

School District of River Falls
Educational Program Committee Meeting

Monday, January 6, 2025 - 6:00 PM

District Office

852 E Division Street

River Falls, Wisconsin 54022

Educational Program Committee members: Alan Tuchtenhagen (Chair), Lindsey Curtis, & Monica LaVold

A quorum of the Board may be present for information-gathering purposes only.

Agendas can be viewed at <https://www.rfsd.k12.wi.us/district/school-board.cfm> or at

<https://meetings.boardbook.org/Public/Organization/1447>

1. CALL TO ORDER - 6:00 PM

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS

4. APPROVE THE MEMO TO ESTABLISH SEATS FOR OPEN ENROLLMENT

2

Description: Amy Wise and MaryBeth Elliott, Co-Directors of Academic Services, will present the district memo to officially establish available student seats for Open Enrollment in the 2025-26 school year.

Recommended Action: Approve the memo to establish seats for Open Enrollment.

5. APPROVE THE DISTRICT'S NOTICE OF EDUCATIONAL OPTIONS

4

Description: Amy Wise and MaryBeth Elliott, Co-Directors of Academic Services, will present the District's Notice of Educational Options for approval pursuant to Wisconsin State Statute 115.28(54m). Educational options must be approved and posted on an annual basis prior to the Open Enrollment window being opened.

Recommended Action: Approve the RFSD Educational Options for 2025.

6. REVIEW POLICY 347 STUDENT RECORDS

8

Description: Amy Wise and MaryBeth Elliott, Co-Directors of Academic Services, will present Policy 347 Student Records. This policy outlines purposes for maintaining student records.

Recommended Action: Approve initial reading of Policy 347 Student Records.

7. REVIEW POLICY 347-RULE GUIDELINES FOR THE CONFIDENTIALITY AND MAINTENANCE OF STUDENT RECORDS

10

Description: Amy Wise and MaryBeth Elliott, Co-Directors of Academic Services, will present revised School Board Policy 347-Rule Guidelines for the Confidentiality and Maintenance of Student Records. This policy defines records and outlines procedures for maintaining the confidentiality and proper handling of student records, ensuring that personal information about students is protected and only accessed by authorized personnel.

Recommended Action: Approve initial reading of Policy 347-Rule Guidelines for the Confidentiality and Maintenance of Student Records.

8. PROPOSED/SUGGESTED ITEMS FOR THE NEXT REGULAR AND FUTURE EDUCATIONAL PROGRAM MEETING AGENDA(S)

Description: As always, committee members will be given the opportunity to suggest items for future committee and/or Board meeting agendas.

Recommended Action: As needed.

9. SCHEDULE NEXT EDUCATIONAL PROGRAM COMMITTEE MEETING

Description: Upcoming committee meeting dates, times, and locations will be reviewed.

Recommended Action: Set the meeting schedule as follows:

Educational Program Committee meeting: Monday, February 3, 2025, 6:00 p.m.

The meeting will be held at the District Office conference room, 852 E. Division Street.

10. ADJOURN



January 8, 2025

Administrative recommendation to the River Falls School Board of Education for Open Enrollment during the 2025-26 school year:

The School Board of River Falls shall follow Policy #423 (and #423-Rule) when making all open enrollment decisions.

Enrollment projections in the School District of River Falls have been cast forward based on current student enrollment and has determined its available seat capacity for the 2025-26 school year for regular education students to be:

RF4C – unlimited seats

Greenwood ES, River Falls Public Montessori Elementary, Rocky Branch ES and Westside ES

Grade K - twenty (20) seats
Grades 1 through 5 - fifteen (15) seats per grade

Meyer Middle School

Grades 6 through 8 - fifteen (15) seats per grade

River Falls High School

Grade 9 through 12 - fifteen (15) seats per grade

Renaissance Charter Academy

Grades 9-12 – fifteen (15) seats

Special education seats are determined based on a review of numbers and caseloads in our various programs of focus. Open enrollment may be considered if the district is able to provide special education and related services required in the students IEP, and if there is space available in those programs. Based on a review of current special education numbers and caseloads, and enrollment projections for the 2025-26 school year, available seats in each program area are as follows:

Early Childhood Special Education (EC & RF4C)

Cross Categorical Program	Zero (0) Seats
Speech/Language Program	Zero (0) Seats

Elementary Schools (Grades JK-5)

Cross Categorical Program: Behavioral Focus	Zero (0) Seats
Cross Categorical Program: Academic Focus	Zero (0) Seats
Cross Categorical Program: Center Based	Zero (0) Seats
Speech/Language Services	Zero (0) Seats

Middle School School (Grades 6-8)

Cross Categorical Program: Behavioral Focus	Zero (0) Seats
Cross Categorical Program: Academic Focus	Zero (0) Seats
Cross Categorical Program: Center Based	Zero (0) Seats
Speech/Language Services	Zero (0) Seats



