custodial and non-custodial parents in the education of their child by remaining neutral in all custody-related disputes. This policy, however, does not change the legal obligation of school district employees to comply with mandatory reporting requirements.

1. Access to Educational Records

Both custodial and non-custodial parents are presumed to have the right to access or to control access to a student's educational records and the right to be informed by school officials about their student's welfare, educational progress and status. Custodial and non-custodial parents have equal right to inspect and challenge the accuracy of their child's educational records. The fact that the parents are divorced or legally separated does not alter these rights unless the School District has been presented with a court order or other legally binding document terminating the parental rights of the non-custodial parent or denying the non-custodial parent a specific right in a written order.

The School District will develop procedures and make a good faith effort to communicate with non-custodial parents who have legal custody of a student.

If a custodial parent wishes to limit the non-custodial parent's access to a student's educational records, he or she must obtain and present to the school a legally binding document which prevents the release of such information. A copy of the written order must be provided to school officials before the School District will limit a parent's right of access.

2. Physical Access to a Student During the School Day

All parents, whether custodial or non-custodial, may visit a student at school or remove a student from school, provided the parent complies with the District's visitor's policy and does not disrupt the student's program of education. Both custodial and non-custodial parents also have the right to attend parent-teacher conferences, although the District is not required to hold a separate conference for each parent, and the right to attend other school events designed for parents. The fact that the parents are divorced or legally separated does not alter these rights unless a parent provides the District with a court order or other legally binding document specifically prohibiting physical contact between a non-custodial parent or other named individual and a student.

To limit access to a student, a custodial parent is required to file with the District a copy of the form entitled "Notification of Court Order or Restraining Order." The custodial parent's request will remain in effect until the date identified in the custody agreement in the Court Order or in the Restraining Order, or, until the individual named in the legally binding order produces a more recent order granting access to the student.

Issues related to transportation of students having custodial and non-custodial parents by the school district will be governed by the district's transportation policy. By adoption of this Policy, the School Board does not guarantee that it will verify that a student rides the proper school bus. Further, this policy does not guarantee that a student will only be released to the custodial parent, nor that a custodial or non-custodial parent will never be present in the school building as a volunteer, spectator, or parent of other children in the building.

This policy shall be interpreted in accordance with the Family Educational Rights and Privacy Act, the Minnesota Government Data Practices Act, and the Minnesota Marriage Dissolution statute.

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE-SAVAGE AREA PUBLIC SCHOOLS

NOTIFICATION OF COURT ORDER OR RESTRAINING ORDER

The purpose of this form is to assist District personnel in identifying situations where a non-custodial parent or other individual is legally prohibited from physical contact with a Student enrolled in Independent School District 719.

I, _____, the Parent or legal Guardian of _____
Parent Student

present the attached Court Order as documentation that _____
Name of Individual

is legally prohibited from contact with the above-named Student.

By signing this form, I agree that:

1. I am making this request based on a Court Order or Order from another legal proceeding. A copy of this Order is attached.
2. This request will be shared with the non-custodial parent or other named individual if he or she attempts physical contact with the Student and requests documentation regarding why such contact will not be allowed.
3. The information contained in this request will be shared with teachers and other personnel only to the extent that these individuals may need to assist the School District in enforcing the Court Order.

This request is for the current school year and will remain in effect until the non-custodial parent or other named individual provides a Court Order reversing the previous decision.

I understand that although the School District will make every effort to comply with this request, the District cannot be held liable in the event the named individual violates the attached Court Order.

Signature of Parent or Guardian

Date

Received by

Date

School Board Adoption: July 11, 2016

An Equal Opportunity School District

DENIAL OF RELEASE OF DIRECTORY INFORMATION

Prior Lake-Savage Area Schools

In accordance with federal law and state statutes, the school board has defined Directory Information as listed below.

The following Directory Information will be released automatically for all students **UNLESS** the box below is checked to deny its release.

Directory Information includes:

- Student's name and address
- Telephone listing
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Grade level
- Degrees or awards received
- Previous educational agency or institution attended
- Pictures for school-approved publications, electronic newsletters, cable TV or newspapers
- Student pictures, video and artwork on district web pages, including district and school social media sites
- Names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events.

DENY RELEASE OF ALL DIRECTORY INFORMATION

I understand that by denying the release of the above information, the affected student's name may not appear on some lists, such as honor rolls, athletic programs, yearbooks and graduation rosters.

Signed _____ Address _____

Print Parent Name _____
(Last Name) (First Name)

Date _____

Student Affected (please print) _____

Address _____

School Currently Attending _____

The designation of Directory Information about a student as private will remain in effect for one year or until it is modified by the written direction of the student's parent/guardian or the eligible student, whichever occurs first.

Return the completed and signed copy to Chelsea Caseboldt in the Communications office, District Services Center, 4540 Tower Street SE, Prior Lake, MN 55372 or ccaseboldt@priorlake-savage.k12.mn.us