

Student Records

Parents who want to the District to release student record information to a third party must submit written authorization. See FL(EXHIBIT A) Consent to Release Information in School Records.

Discipline Records

The District will maintain discipline records for each student that may include the following:

1. Instances of the student being referred to the office for disciplinary reasons.
2. Calls or conferences held with a parent regarding the student's behavior.
3. Assignments to detention and the number of days the student is assigned.
4. Assignments to in-school suspension and the number of days the student is assigned.
5. Instances of out-of-school suspension and the number of days the student is suspended.
6. Placements in a disciplinary alternate education program (DAEP) and the length of the placements.
7. Instances of expulsion and the length of the expulsions.

Law Enforcement Agencies

Information received by the District about a student, under Article 15.27, Code of Criminal Procedure, will be maintained separately from the student's permanent academic file. The District will destroy the information at the end of the school year in which the information was received.

Parental Notification Subpoena

The District is required by law to comply with lawfully issued subpoenas and with court orders, which may require release of student records. Unless ordered otherwise by the court or issuing agency or as prohibited by law, the District will make a reasonable effort to notify a parent in advance that the District will comply with the subpoena or court order. See FL(EXHIBIT B) Notice of Intent to Comply with Subpoena/Court Order. The parent will be responsible for obtaining a new court order if any student information should not be disclosed.