High School (Grades 9-12+)

Cross Categorical Program: Behavioral Focus	Zero (0) Seats
Cross Categorical Program: Academic Focus	Zero (0) Seats
Cross Categorical Program: Center Based	Zero (0) Seats
Speech/Language Services	Zero (0) Seats
Project Search Program	Zero (0) Seats

District Services (EC-12+)

Vision Impaired Services	Zero (0) Seats
Deaf/ Hard of Hearing Services	Zero (0) Seats
Adaptive Physical Education Services	Zero (0) Seats



School District of River Falls

Educational Options

Pursuant to Wisconsin State Statute 115.28 (54m), notice must be provided regarding the educational options available to all students who are at least three years old, but not yet 18 years old. Each of the [following areas](#) represent educational options for Wisconsin students.

The School District of River Falls “Exceeded Expectations” on the Wisconsin Department of Public Instruction’s District Report Card for the 2023-24 school year. Specific district and school report cards can be located at <https://apps2.dpi.wi.gov/reportcards/>. Report card data can also be found on each of our School District of River Falls website, under Academic Services.

The School District of River Falls offers students a variety of educational options to children who reside within the boundaries of the School District of River Falls. The District’s primary educational pathway and instructional program for students begin with our 4-year-old kindergarten program through 12th grade. The District’s educational options and recent school performance category (if applicable) are listed below:

Enrollment Options:

- Attendance at resident public schools
- Attendance at private schools participating in the Wisconsin Private School Choice
- Program attendance at local district charter schools
- Attendance at virtual schools
- Full-time open enrollment
- Early College Credit Program and Start College Now Program
- Partial enrollment options for pupils enrolled in a home-based private educational program
- Parents of children with disabilities are also advised that there is a special needs voucher program

School District of River Falls Specific Options:

River Falls 4 Children (4C) Community Sites:

- Abundant Life - (Subject to certified staffing)
- Jacob’s Ladder
- Little Adventures 1
- Little Adventures 2
- The University Preschool
- UW-River Falls CHILd Center
- River Falls Public Montessori Elementary
- Rocky Branch Elementary

Elementary Schools:

Greenwood Elementary School - Exceeds Expectations

*River Falls Public Montessori Elementary - Exceeds Expectations

**Charter School*

Rocky Branch Elementary School - Meets Expectations

Westside Elementary School - Meets Expectations

Middle School:

Meyer Middle School - Exceeds Expectations

High Schools:

*Renaissance Charter Academy - Alternate Accountability Ranking (Satisfactory Progress)

**Charter School*

River Falls High School - Meets Expectations

Additional Educational programs offered to eligible students who are enrolled in and attending school in the School District of River Falls include:

- Early childhood special education (for students who are at least 3 years old, prior to school-age)
- Special education for students with disabilities
- English learner services
- Career and Technical Education (CTE) Academies and local programs
- Personalized learning instructional opportunities
- Alternative educational program(s)
- Summer school programming
- Character education initiatives
- Academic and Career Planning Initiatives
- College and Career Fairs

Charter School Programs Offered in the River Falls School District:

River Falls Public Montessori Elementary

River Falls Public Montessori Elementary (4K-6) is a collaborative community that supports the development of intrinsically motivated, inquisitive, critical thinking citizens who realize their full potential to serve and positively impact the world. By following the Montessori Method, we promote individualized learning through the exploration and inquiry in multi-aged communities to develop the whole child. For more information, please visit our webpage at <https://www.rfsd.k12.wi.us/schools/montessori/>.

Renaissance Charter Academy (RCA)

The Renaissance Charter Academy (9-12) is an innovative, charter school that offers programs to meet the needs of a wide range of learners. Our specialty lies in the area of individualized learning with social and emotional support. The Renaissance Academy partners with the River Falls High School to offer students a larger variety of courses, electives, sports, activities, and clubs. We also offer dual credit courses in cooperation with local technical colleges. We ensure that all students have a firm grasp of core academics and skills necessary to achieve post-secondary life goals. Students at the Renaissance Academy are expected to demonstrate independent learning skills and embrace the concept of lifelong learning. For more information, please visit our webpage at <https://www.rfsd.k12.wi.us/schools/renaissance/>.

High School Program Highlights:

Students at River Falls High School (RFHS) have a wide variety of educational opportunities throughout their time enrolled. These opportunities are provided to meet the needs of our students with variation in coursework as well as to personalize their learning experience to best meet their individual needs. Additionally, we strive to ensure we are providing quality opportunities aligned with our district and community expectations. Below are opportunities provided for current students enrolled at RFHS:

Face-to-Face Classroom Instruction:

Students at River Falls High School have the opportunity to enroll in a wide variety of coursework in core academic classes, visual arts, performing arts, career and technical education, family consumer science, and other elective opportunities. These courses offered by RFHS staff are offered through face-to-face instruction or hybrid online courses taught using our learning management system; Schoology. Students participating in these educational opportunities are held accountable to the grading for learning guidelines identified by RFHS and included in our student handbook. These expectations are further communicated in teacher syllabi and/or course expectation guidelines.

