

MOMONONA GROVE SCHOOL DISTRICT

Board Rule 347

GUIDELINES FOR THE MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS

A. Definitions

Student records means any material on which written, drawn, printed, spoken, visual, or electromagnetic information is recorded or preserved regardless of physical form or characteristics, that are directly related to individual students and are maintained by the district, other than: (1) notes or records maintained for personal use by teachers or other certified personnel which are not available to others; and, (2) records necessary for and available only to persons involved in the psychological treatment of a student.

1. “Progress records” maintained by the school include the student’s grades, a statement of the courses the student has taken, the student’s attendance record, records of the student’s school extracurricular activities and the student’s immunization records.
2. “Behavioral records” maintained by the school include psychological tests, personality evaluations, records of conversations, any written statements relating specifically to an individual student’s behavior, tests relating specifically to achievement or measurement of ability, student physical health records other than his/her immunization records, law enforcement records and any other student records which are not progress records.
 - a. “Law enforcement records” are records and other information obtained from a law enforcement agency, including those relating to: (1) the use, possession or distribution of alcohol or a controlled substance by a student enrolled in the district; (2) the illegal possession of a dangerous weapon by a child; (3) an act for which a 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 district was adjudged delinquent. The law enforcement agency may provide such record information to the district on its own initiative or on the request of the Superintendent or designee, subject to the law enforcement agency’s official policy. 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 be notified of the information
 - b. “Court records” include those records received from a court clerk concerning a juvenile enrolled in the 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.

- c. Under the rules implementing Chapter 115, Subchapter V, PI 11 of the Wisconsin Administrative Code and Section 504 of the Rehabilitation Act of 1973, the student behavioral records include referral information, notices and forms; signed parental consent or refusal for evaluation; individualized education program (IEP) team evaluations; individual reports and IEP team findings and reports; IEPs; accommodation plans, placement decisions and signed parental consent or refusal; medical evaluations and prescriptions required to substantiate health treatment services; medical evaluations used to substantiate a disabling condition; and physician's statement required for provision of special education homebound instructional services.

3. "Student physical health records" maintained by the school include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first aid and medication 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.
4. "Patient health care records" maintained by the school include all student 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 record" definition above. These student records shall be treated as patient health care records under 146.81 to 146.84 of the state statutes. Such records include information required under section 146.82 of the state statutes but not those records subject to section 51.30 of the state statutes which identifies services for mental illness, developmental disabilities, alcoholism or drug dependence.
5. "Directory data" as designated by the Board includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, photographs and the name of the school most recently attended by the student.

B. Access Rights Regarding Student Progress and Behavioral Record Information

1. Parent/Guardian and Adult Student Access to Student Records
 - a. A student or the parent/guardian of a minor student shall, 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, upon request, be shown the student's behavioral records in the presence of a person qualified to explain and interpret the behavioral records (i.e., special education designee for student records of a student with disabilities; building principal for other student behavioral records). Such student or parent/guardian shall, upon request, be provided with a copy of the behavioral records.
- c. The Board may disclose personally identifiable information from the student records of an adult student to the parent/guardian of the adult student without the written consent of the adult student if the adult student is a dependent of his/her parent/guardian for tax purposes unless the adult student has informed the school, in writing, that the information may not be disclosed.
- d. In the case of divorced or separated parents, it shall be assumed that either parent may exercise the rights granted parents under these rules unless legal evidence shows that a parent has been denied periods of physical placement with the child. The school assumes no responsibility for release of such student records unless the school has been notified of these restrictions. The mere awarding of custody to one parent shall not preclude the parent not having custody from being granted access to the student's records.
- e. The district shall respond to requests for student records as soon as practicable and without delay, and in no case more than 45 calendar days after the request is made. Reasonable efforts shall be made to provide the student records within 10 business days after the request is made.
- f. A list of the types and locations of student records collected, maintained or used by the district shall be provided to parents/guardians upon request.
- g. If any student record includes information on more than one child, a parent/guardian shall have the right to inspect and review only the information relating to his/her child or to be informed of that specific information.
- h. When a transcript is requested for application to postsecondary institutions or for employment, such transcripts shall include the student's grades, courses, attendance record, class rank and extracurricular activities. (A copying fee may be assessed.)
- i. For purposes of Board policy and these procedures, adult students have all the rights afforded to parents/guardians concerning their own student records.

