



DISCOVERY CHARTER SCHOOL

800 Canonie Drive, Porter, Indiana 46304
219.983.9800 dunesdiscoverycharter.org

Student Records Policy

In order to provide appropriate educational services and programming, Discovery Charter School must collect, retain, and use information about individual students. Simultaneously, Discovery recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Discovery Charter School is responsible for maintaining records of all students attending this School. In addition to records mandated by the Federal Government, the State of Indiana requires that the School record include the following:

- A. Attendance records
- B. The students latest State Standardized Assessment results
- C. Immunization information from the student's immunization record

The school may also collect other student information including, but not limited to:

- A. Observations and ratings of individuals by professional staff members acting within their sphere of competency
- B. Samples of student work
- C. Information obtained from professionally acceptable standard instruments of measurement such as
 - a. Interest inventories and aptitude tests
 - b. Vocational preference inventories
 - c. Achievement tests
 - d. Standardized intelligence tests
- D. Authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make part of the record
- E. Verified reports of serious recurrent behavior patterns
- F. Rank in class and academic honors earned
- G. Physiological tests
- H. Custodial arrangements

In all cases permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.



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Student records shall be available only to students and their parents, and designated school officials and designated school personnel who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term “parents” includes legal guardians or other persons standing in loco parentis (such as grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student’s education records unless stated otherwise by court order.

Discovery Charter School, by law, is allowed to disclose records, without consent, to the following parties:

- School employees who have a need-to-know;
- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations doing certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State laws.