Work-Based Learning

Students are offered an opportunity to “earn while they learn”. Students explore real work career opportunities through one of these three school-to-work programs:

Work Experience

- Students earn .5 credits per term for working 90+ hours with a maximum of 1 credit during their high school career.
- Students learn to use employability skills valued by employers while helping students explore career interests.
- Students who successfully complete this program will earn a Employability Skills Certificate issued through the Wisconsin Department of Public Instruction.
- A student's job does not need to fall within any specific CTE program area.

Cooperative Skills (Co-Op)

- The Co-Op program offers juniors and seniors a course of study that integrates academic work, worksite learning, and paid work experience.
- This program is administered through the Wisconsin Department of Public Instruction where upon successful completion, awards students with a state issued certificate.
- There are several specific program areas from which the student’s job must qualify (Agriculture/Agribusiness, Business, Childcare, Assistant Child Care Teaching, (ACCT)/Infant-Toddler, Food Service, IT, Marketing, Employability Skills Certificate and Youth Leadership Certificate).
- Requires 480 hours of work experience and concurrent related CTE classes.

Youth Apprenticeship (YA)

- Rigorous one or two year state certification program combining academic and technical instruction with mentored, paid, on-the-job training.
- Upon successful completion of their apprenticeship, students earn a certificate issued by the State of Wisconsin Department of Workforce Development that will become a permanent record on their high school transcript.
- Students must take related high school or college classes that help to enhance their worksite experience.
- Students must complete a minimum of 450 hours at their YA worksite each year.
- Open to juniors and seniors.

Students may earn a maximum of six high school credits for YA. Total credits earned for YA will be based on a combination of specific job and hours worked.

Additional Course Opportunities

Online Courses (WVS) Hybrid Courses

Advanced Placement (AP)

Start College Now (SCN)

Dual Academic Credit Program (DACP)

Transcribed Credits (TC)

Advanced Standing (AS)

Independent Study (IS)

Wisconsin Virtual School (WVS) Courses:

Students at RFHS are provided with the opportunity to participate in coursework offered through WVS. These courses are offered online through a partnership with CESA 9. RFHS students who enroll in WVS coursework have access to additional course opportunities not always offered at RFHS. RFHS has an identified Local Education Guide (LEG) who facilitates all student enrollment in WVS coursework. Our LEG conducts an introduction meeting with students, sends out regular student progress reports, and is available as a liaison if students have any difficulty in the online learning environment.

Why do we use WVS?

- WVS allows us the opportunity to offer courses that we are not able to offer at RFHS.
- WVS allows students to enroll in courses for students who want to participate in other priority courses that conflict with scheduled offerings.
- WVS allows students to personalize their schedule, course selection, and best meet their learning style.
- WVS strives to offer quality courses through their program, has established criteria and standards in which they select their providers, and regularly review and update their course offerings.

Early College Credit Program:

Early College Credit Program (ECCP) is a collaborative program between RFHS, UWRF, CVTC, and WITC. Students may enroll in college level courses that earn high school and college or technical school credit. Admission is based on school records and/or special interest courses, approval by the School Board, and available space. If approved, tuition and fees are paid by the school district. Application deadlines are March 1 for fall semester and October 1 for spring semester. Students may not enroll in more than 18 credits during their junior and senior years. Upon enrollment in an ECCP course, it is the student's responsibility to notify the college or technical school if the student decides not to take the course. This must be accomplished prior to the first class session in order to avoid enrollment charges. Students/families will be required to reimburse the school district for tuition costs in the event of failed or incomplete ECCP classes.

Part-time Open Enrollment:

Part-time Open Enrollment provides a means for Wisconsin students to take courses offered by other Wisconsin school districts and also includes the opportunity for students to enroll in courses offered by charter schools, various institutions of higher education, and approved nonprofit organizations at no cost to the student. Specifically, Part-time Open Enrollment allows students enrolled in a public school district to take up to two courses at any time from an educational institution. Part-time Open Enrollment applications must be submitted and received 6 weeks prior to the start of any course.

For more information, please contact the Director of Academic Services office at (715) 425-1800.

Updated: January, 2025



POLICY 347 STUDENT RECORDS

Cumulative student records shall **will** be maintained for **all** each student from the time of his/her entrance into school until such time as specified in established procedures
School District of River Falls Rule 347 Guidelines for the Confidentiality and Maintenance of Student Records.