2. Access to Progress and Behavioral Records by Persons Other Than Parents/Guardians or Adult Students

The district shall provide access to a student's progress or behavioral records in the following situations:

- a. The judge of any court of Wisconsin or of the United States shall, upon request, be provided by the Board Clerk or designee with a copy of all progress records of a student who is the subject of any proceeding in such court.
- b. In response to a court order, the district shall provide to the court the names of all persons known by the district to be dropouts and who reside within the county in which the circuit court or the municipal court is located.
- c. A law enforcement agency shall 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 be notified of that disclosure as soon as practicable after the disclosure.
- d. A fire investigator shall 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.
- e. If school attendance is a condition of a student's dispositional order under section 48.355(2)(b)7 or 938.355(2)(b)7, the Board shall notify the county department that is responsible for supervising the student within five days after any violation of the condition by the student.
- f. Student records shall be made available to school officials who have been determined by the Board to have legitimate educational interests, including safety interests, in such records. A "school official" is a person employed by the 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 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 school official 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 records received by the district may be made available to district employees who are required by the DPI to hold a license and other school officials determined to have legitimate educational interests, including safety interests, in the information. If law enforcement 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 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 extracurricular activity code of conduct.
- (2) 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 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.
- (3) The district shall disclose student records to a law enforcement agency, district attorney, city attorney, corporation counsel, and agency as defined 938.067, court of record, municipal court, private school or another school board under the following circumstances:
 - (i) the disclosure is for the purpose of providing services to a student before adjudication;
 - (ii) the disclosure is pursuant to an interagency agreement,
 - (iii) the person to whom the student records are disclosed certifies in writing that the student records will not be disclosed to any other person except as permitted by law.

g. Upon the written permission of an adult student or the parent/guardian of a minor student, the school shall make available to the person named in the permission form (e.g., prospective employer, school, college) the student’s progress records or such portion of his/her behavioral records as determined by the person authorizing the release.

- (1) Law enforcement records may not be made available under paragraph g. unless specifically identified by the adult student or by the parent/guardian of a minor student in the written permission form.
 - (2) Paragraph g. shall be followed prior to the release of student records to:
 - (i) Officials of participating agencies providing or paying for transition services for a child with a disability; and
 - (ii) The local school district in which a child with a disability is enrolled in a private school, or plans to enroll in private school.
- h. Student records shall 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.
 - i. The district may provide the DPI or any public officer with information required under Chapters 115 to 121 of the state statutes. Upon request, the Board shall 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.
 - j. Information from a student's immunization records shall be made available to the Department of Health and Family Services to carry out immunization requirements.
 - k. Upon request, the Board Clerk or designee shall provide the names of students who have withdrawn from school prior to graduation 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, the Department of Workforce Development or a county department under sections 46.215, 46.22 or 46.23 of the state statutes.
 - l. A student's records shall be disclosed in compliance with a court order under sections 48.236(4)(a), 48.345(12)(b), 938.34(7d)(b), 938.396(1)(d) or 938.78(2)(b)2 of the state statutes after a reasonable effort has been made to notify the student's parent/guardian.
 - m. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the IEP team in accordance with state and federal law.

- n. The 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.
- o. The district shall provide, on a request made by military recruiters or institutions 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 institutions of higher education without prior written parental consent. The district shall notify parents/guardians of the option to make a request and shall comply with any request. The district shall 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.
- p. Annually, on or before August 15, the district shall report to the appropriate community services boards established under sections 51.42 and 51.437 of the state statutes the names of students who reside in the 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 of the state statutes (community mental health, development disabilities, alcoholism and drug abuse). The district shall obtain appropriate releases of information to transfer information to community services boards.
- q. The district shall, 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. Information from a student's lead screening records shall be made available to state and local health officials to carry out lead screening requirements.
- s. The district shall, upon request, disclose the contents of student records to authorized representatives of the Department of Corrections, Department of Health and Family Services, the Department of Justice, or a district attorney for use in the prosecution of any proceeding or any evaluation under chapter 980 of the state statutes (sexually violent person

commitments), if the student records involve or relate to an individual who is the subject of the proceeding or evaluation.

