

January 6, 2014

Staples High School

WESTPORT BOARD OF EDUCATION

*AGENDA

(Agenda Subject to Modification in Accordance with Law)

PUBLIC SESSION/PLEDGE OF ALLEGIANCE:

7:30 p.m. Staples High School, Cafeteria B (Room 301)

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS (15 MINUTES)

MINUTES: December 15, 16 and 18, 2013

DISCUSSION/ACTION:

1. 2013-14 Operating Budget: Update and Action Plan Ms. Whitney

DISCUSSION:

1. Executive Summary: 2014-15 Proposed Budget of the Superintendent Dr. Landon
2. Kroll Security Audit: Update Dr. Landon
3. School Visitations by Members of the Board of Education Dr. Landon

RESUME DISCUSSION/ACTION:

1. Partial Funding of the 2013-14 Insurance Budget Shortfall Dr. Landon
Mr. Longo
2. Policy P5125: Student Records (Encl.) Dr. Landon

PRESENTATION:

1. NEASC 10 Year Accreditation Staples High School: Update Ms. Comm

ADJOURNMENT

*A 2/3 vote is required to go to executive session, to add a topic to the agenda of a regular meeting, or to start a new topic after 10:30 p.m. The meeting can also be viewed on cable TV on channel 78; AT&T channel 99 and by video stream @www.westport.k12.ct.us

PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:

- Comment on non-agenda topics will occur during the first 15 minutes *except* when staff or guest presentations are scheduled.
- Board will not engage in dialogue on non-agenda items.
- Public may speak as agenda topics come up for discussion or information.
- Speakers on non-agenda items are limited to 2 minutes each, except by prior arrangement with chair.
- Speakers on agenda items are limited to 3 minutes each, except by prior arrangement with chair.
- Speakers must give name and use microphone.
- Responses to questions may be deferred if answers not immediately available.
- Public comment is normally not invited for topics listed for action after having been publicly discussed at one or more meetings.

WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON
Superintendent of Schools

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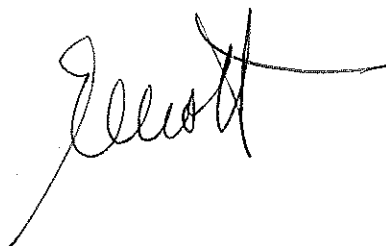
To: Members of the Board of Education
From: Elliott Landon
Subject: Policy P5125: Student Records
Date: January 6, 2014

Pursuant to the request of the Board of Education that the Administrative Regulation related to the above-referenced policy be amended to permit teachers to provide recommendations for students wishing to transfer to private, parochial or other public schools, please find appended to this memorandum a revision to the current Administrative Regulation R 5125.

The revision requires all such recommendations to be reviewed by the Director of Pupil Services to ensure that the Westport Public Schools are not exposed to any liability by virtue of any such letter of recommendation.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education approves an amendment to Administrative Regulation R 5125, with regard to teacher recommendations for students wishing to attend private, parochial or other public schools, said Regulation to be included in the Minutes of the meeting of January 6, 2014.



Students

Student Records

Student records are developed and maintained by the schools in order to record and store information about students and their families for legitimate educational purposes, including instruction, guidance, and research. Central to these purposes is the welfare of, assistance to and educational progress of students, and the maintenance of a safe and orderly environment. No information may be collected that is not legally required, or of no benefit to the educational program of the student, or unnecessary to maintain the successful operation of the school system. Only the Superintendent, Assistant Superintendent, Principals and/or their designees are authorized to collect information concerning students that is to be recorded, stored and maintained by the school and available for inspection and review by authorized persons.

Educational records include any information recorded in any way, (e.g., handwriting, print, tape, in electronic data bases, videotape, film, microfilm and microfiche) that is directly related to a student and maintained by the school district or by a party acting for the school district, except:

- Personal records that are kept in the sole possession of the school staff member who made them and that are not accessible to or revealed to any other person except the staff member's personal substitute;
- Employment records that are used only in relation to the student's employment by the school district; and
- Alumni records that contain information about a student after he or she is no longer in attendance at the school district. These records do not relate to the person as a student.

"Extra-confidential" records are records to which access by school officials and by other parties should be strictly limited by the need to know. These records include psychiatric evaluations, family assessments and child abuse reports. Administrative procedures shall include regulations for handling these records.