The collection, maintenance, ~~and dissemination,~~ **and destruction** of student records is a valid, legal and expected function of any school system. The confidential nature of such records is a matter of fact and is fully recognized by the **School** Board of Education and **school personnel** ~~the administrative and professional staff~~ in their use of such data. Student records shall be maintained for the following purposes:

1. To provide appropriate information to all administrators and professional staff directly involved with the student which will enhance a more effective working relationship with the student.
2. To provide the same **school personnel** ~~the administrative and professional staff~~ with a base from which to guide and counsel the student regarding his/her total development.
3. To enable **school personnel** ~~the administrative and professional staff~~ to counsel with parents/guardians regarding the progress of their children.
4. To develop a base of information from which the student, his/her parents/guardians, appropriate **school personnel** ~~the administrative and professional staff~~ can help establish realistic career/placement goals.

Student record information shall **will** be available only in accordance with state and federal laws and regulations and established procedures. Individuals collecting or using personally identifiable information in the ~~D~~district shall receive training or instruction regarding the state and federal student record confidentiality requirements and established procedures.

LEGAL REF.: Sections 118.125 Wisconsin Statutes **Section** 118.126, 118.127, 118.51(8), 118.52(10), 146.81 - 146.84, 252.15, 767.24(7), 938.396, Family Educational Rights and Privacy Act (20 USC Section 1232g, 34 CFR Part 99)
~~No Child Left Behind Act of 2001~~

Wis. Stat. Secs. 19.65 - rules of conduct; employee training; and security regarding personally-identifiable information;
48.396 - law enforcement officer records;
115.812(2) - reporting information regarding specified students with disabilities to appropriate county departments;
950.08(2w) - information provided by district attorney to schools in criminal cases;



POLICY 347 STUDENT RECORDS

20 U.S.C. §7908 - providing high school students' contact information to military recruiters and institutions of higher education;
10 U.S.C. §503(c) - providing high school students' contact information to military recruiters;

42 U.S.C. §1758(b)(6) - heightened privacy rules for students' eligibility status and other National School Lunch Program records - see also
7 C.F.R. §245.6.

CROSS REF.: 347-Rule, Guidelines for the Confidentiality and Maintenance of Student Records; **342 PROGRAMS FOR CHILDREN WITH DISABILITIES;** ~~491, Children of Divorced/Separated Parents~~

APPROVED: March 19, 1973

REVISED: February 16, 1976
January 18, 1982
September 16, 1991
September 20, 2004
XXXX X, 2025

DRAFT



POLICY 347 - RULE GUIDELINES FOR THE CONFIDENTIALITY AND MAINTENANCE OF STUDENT RECORDS

Student records shall **will** be maintained **by the district** in the interest of the student to assist **school personnel** the District in providing appropriate educational experiences and to assist the students **s** in his/her total development.

A. Definitions

Student records include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for and available to persons involved in the psychological treatment of a student. **Student records are**

1. "Progress records" ~~maintained by the school~~ include a statement of the courses taken by the student, the student's grades, the student's co-curricular activities, the student's immunization records and the student's attendance records.
2. "Behavioral records" ~~maintained by the school~~ include tests relating specifically to achievement or measurement of ability, psychological tests, the student's physical health records other than his/her immunization records, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, law enforcement agency records and any other student records which are not progress records.
 - a. "Law enforcement agency records" include ~~those~~ records and other information obtained from a law enforcement agency relating to: (1) the use, possession or distribution of alcohol or a controlled substance by a student enrolled in the **d**District; (2) the illegal possession of a dangerous weapon by a child; (3) an act for which a **d**District student was taken into custody based on the law enforcement officer's belief that he/she violated or was violating certain specified laws; and, (4) the act for which a juvenile enrolled in the **d**District was adjudged delinquent. The law enforcement agency may provide such record information to the **d**District on its own initiative or on the request of the **s**Superintendent or designee, subject to the agency's official policy. A law enforcement agency may also enter into an interagency agreement with the **d**District to provide for the routine disclosure of this information to the **d**District. If a law enforcement agency denies access to any of the aforementioned records, the **d**District may file a petition with the court seeking access to the records based on legitimate educational or safety interests in the records. Once the record information is received, the student named in the records and the parent/guardian of any minor student named in the records shall will be notified of the information.
 - b. "Law enforcement unit records" include ~~those records maintained by a law enforcement unit of the District that were created for the purpose of law enforcement. A "law enforcement unit of the District" is an individual,~~

~~office, department, division or other component of the District that is authorized by the Board of Education to do any of the following: (1) enforce any law or ordinance, or refer to the appropriate authorities a matter for enforcement of any law or ordinance against any person other than the school district; and/or, (2) maintain the physical security and safety of a public school.~~