3. Release of Patient Health Care Records

All patient health care records shall remain confidential. They 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. Patient health care records may be released upon request without informed consent to a district employee or agent, with regard to patient records maintained by the district in which he/she is employed or is an agent, if any of the following apply:

- a. The employee or agent has responsibility for the preparation or storage of patient health care records.
- b. Access to patient health care records is necessary to comply with a requirement in federal or state law.
- c. The life or health of the patient appears to be in danger and the information contained in the patient's health care records may aid the person in rendering assistance.

A health care provider (for example, school nurse) or any other person acting under the supervision of that person has authority to release patient health care record information to the extent authorized by law.

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

For purposes of these procedures, "informed consent" means written consent that includes all of the following information: (a) the name of the student whose record is being disclosed; (b) the specific type of information to be disclosed; (c) the name of the person(s) making the disclosure; (d) the purpose of the disclosure; (e) the individual, agency or organization to which disclosure may be made; (f) the signature of the student, if an adult, or the parent/guardian of a minor student; (g) the date on which the consent is signed; and, (h) the time period during which the consent is effective.

C. Release of Directory Data

Except as provided below, directory data may be disclosed to any person if the district has: (1) notified the parent, legal guardian or guardian ad litem 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 information may not be released without their prior consent; and, (3) has allowed 14 days for the parent, legal guardian or guardian ad litem to inform the school,

in writing, that all or any part of the directory data may not be released. Parents, legal guardians or guardians ad litem can restrict the release of student directory data at any time.

1. If the district has followed the notification procedure outlined above, and the parent, legal guardian or guardian ad litem does not object to the directory data being released, the Board Clerk or his/her designee shall, upon request, provide the name and address of each student expected to graduate from high school in the current school year to the technical college district board.
2. If the district has followed the notification procedure outlined above, and the parent, legal guardian or guardian ad litem does not object to the directory data being released, the Board Clerk or his/her designee shall, 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 of the state statutes or a court of record or municipal court with such directory data information relating to any such student enrolled in the 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 district.
3. Administrators have the discretion to refuse the release of individual student phone numbers and addresses for the safety of the student, except as provided in paragraph B.2.o. of this policy.

D. Release of Alcohol and Drug Use Information

A school psychologist, counselor, social worker and nurse and any teacher or administrator designated by the Board who engages in alcohol or drug abuse program activities shall keep confidential information received from a student that the student or another student is using or is experiencing problems resulting from the use of alcohol or other drugs unless:

1. The student using or experiencing problems resulting from the use of alcohol or other drugs consents in writing to disclosure of the information;
2. The person has reason to believe that there is serious and imminent danger to the health, safety or life of any person and that disclosure of the information to another person will alleviate the serious and imminent danger. No more information than is required to alleviate the serious and imminent danger may be disclosed; or
3. The information is required to be reported under the state's child abuse reporting law.

E. Computerized Data Banks

Computerized data banks pose special problems of maintenance, security and access. Procedures developed for dealing with computerized data banks shall be in accord with the following principles:

1. There shall be no personal data record keeping system whose very existence is secret.
2. An adult student or parent/guardian of a minor student may inquire with the guidance counselor of the school in which the child attends as to what information about the student is in a student record and how it is used.
3. An adult student or parent/guardian of a minor student may ask that the district correct or amend any student record of identifiable information about the student. (See section I below.)
4. Any organization creating, maintaining, using or disseminating directory data must assure the data is used appropriately and must take precautions to prevent misuse of the data. These organizations may not use the data except for the stated purposes of intended use. Any deviation from the stated use shall require written permission from the Monona Grove School District and from the adult student or parent/guardian of the minor student involved.

