

## **STUDENT RECORDS and INFORMATION POLICY**

### **Records Management**

In accordance with state law, the Head of Schools shall develop and implement a records management program. The program shall provide for retention, storage, retrieval and destruction of records and a process whereby records shall be made available for public inspection pursuant to the Georgia Open Records Act.

Electronic records shall be considered official records in the same manner and to the same extent as records maintained in other formats, such as paper and microfiche. Retention requirements shall apply equally to records, regardless of the storage format.

No records pertaining to individual students protected by the Federal Educational Rights and Privacy Act (FERPA) shall be released for inspection by the public or any unauthorized persons, either by the superintendent or other persons responsible for the custody of confidential files.

No records containing confidential personal information pertaining to individual employees shall be released for inspection by the public or any unauthorized persons, either by the superintendent or other persons responsible for the custody of confidential files.

The Board authorizes the superintendent to develop administrative regulations to implement this policy.

### **Records Maintenance**

Education records will be maintained electronically in a student information system or in paper format at the school in the custody of the Head of Schools or his/her designee.

The Academy may charge a minimal fee to cover the estimated average cost for producing and delivering requested student records. Confidential information will not be released without proper authorization.

The Academy will maintain a log of those persons to whom access to the educational records has been provided.

### **Notification**

The student handbook, updated and issued on an annual basis, shall contain the required notification for students and parents/guardians of their rights under the Family Educational Rights and Privacy Act.

### **Access to Student Records**

Any parent or legal guardian whose parental rights have not been revoked by court order and any persons authorized in writing by the parent or legal guardian may inspect the education records of his/her child during the school's business hours at a time agreed upon with the Head of Schools or his/her designee within five (5) business days of the request to inspect the records. It is the responsibility of the custodial parent/legal guardian to inform the school and to provide a copy of any legal action revoking the parental rights of an individual to his/her child.

A parent/guardian or eligible student will be permitted to obtain a copy of the education records upon reasonable notice and payment of copying costs of \$0.10 per page.

## **Dissemination of Student Law Enforcement and Disciplinary Records**

In accordance with Georgia law (O.C.G.A. §§20-2-671 and 20-2-751.2), if any administrator determines, based upon information provided through the enrollment process or through the superior or juvenile courts, that a student has been convicted or adjudicated guilty of a designated felony, such information shall be provided to the Head of Schools, who shall then inform all teachers to whom the student is assigned. Teachers and other certificated professional personnel whom the Head of Schools deems appropriate may review the information in the student's file, provided that such information has been received from other schools or from the juvenile or superior courts. Such information shall be kept confidential and shall not be disseminated in any manner beyond what is expressly authorized by this policy, except as required for administrative review of any disciplinary charges against a student.

## **Errors in Student Records**

A parent or eligible student who believes the student's record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the Head of Schools or his/her designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be resolved, a parent or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. 99.21-99.22 as well as applicable state regulations. If the hearing results in a determination that the record contained erroneous information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction. If the information contained in the record is determined not to be erroneous, the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

## **Change of Name on Student Records**

A student should be addressed by, and his/her school records should reflect, the name appearing on his/her birth certificate. Exceptions to this rule include:

### **A. Request by Parent, Guardian or Eligible Student**

When parents, guardians or eligible students request in writing that a student use a name other than his/her legal name, the school generally will comply with these wishes. However, all permanent records shall carry the student's legal name.

### **B. Name Change by Court Order**

A copy of the court order changing the name of a student must be presented to the Head of Schools before there can be any modification of the student's permanent records. The copy of the court order that is received by the Head of Schools will be placed in the educational record.

When the name of a student is to be changed on the permanent record, the original name will be struck through, with the original name remaining legible, and the changed name entered immediately above the original name. The date and authority for change will be added to the permanent record.

## **Collection of Survey Information and Data**

# GENESIS

## INNOVATION ACADEMY

As per the Protection of Pupil Rights Amendment (PPRA), Genesis will obtain written consent from parents before minor students are required to participate in any U.S. Department of Education funded survey, analysis, or evaluation that reveals information concerning the following areas:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent\*; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.)