- c. "Court records" include ~~those~~ records received from a court clerk concerning a juvenile enrolled in the ~~d~~District who: (1) has had a petition filed with a court alleging that he/she has committed a delinquent act that would be a felony if committed by an adult; (2) has been adjudged delinquent; (3) has school attendance as a condition of his/her court dispositional order; or, (4) has been found to have committed a delinquent act at the request of or for the benefit of a criminal gang that would be a felony if committed by an adult, and has been adjudged delinquent on that basis.
- d. "Physical health records" include basic health information about a student, including the student's emergency medical card, a log of first aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, the results of any routine screening test such as for hearing, vision or scoliosis and any follow up to such test, and any other basic health information as determined by the State Superintendent of Public Instruction.
- e. "Patient health care records" include all records relating to the health of a student prepared by or under the supervision of a health care provider which are not included in the student "physical health records" definition above.
3. "Directory data" includes the following:
- ~~a. Grades Kindergarten through Five~~ the student's name, grade level and photograph; name of the school the student is presently attending; school activities in which the student participates; and awards and honors the student has received.
- ~~b. Grades Six through Eight~~ the student's name, grade level and photograph; name of the school the student is presently attending; school activities in which the student participates; and awards and honors the student has received.
- ~~c. Grades Nine through 12~~ the student's name, grade level and photograph; name of the school the student is presently attending; school activities in which the student participates; awards and honors the student has

received; and the height and weight of athletic team members.

- The student's name
- The student's participation in officially recognized activities and sports
- The student's weight and height if a member of an athletic team
- The student's dates of attendance
- The student's photograph
- The student's degrees and awards
- The name of the school most recently previously attended

B. Confidentiality and Access to Records

All requests for inspection of records or transfer to another school or school district should be directed to the building principal, who ~~shall~~ **will** then determine whether inspection or transfer is permitted under these guidelines.

1. Progress and Behavioral Records Other Than Patient Care Records

The School Nurse ~~shall~~ **will** be responsible for maintaining the confidentiality of physical health records. The Director of Academic Services ~~shall~~ **will** have general responsibility for maintaining the confidentiality of all other student progress and behavioral records other than patient health care records, within the ~~d~~District, with the building principal assuming the primary responsibility within his/her building.

All student progress and behavioral records ~~shall~~ **will** be confidential, with the following exceptions:

- a. A student or the parent/guardian of a minor student ~~shall~~ **will**, upon request, be shown and provided with a copy of the student's progress records.
- b. An adult student or the parent/guardian of a minor student ~~shall~~ **will** upon **verbal or written** request, be shown **the student's behavioral records** in the presence of a person qualified to explain and interpret the records, ~~the student's behavioral records~~. Such student or parent/guardian ~~shall~~ **will**, upon request, be provided with a copy of the behavioral records.
- c. Student records ~~shall~~ **will** be disclosed at the request or order of a court. The ~~d~~District ~~shall~~ **will** make a reasonable effort to notify the adult student **(18 or older)**, or parent/guardian of a judicial order in advance of compliance therewith, except as otherwise provided by law.
- d. Student records ~~shall~~ **will** be made available to persons employed by the ~~d~~District who are required by the state to hold a license and to other ~~d~~District officials who have been determined by the **School** Board to have legitimate educational interests, including safety interests, in the student

records. A “school official” is a person employed by the ~~d~~District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is 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; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. ~~A~~**S**chool official ~~s have~~ **has** a “legitimate educational interest” if the official needs to review a student record in order to fulfill his/her professional or District responsibility.

- (1) Law enforcement agency records received by the District may be made available to those school officials with legitimate educational interests, including safety interests, in the information. If law enforcement agency record information obtained by the District relates to a District student, the information may also be disclosed to those District employees who have been designated by the **School** Board to receive that information for the purpose of providing treatment programs for District students. The information may not be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District’s athletic/activity code.
 - (2) Law enforcement unit records may be made available to school officials under the same conditions as outlined above regarding access to law enforcement agency record information.
 - (3) Court records obtained by the District must be disclosed to District employees who work directly with the juvenile named in the records or who have been determined by the **School** Board to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District’s athletic/activity code.
- e. Upon the written permission of an adult student, or the parent/guardian of a minor student, the school ~~shall~~ **will** make available to the person named in the permission form the student’s progress records or such portion of his/her behavioral records as determined by the person authorizing the release. Law enforcement records may not be made available under this exception unless specifically identified by the adult student or by the parent/guardian of a minor student in the written request.
- f. Student records ~~shall~~ **will** be provided to a court in response to a subpoena