F. Transfer of Student Records

1. All student records relating to a specific student shall be transferred to another school or school district upon receipt of written notice from:
 - a. Another school or school district that the student has enrolled;
 - b. An adult student, or the parent/guardian of a minor student, that the student intends to enroll in the other school or school district; or
 - c. A court that the student has been placed in a juvenile correctional facility or secured residential care center for children and youth.
2. Student records shall be sent within five working days of receiving the written notice.
3. When a student transfers from the district, an information card, copy of the written notice and transfer form shall be kept on file in the school and District Office. Information to be kept on the card should include the student's name, names and addresses of the student's parents/guardians, dates of attendance, grade level, where and when the student transferred and written notification

G. Maintenance of Student Records

1. While enrolled in the district, all student records shall be maintained in the school building of attendance. In the elementary school, the teacher is primarily

responsible for the compilation of data for the student record. In the secondary schools, the staff and administrators shall work cooperatively with the guidance counselors in maintaining the permanent student record folder. Nurses and other specialists may add data to the student record with the approval of the building principal or designee.

2. Patient health care records and law enforcement records shall be maintained separately from a student's other student records.
3. All student records shall be maintained in locked files. Files stored in a computerized data base shall be secured through the installation of firewalls and other technology-based security systems.
4. Student records may be reviewed at any time by the building principal or his/her designee. Student records that have been maintained by the district for at least one (1) year and are deemed inaccurate, irrelevant and/or inappropriate within the confines of these procedures may be destroyed by the building principal or designee unless there is an outstanding request for inspection and review or destruction is otherwise restricted by paragraph H of this policy. Any explanation of the student records placed in a student's file must remain as part of the student record as long as the student record is maintained by the district. Any explanation contained as a part of the student's records must be disclosed with the student record in question.
5. Data on the student records shall be kept current and correct and shall be reviewed by the homeroom teacher, the guidance counselor and the building principal at the end of the second and fifth grades before transfer to the next school. This review procedure shall be repeated at the end of the eighth grade and at the end of the 12th grade by the appropriate guidance counselor. Building principals or their designees shall be responsible for the routine transfer of student records from building to building as a student progresses through the district.
6. The building principal shall have primary responsibility for maintaining the confidentiality of all student records kept at that school. All requests for inspection or transfer to another school or school district shall be directed to the building principal who shall determine whether inspection or transfer is permitted under these guidelines. Confidentiality provisions regarding student records apply to information maintained in record form and oral exchanges regarding the contents of such student record information.
 - a. The Superintendent shall develop a list of authorized and qualified persons to work with student records of students with disabilities. Such lists shall be made available to parents/guardians and shall also be posted in various convenient places within the district. The names of staff persons having authority or responsibility regarding student records of students with disabilities shall be listed according to the following three levels of involvement:

- (1) Those staff who are authorized to handle student records from the standpoint of student record processing;
 - (2) Those staff persons who have authority and responsibility for reviewing and working on student records of disabled students from the standpoint of making professional judgments; and
 - (3) Those staff persons who have authority to release information.
- b. Each building principal shall be responsible for keeping an accurate record of all requests for access to and each disclosure of personally identifiable information from the student records of a student, except when the request is from or the disclosure is to the following person/party:
- (1) The parent/guardian or adult student;
 - (2) A school official;
 - (3) A party with written consent from the parent/guardian or adult student;
 - (4) A party seeking directory data; or
 - (5) A party seeking or receiving the student records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information in response to the subpoena not be disclosed.

This record of access shall include the following:

- (1) A written record of requests for access to/copies of student records.
- (2) A record of persons/agencies granted access.
- (3) The date of access to information.
- (4) The purpose of access.

The record of access shall be maintained with such student's records.

The record of access may be inspected by the student's parent/guardian.

H. Destruction of Student Records

1. The special education designee shall be responsible for reviewing student records of students with disabilities. Information that is no longer needed to provide educational services to the disabled student shall be destroyed after one month notification to the parents/guardians.

