

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: February 14, 2006

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **POLICY 5230 STUDENTS: ELEMENTARY AND SECONDARY, STUDENT RECORDS**

ORIGINATOR: Christine M. Johns, Deputy Superintendent, Curriculum and Instruction

RESOURCE PERSON(S): Dale Rauenzahn, Executive Director, Student Support Services

RECOMMENDATION

That the Board of Education approves proposed changes to Policy 5230. This is the first reading of the policy.

Appendix I: Policy 5230 Analysis
Appendix II: Policy 5230 STUDENTS: Elementary and Secondary, Student Records

BOARD OF EDUCATION OF BALTIMORE COUNTY
Policy Analysis

Proposed Revision

Policy 5230 – STUDENTS: Elementary and Secondary – Student Records

Statement of Issues Addressed by the Proposed Policy Revision

Policy 5230 was last updated in 1978 and Rule 5230 was last updated in 1999. Policy and Rule 5230 address all the aspects pertaining to students' records. A committee chaired by Dale Rauenzahn, Executive Director of Student Support Services, was formed in the 2004 - 2005 school year to review the policy and rule. The committee was composed of representatives from the Offices of Health Services, Psychological Services, School Counseling, Special Education, Third Party Billing, and Student Data. Based on the committee's input it was decided that the current policy needed to be updated to reflect the State guidelines as outlined in the *Maryland Student Records system Manual*.

Cost Analysis

There is no specific new fiscal impact on the system as a result of the proposed revisions.

Legal Requirement

Revised policy must comply with Family Educational Rights and Privacy Act, 20 U.S.C., section 1232g, and its implementing regulations, 34 C.F.R. pt.99; the Individuals with Disabilities Education Act, 20 U.S.C., section 1400 *et seq.*, and its implementing regulations, 34 C.F.R. Sections 300.561-300.576; and the Code of Maryland Regulations 13A.08.02, Student Records. Policy and Rule were reviewed and approved by the Law Office, Baltimore County Public Schools.

Similar Policies Adopted by Other School Systems

Similar policies from other jurisdictions (Montgomery, Prince George's and Harford Counties) were reviewed in the revision of this policy.

Draft of Proposed Policies and Rule

Attached

Other Alternatives Considered by Staff

There were no other alternatives considered since schools needed appropriate guidance to comply with federal and state laws.

STUDENTS: Elementary and Secondary

Progress: Student Records

THE BALTIMORE COUNTY BOARD OF EDUCATION [Records] shall maintain for each [child] ENROLLED STUDENT [from his entrance into school through the twelfth grade.] EDUCATIONAL RECORDS WHICH SHALL INCLUDE AT A MINIMUM THE FOLLOWING STUDENT INFORMATION:

- PERSONAL DATA;
- STUDENT'S SCHOOL ATTENDANCE DATA;
- ANNUAL PERFORMANCE;
- DATA SUMMARY PREKINDERGARTEN-8;
- ANNUAL SECONDARY SCHOOL PERFORMANCE;
- DATA SUMMARY 9-12;
- STATE MANDATED AND LOCAL SCHOOL SYSTEM TESTING;
- DISCIPLINARY;
- HEALTH SCREENING;
- RECORD OF PHYSICAL EXAMINATION; AND,
- MARYLAND STUDENT WITHDRAWAL/TRANSFER RECORD.[Provision shall be made for including at least the following:

1. Personal and family data including certification of name and date of birth
2. Test data, achievement records, and other evaluative information
3. Medical reports
4. Anecdotal reports
5. Psychological reports
6. Records of conferences
7. Copies of correspondence with parents and others concerning the child
8. Other records which may contribute to understanding and educational progress of the child.]

ALL STUDENT RECORDS WILL BE MAINTAINED IN ACCORDANCE WITH FEDERAL AND STATE LAWS GOVERNING EDUCATIONAL RECORDS. [All material in each student's record except directory information shall be treated as confidential and shall be directly accessible only to the professional staff of the school system and others who have a legitimate educational interest and to the student's

parents and the student. At the discretion of school system authorities, psychological reports may be withheld from a student but not from his/her parents. Any use of disclosure of a student's records should contribute to the welfare and educational progress of the individual under consideration. Within forty-five (45) calendar days following a request from parents and at personal interviews with the parents, all items in a student's record will be made available for review. All tests and evaluations will be translated into meaningful terms, and emphasis will be placed upon the relationships of all known factors influencing the educational development of the child. Baltimore County Public Schools retain the right to deny access to students' records if the school system deems that such disclosure is not in the best educational interest of the student and that such denial would not constitute a violation of policy, state or federal law.

Baltimore County Public Schools also retain the right to deny access to directory information contained in students' records unless access to such information is mandated by policy, state or federal law.

In any case in which disclosure of information would constitute a violation of a student's and/or his/her parents' rights under federal or state laws and regulations, such disclosure shall not be made.]

THE BOARD OF EDUCATION DIRECTS THE SUPERINTENDENT TO DEVELOP RULES FOR MAINTAINING STUDENT RECORDS.

Legal References: 20 U.S.C. Section 1232g
34 CFR Part 99
COMAR 13A.08.02.01--.31

Policy
Adopted: 4/10/69
Revised: 6/22/78
REVISED:

Board of Education of Baltimore County