- by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency. The ~~d~~District ~~shall~~ **will** make a reasonable effort to notify the adult student or parents/guardians of the subpoena in advance of compliance therewith, except as otherwise provided by law.
- g. The **School** Board may provide the DPI or any public officer with information required under Chapters 115 to 121 of the state statutes. Upon request, the **School** Board ~~shall~~ **will** provide the DPI with any student record information that relates to an audit or evaluation of a federal or state-supported program or that is required to determine compliance with state law provisions. Information reported ~~shall~~ **will** be kept confidential by the DPI.
- h. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the individualized education program (IEP) team in accordance with state and federal law.
- i. Information from a student's immunization records ~~shall~~ **will** be made available to state and local health officials to carry out immunization requirements.
- j. Upon request, the names of students who have withdrawn from school prior to graduation ~~shall~~ **will** be provided to the technical college district board in which the public school is located or, for verification of eligibility for public assistance, to the Department of Health and Family Services (DHFS), the Department of Workforce Development (DWD) or a county department under sections 46.215, 46.22 or 46.23 of the state statutes.
- k. The ~~d~~District ~~shall~~ **will** release student directory data as required by law and may make student directory data public as it deems necessary and also upon request, unless it is notified in advance by the adult student or the parent, legal guardian or guardian ad litem of a minor student that all or any part of the directory data may not be released without the prior consent of the adult student or the parent, legal guardian or guardian ad litem of a minor student. Directory data may be disclosed after the school has: (1) notified the adult student or parent, legal guardian or guardian ad litem of a minor student of the categories of information which it has designated as directory data with respect to each student; (2) informed such persons that they have 14 days to inform the school that all or any part of the directory data may not be released without their prior consent; and, (3) allowed 14 days for such persons to inform the school, in writing, of all the directory data items they refuse to permit the ~~d~~District to designate as directory data about that student. The ~~d~~District will not release

- directory data earlier than 14 days after the initial written notice to the adult student or the parent, legal guardian or guardian ad litem of a minor student, or after the **d**District has been restricted from doing so by any of those parties.
- (1) If the **d**District has followed the notification procedure outlined above, and the adult student or the parent, legal guardian or guardian ad litem of a minor student does not object to the directory data being released, the **School Board** Clerk or designee **shall will**, upon request, provide the name of each student expected to graduate from high school in the current school year to the technical college district board.
 - (2) If the **d**District has followed the notification procedure outlined above, and the adult student or the parent, legal guardian or guardian ad litem of a minor student does not object to the directory data being released, the **School Board** Clerk or designee **shall will**, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department under sections 46.215, 46.22 or 46.23, a court of record or municipal court with such directory data information relating to any such student enrolled in the **d**District for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the **d**District.
- l. The **School Board** may disclose personally identifiable information from an adult student's records to the student's parent(s)/guardian(s), without the adult student's written consent, if the adult student is a dependent of his/her parent(s)/guardian(s) under the Internal Revenue Code. An exception **shall will** be made when an adult student has informed the school, in writing, that the information may not be disclosed.
 - m. The **School Board shall will**, on or before August 15 of each year report to the appropriate community services boards established under sections 51.42 and 51.437 the names of students who reside in the **d**District, who are 16 years of age or older, who are not expected to be enrolled in an educational program two years from the date of the report and who may require services under sections 51.42 or 51.437 (community mental health, development disabilities, alcoholism and drug abuse). The parent(s)/guardian(s) of such students **shall will** be contacted to obtain informed consent prior to making such a report
 - n. If school attendance is a condition of a student's court dispositional order under state law, the **School Board or designee shall will** notify the court, or if the student is under the supervision of an agency, the agency that is responsible for supervising the student within five days after any violation of the condition by the student.

- o. A law enforcement agency ~~shall~~ **will** be provided a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and that the law enforcement agency will not further disclose the student's attendance record information except as permitted by law. When a student's attendance record is disclosed to a law enforcement agency for purposes of truancy, the student's parent/guardian ~~shall~~ **will** be notified of that disclosure as soon as practicable after the disclosure.
- p. A fire investigator ~~shall~~ **will** be provided a copy of a student's attendance record if the fire investigator certifies in writing that: (1) the student is under investigation for arson; (2) the student's attendance record is necessary for the fire investigator to pursue his/her investigation; and, (3) the fire investigator will use and further disclose the student's attendance record only for the purpose of pursuing that investigation.
- q. The **d**District ~~shall~~ **will**, upon request, provide student disciplinary records necessary for purposes of student enrollment in another public school district as permitted by law. These records may include:
- (1) A copy of any expulsion findings and orders or records of any pending disciplinary proceedings involving the student;
 - (2) A written explanation of the reasons for the expulsion or pending disciplinary proceedings; and
 - (3) The length of the term of the expulsion or the possible outcomes of the pending disciplinary proceedings.
- r. The **d**District ~~shall~~ **will** provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings. A secondary school student or the parent/guardian of a student may request that the student's name, address and telephone listing not be released to military recruiters or an institution of higher education without prior written parental consent. The **d**District ~~shall~~ **will** notify parents/guardians of the option to make a request and ~~shall~~ **will** comply with any request. The **d**District ~~shall~~ **will** provide military recruiters the same access to secondary school students and student directory data about such students as is provided to post-secondary schools or prospective employers.