Student records are the confidential property of the school. Access to or disclosure of information contained in student records is limited to the student who has reached the age of majority (18), the parent(s) or legal guardian(s) of minor children and authorized school officials, as defined below who have a legitimate interest, as defined below. The school district will disclose personally identifiable information from a student's educational records only with the written authorization of the student, when appropriate, or a custodial parent or legal guardian except:

Students

Student Records (continued)

1. To school officials who have legitimate educational interest in the records.
 - a. A school official is:
 - A member of the Board of Education or a person employed by the school district as an administrator, supervisor, teacher, teacher aide, administrative assistant, secretary or clerk.
 - A person employed by or under contract to the school district to perform a special task (e.g., an attorney, auditor, medical consultant, etc.)
 - b. A school official has “legitimate educational interest” when:
 - Performing a task or responsibility that is specified in his or her job description, position, description or contract agreement
 - Performing a task related to a student’s education
 - Performing a task related to the discipline of a student
 - Providing service or benefit to the student and/or the student’s family including, but not limited to, health care, parent effectiveness training and homebound instruction.
2. To authorized officials of the U.S. Department of Education, the Comptroller General of the United States, and state and local educational authorities, provided the disclosure of the information pertains to state-supported or federally-supported education programs and meets the requirements of Section 99-35(b) (1) and 99.35 (b) (2) of the Family Educational Rights and Privacy Act of 1974.
3. To state and local authorities and officials, if a state statute adopted before Nov. 19, 1974, specifically requires disclosures to those authorities and officials; and
4. To parents of an eligible student who claim the student as a dependent for income tax purposes, as defined in section 152 of the Internal Revenue Code of 1954.
5. To comply with a judicial order or lawfully issued subpoena;
6. To appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Students

Student Records (continued)

All student records, as classified on the attached chart, shall be under the custodianship of the authorized administrator as identified on the attached chart, and shall be kept in such a manner as to make them secure from access or inspection by unauthorized persons.

All student records shall be systematically and periodically evaluated during a student's career in the Westport schools, and materials which are not pertinent to the welfare of, assistance to, and educational progress of students shall be removed and destroyed. The administration shall develop procedures and a timetable for review of records and removal of material no longer relevant.

Any custodial parent(s), the legal guardian(s) or the student who is of legal age, shall have the right to challenge the presence in the record of material which they feel is false, inaccurate or inappropriate. Should such challenge be found valid, such materials shall be removed and destroyed. Orderly procedures shall be established to process challenges. Parents have the right to insert their own appropriate record, and to appeal a decision by the administrator not to remove challenged material.

All procedures shall be consistent with applicable state and federal laws and shall be periodically reviewed and revised to conform to any changes in these laws.

Parents and eligible students are to be notified annually of the above policy and procedures, and of rights accorded to them by state and federal law, including the right to inspect and review records, request amendment of records, consent to disclosure of identifiable information, file a complaint with the U.S. Department of Education of alleged failure by the school district to comply, and obtain a copy of the district's policies and procedures.

Chart of Types of Records

| Types of Records | Grades | Location | Custodian |
|---|----------------|---------------------------------------|------------------|
| Cumulative School Records and Special Education Records | Grades K to 5 | Office of School Principal | School Principal |
| Cumulative School Records and Special Education Records | Grades 6 to 8 | Office of the Middle School Principal | School Principal |
| Cumulative School Records and Special Education Records | Grades 9 to 12 | Office of the High School Principal | School Principal |
| Discipline Records | Grades K to 5 | Office of School Principal | School Principal |
| Discipline Records | Grades 6 to 12 | Office of Vice Principal | Vice Principal |

Students

Student Records (continued)

Chart of Types of Records
(continued)

| Types of Records | Grades | Location | Custodian |
|---|----------------|--|----------------------------|
| Extra-Confidential Records | Grades K to 12 | Office of Director of Pupil Services | Director of Pupil Services |
| Health Records | Grades K to 12 | Office of the School Nurse | School Nurse |
| School Transportation Records | Grades K to 12 | Office of the Transportation Coordinator | Transportation Coordinator |
| Educational Records of Students in Out-of-District Placements | Grades K to 12 | Office of Director of Pupil Services | Director of Pupil Services |

Legal Reference: Connecticut General Statutes
 1-19(b)(11) Access to public records. Exempt records.
 7-109 Destruction of documents.
 10-15b Access of parent or guardians to student's records.
 10-154a Professional communications between teacher or nurse & student.
 10-209 Records not to be public.
 10-221b Boards of education to establish written uniform policy re: treatment of recruiters.
 11-8a Retention, destruction and transfer of documents
 11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
 46b-56 (e) Access to Records of Minors.
 Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).
 Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).
 Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Policy adopted: December 16, 2002

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Students

Student Records

For reasons related to: (1) consistency in providing information and (2) ensuring that documents sent to receiving private, parochial or other public schools have been seen previously by a parent or guardian, it is the policy of the Westport Public Schools that for all students K-12, *only* official health records, cumulative report card information, report cards and student records are to be released to such receiving schools.

Where teachers elect to respond to parent/guardian requests for recommendations to private, parochial or other public schools, such letters of recommendation shall be reviewed by the Director of Pupil Services to ensure that the Westport Public Schools are not exposed to any liability by virtue of such letters of recommendation.

~~*Separate teacher recommendations are not to be provided to such private, parochial or other public schools.*~~

Student records are to be sent to receiving schools only after written permission from a parent or guardian of a student has been received in the school office.

Adopted:
July 1, 2010

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut