

STUDENT RECORDS INSPECTION AND SECURITY

CONFIDENTIALITY OF RECORDS

The Monterey County Board of Education (County Board) recognizes the importance of maintaining the confidentiality of personal information concerning students and their families, and therefore authorizes the release of such information only in accordance with law, Board policy, and administrative regulation.

The Monterey County Superintendent of Schools (County Superintendent) or designee shall establish regulations governing the identification, description, and security of student records, as well as timely access for authorized persons. These regulations shall ensure parental rights to review, inspect, and copy student records and shall protect the student and his/her family from invasion of privacy

At each school, the principal or a certificated designee shall act as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. [5 CCR 431]

COLLECTION OF PERSONAL INFORMATION FOR MARKETING PURPOSES

The County Superintendent shall protect students and their families from invasion of their privacy by disallowing any surveys or data-gathering activities that are designed to collect personal information for marketing or for selling that information.

RELEASE OF DIRECTORY INFORMATION

Restrictions imposed by this act are not intended to interfere with the giving of information by school personnel concerning participation in athletics and other school activities, the winning of scholastic or other honors and awards and other like information. Names of graduating students may be given to any newspaper of general circulation.

Exceptions to the above policy include the maintenance of confidentiality as required for minors under the laws and regulations of the Juvenile Justice System while students are or have been enrolled in Monterey County Court Schools.

With the exception of students enrolled in Special Education and Court and Community School classes, names and addresses of students may be given to school support groups such as parents' club, groups organizing school volunteers and groups organizing financial support for the school.

Colleges and prospective employers, including military recruiters, shall have access to directory information. Military recruiters shall have access to a student's name, address, and telephone number, unless the parent/guardian has specified that the information not be released in accordance with the law and administrative regulation. [20 USC 7908; 10 USC 503; Education Code 49603]

Reference:EDUCATION CODE:

49061 *Definitions*
 49063 *Notification of parents of their rights*
 49073 *Release of directory information*
 49073.5 *Directory information; military representatives; telephone numbers*
 49603 *Public high schools; military recruiting*
 49060-49079 *Student records*
 51101 *Parents Rights Act of 2002*

WELFARE AND INSTITUTIONS CODE:

16010 *Health and education records of a minor*

FAMILY CODE:

3025 *Access to records by non-custodial parents*

GOVERNMENT CODE:

6252-6260 *Inspection of public records*

UNITED STATES CODE:

TITLE 5, 430-438 *Individual student records*
 TITLE 10, 503 *Military recruiter access to directory information*
 TITLE 20 *1232g, Family Educational Rights and Privacy Act; 1232h, Protection of pupil rights; 7908 Armed forces recruiter access to students and student recruiting information*
 TITLE 34, *99.1-99.67 Family Educational Rights and Privacy; 34300.501 Opportunity to examine records for parents of student with disability*

Revised: 11/19/86; 2/21/01; 6/16/2010