When reviewing student directory data requests, as well as when implementing other provisions of these guidelines, consideration ~~shall~~ **will** be given to applicable provisions of the public records law and the district's policy and procedures dealing with public records.

- s. The **d**District may disclose student records to appropriate parties in

connection with an emergency if knowledge of the information is necessary to protect the health or safety of any individual.

- t. For the purpose of providing services to a student before adjudication, the **School** Board may disclose student records to a law enforcement agency, district attorney, city attorney, corporation counsel, agency as defined in section 938.78(1) of the state statutes, intake worker under section 48.067 or 938.067 of the statutes, court of record, municipal court, private school or another school board if disclosure is pursuant to an interagency agreement and the person to whom the records are disclosed certifies in writing that the records will not be disclosed to any other person except as permitted under state law.

2. Patient Health Care Records

The School Nurse and School Psychologist, as appropriate, ~~shall~~ **will** be responsible for maintaining the confidentiality of patient health care records. All patient health care records ~~shall~~ **will** remain confidential. Patient health care records may be released only to persons specifically designated in state law or to other persons with the informed consent of the patient or a person authorized by the patient. Student patient health care records maintained by the **d**District may only be released without informed consent to a District employee or agent if any of the following apply:

- a. The employee or agent has responsibility for the preparation or storage of patient health care records (e.g., clerical workers).
- b. Access to patient health care records is necessary to comply with a requirement in federal or state law.

~~Any student record that concerns the results of a test for the presence of human immunodeficiency virus (HIV) or antibody to HIV (the virus which causes acquired immunodeficiency syndrome—AIDS) shall be confidential and may be disclosed only with the informed written consent of the test subject.~~

C. Guidelines Regarding Parent/Guardian Access to Records

1. A parent, regardless of whether the parent has legal custody of the child, ~~shall~~ **will** have access to a student's school records unless the parent has been denied access as outlined in state law (e.g., denied periods of physical placement with the child or ordered by the court).
2. If any educational record includes information on more than one student, the parent/guardian of that student ~~shall~~ **will** have the right to: (a) review and

inspect only the information relating to his/her son or daughter; or, (b) be informed of that specific information.

3. No fee ~~shall~~ **will** be charged for copies of student records and/or for the search or retrieval of information by a student's parent/guardian.

D. Amendment of Records

1. An adult student or parent/guardian who believes that information contained in the student's records collected, maintained or used by the **d**District is inaccurate, misleading or otherwise in violation of the student's rights of privacy may request the **d**District to amend the records.
2. The **d**District ~~shall~~ **will** decide whether to amend the information in accordance with the request within a reasonable period of time of receipt of the request.
3. If the **d**District decides to refuse to amend the information in accordance with the request, it ~~shall~~ **will** inform the adult student or parent/guardian of the refusal and advise the adult student or parent/guardian of the right to a hearing.
4. The **d**District ~~shall~~ **will**, upon request, provide an opportunity for a hearing to challenge information in educational records to ensure that it is not inaccurate, misleading or otherwise in violation of the privacy rights of the student.
5. If, as a result of the hearing, the **d**District decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it ~~shall~~ **will** amend the information accordingly and so inform the adult student or parent/guardian in writing.
6. If, as a result of the hearing, the **d**District decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it ~~shall~~ **will** inform the adult student or parent/guardian of the right to place a statement in the student's records commenting on the information or setting forth any reasons for disagreeing with the decision of the **d**District. Any explanation placed in the student's records under this section must:
 - a. Be maintained by the **d**District as part of the student's records as long as the record or contested portion is maintained by the **d**District, and
 - b. Be disclosed to any party if the records of the student or the contested portion are disclosed to any party.
7. A hearing held under this section must be conducted according to procedures outlined in federal regulations.

E. Maintenance and Destruction of Records

All files where records are stored **electronically and are digitally secure. Where paper records are necessary, these** shall **will** be fire resistant and shall **will** be locked at all times.

1. Maintenance and Destruction of Physical Health Records

- a. Student physical health care records shall **will** be maintained by the School Nurse in a separate file. Notation of physical handicaps pertinent to a student's education shall **will** also be indicated on the permanent record folder. It is encouraged that a letter from the student's physician be added as soon as possible explaining the extent of the handicap and how it might impair the student's functioning.
- b. Student physical health care records shall **will** be maintained for the same period of time as other behavioral records (see point 3, d, (1) below).

