



# Huntington Beach Union High School District Board Policies and Administrative Regulations

BP 5125  
Page 1 of 2

## Students

### Student Records; Confidentiality

The Governing Board supports the need for and usefulness of keeping student records for each student that will reflect the physical, emotional, social and academic aspects of a student's development in the educational process.

Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled to review a student's records.

The Board recognizes that where the requirements of the Federal Family Educational Rights and Privacy Act (20 U.S.C. 1232g) conflict with the California Education Code, the district shall comply with the requirements of the Education Code. (See HEW Regulation 99.61)

Parents or legal guardians of children 17 years of age or younger have the right to inspect and review any and all official records, files, and data directly related to their children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system.

School records specifically include, but are not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns. Where such records or data include information on more than one student, the parents of any student shall be entitled to receive, or be informed of, that part of such record or data as pertains to their child.

The Board, at its discretion, shall withhold the grades, transcripts or diploma of any student who damages school property or fails to return school property and who does not return the property or pay for the damage to school property upon demand. The Board shall give full consideration to the student's rights of due process before student records are withheld.  
(cf. 5131.5 - Vandalism/Violence)

Legal Reference: (See next page)

Student Records; Confidentiality (continued)

Legal Reference:

EDUCATION CODE

- 48431.6 Required systematic review
- 48911(d) Reference to right of access to pupil records to be included in notice of suspension
- 48914 Suspension records
- 48917 Expungement of expulsion records
- 48918 Mandatory interim records re: expulsion
- 48923(b) Expungement of expulsion records
- 49060-49078 Pupil records

ADMINISTRATIVE CODE, TITLE 5

- 430-438 Individual pupil records

GOVERNMENT CODE

- 6252-6260 Inspection of public records

CIVIL CODE

- 4600.5 Joint custody Federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g)

CODE OF FEDERAL REGULATIONS, ARTICLE 34

- 300.500 Definition of "personally identifiable"
- 300.501 General responsibilities of public agencies
- 300.502 Opportunity to examine records
- 300.573 Destruction of information

Additional Reference:

SUPPLEMENT TO CALIFORNIA SCHOOL LAW DIGEST, "Student Records" by Jay E. Grenig. Vol. IV, Nos 9, 10, 11. (September, October, and November 1976)