2. All behavioral records shall be destroyed one year after the student graduates or last attends school, except with written parent/guardian or adult student permission to retain them for a longer period of time. Where such permission is received, behavioral records shall be maintained for the time period specified in the written permission or, if no such time period is noted, for as long as the district's needs require.
3. Under the record retention requirements of the General Education Provisions Act (GEPA), the district must maintain special education records (IEP team reports, IEPs and placement offers) to show compliance with the requirements of the Individuals with Disabilities Education Act (IDEA) for at least five years. When a student graduates or otherwise ceases to be enrolled in the district, the district shall obtain permission from the parent/guardian or adult student to retain the student records for at least five years for audit purposes.
4. Student progress records shall be destroyed 30 years after the student ceases to be enrolled in the district.

I. Right to Challenge and/or Request Amendment of Student Records

An adult student, or the parent/guardian of a minor student has the right to request the amendment of the student's school records if he/she believes the student records are inaccurate, misleading or otherwise in violation of the student's privacy rights. Such requests shall be made in writing directly to the building principal or Superintendent in the event the student is no longer enrolled in the district. The written request shall: (a) set forth the specific portion of the student record claimed by the challenger to be in error, inaccurate, misleading or otherwise in violation of the student's privacy rights; and, (b) state the modifications requested in respect thereto.

1. If the request is made to a building principal, the principal shall confer with the Superintendent regarding the request.
2. The Superintendent, either from the information provided to him/her by the building principal or from the individual's direct request to him/her, shall make a written response to the adult student or parent/guardian. This response shall be within 15 business days of the receipt of the written challenge by the building principal or Superintendent.
3. If the adult student, or parent/guardian of a minor student does not deem the response of the Superintendent sufficient to remedy the challenge, he/she may make a written request for a hearing before the Board regarding the original challenge. This request shall be directed to the Superintendent within 15 business days of receipt of the Superintendent's response.
4. The district shall, upon receipt of the request for a hearing, arrange for a hearing to be held before the Board within a reasonable time following receipt of the request. The parent or student shall be sent notice of the date, time, and place in

advance of the hearing. Reasonable efforts will be made to provide not less than five (5) days notice of the hearing.

5. The Board shall conduct the hearing to provide a full and fair opportunity, including taking evidence, allowing assistance to the parent/guardian, making its written findings, conclusion and order based upon the evidence submitted at the hearing, and notifying the adult student or the parent/guardian of a minor student in writing, of such findings, conclusion and decision following the conclusion of the hearing.
6. If, as a result of the hearing, the Board decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall amend the information accordingly and inform the adult student or parent/guardian of a minor student of such amendment.
7. If, as a result of the hearing, the Board decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the adult student or parent/guardian of a minor student of the right to place in the student records it maintains on the student, a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the Board.
8. The Board shall require that any explanation placed in the student records of a student be maintained by the district as part of the student records as long as the student record or the contested portion is maintained by the district. If the student records of the student, or the contested portion are disclosed by the district to any party, the explanation shall also be disclosed to that party.

J. Complaints Regarding Alleged Noncompliance with Federal Requirements

Adult students or parents/guardians of minor students may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education for alleged district noncompliance with requirements of the federal Family Educational Rights and Privacy Act (FERPA). Complaints should be addressed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605.

K. Annual Notice

Parents/guardians and adult students shall be notified annually of the following: (1) any major child find activity; (2) their rights to inspect, review and obtain copies of student records; (3) the existence of the student records policy and procedure and where copies may be obtained; (4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; (5) their rights to consent to the disclosure of the student's school records, except to the

extent state and federal law authorizes disclosure without consent; (6) their rights to 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; and, (7) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

The notice shall be published in the official newspaper. A notice shall be sent individually in the language of the parent/guardian or student if a language other than English is necessary to communicate notice.

When a student transfers into the district after the above notice has been given, the student and his/her parent/guardian shall receive a copy of the notice at the time and place of enrollment.

CROSS REFERENCE:

LEGAL REFERENCE:

BOARD APPROVAL: September 13, 2006