2. Maintenance and Destruction of Patient Health Care Records

- a. Patient health care records shall **will** be maintained by the School Nurse and School Psychologist as appropriate except as follows:
 - (1) All alcohol and other drug treatment and mental illness records shall **will** be maintained by the School Psychologist; and
 - (2) All records relating to the results of a test for the presence of HIV shall **will** be maintained by the School Nurse.
- b. Patient health care records shall **will** be maintained in files separate from other student records.
- c. Patient health care records shall **will** be kept indefinitely, except as otherwise specifically provided by state law.

3. Maintenance and Destruction of Other Progress and Behavioral Records

- a. While students are attending school, their progress and behavioral records (excluding physical health and patient health care records) shall **will** be maintained in the school of attendance. Law enforcement agency records shall **will** be maintained separately from a student's other records.

In the elementary schools, the teacher is primarily responsible for the compilation of the data for the record. In the secondary schools, the administrators and other staff shall **will** cooperate with the counselors in compiling and maintaining the permanent record folder. The School

Nurse and other specialists may also add data with the approval of the building principal or designee.

- b. Data on the records shall **will** be kept current and correct and shall **will** be reviewed by the homeroom teacher, the counselor and the building principal at the end of fifth grade before it is sent to the middle school. This review procedure shall **will** be repeated at the end of eighth grade and at the end of 12th grade by the assigned counselor at each grade level.
- c. Upon transfer of the student to another school operated by the **d**District, the records shall **will** be transferred to that school. No student records shall **will** be removed from the place of review and/or storage except in transfer. Building principals shall **will** be responsible for the routine transfer of records from building to building as the student progresses through school.
- d. Progress and behavioral records (other than patient health care records) of students who cease to be enrolled in the **d**District shall **will** be maintained as follows:
 - (1) Behavioral records shall **will** be maintained for no longer than one year after the student graduated, ~~from or last attended the school unless the student or his/her parent/guardian, if the student is a minor, gives permission that the records may be maintained for a longer period of time. The office of the Director of Academic Services shall be responsible for the discarding of behavioral records.~~
 - (2) **Progress records will be maintained for a minimum of 5 years after the student graduates or ceases to be enrolled in the district.**
 - (3) **The Director of Student Services or designee will be responsible for reviewing records of students with disabilities before they are destroyed. Parents/guardians and adult students will be informed of information that is no longer needed to provide educational services to the student with a disability and of his/her rights to obtain a copy of such information before it is destroyed.**

F. Transfer of Student Records

1. All requests for the transfer of student records to another school or school district should be directed to the building principal. Progress and behavioral records, including student physical health records, relating to a specific student ~~shall~~ **will** be transferred to another school or school district as follows:
 - a. Upon written notification from an adult student or the parent/guardian of a minor student that the student intends to enroll in a school in another school or school district;
 - b. Upon written notification from the other school or school district that the student has enrolled; or
 - c. Upon written notification from a court that a student has been placed in a secured correctional facility, secured child **care** ~~earing~~ institution or a secured group home.
2. The records ~~shall~~ **will** be transferred within ~~five~~ **one** working days of notification of the request. In the event the request comes from an appropriate source other than the adult student or parent/guardian, the adult student or parent/guardian ~~shall~~ **will** be notified that the records were forwarded.
3. ~~When an elementary student transfers from the District, an information card should be made and kept on file in the school office. Duplicates should be sent to the Academic Services Office. Information to be kept should include name, parents/guardians names, dates of attendance, grade level and where and when transferred.~~
4. When a transcript is requested for application to postsecondary institutions or for employment purposes, such transcript ~~shall~~ **will** normally include the student's grades, courses, attendance record, ~~class rank~~ and co-curricular activities.

G. Annual Notice

The ~~d~~ District ~~shall~~ **will** annually inform adult students and parents/guardians of:

1. The distinction between behavioral and progress records.
2. The categories of student record information which have been designated as directory data and their right to deny the release of such information.
3. Their rights to: (a) inspect, review and obtain copies of student records; (b) request the amendment of the student's school records if they believe the records are inaccurate, misleading or otherwise in violation of the student's rights of privacy; (c) consent to the disclosure of the student's school records,

except to the extent state and federal law authorizes disclosure without consent; and, (d) file a complaint with the Family Policy Compliance Office of the U.S. Department of Education for alleged **d**District noncompliance with requirements of the federal Family Educational Rights and Privacy Act (FERPA).

The notice ~~shall~~ **will** be distributed to adult students and parents/guardians at the beginning of each school year. When a student transfers into the **d**District after the above notice has been given, the student and his/her parent(s)/guardian(s) ~~shall~~ **will** receive a copy of the notice at the time and place of enrollment.

Parents/guardians of secondary school students ~~shall~~ **will** also be notified of their option to request the **d**District not to release the secondary school student's name, address or telephone listing to military recruiters or institutions of higher education without prior written parental consent.

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