

BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL POLICIES & PROCEDURES

NO. 0031

Title: **Public Disclosure of Student Information**

Effective Date: April 8, 2009

Submitted By: Governance Committee

1 Purpose

- 1.1 The purpose of this policy is to establish criteria for the public disclosure of information regarding students of BFCCPS.

2 Scope

- 2.1 All members of the BFCCPS community.

3 Responsibility

- 3.1 It is the responsibility of the Board of Trustees (BOT) to interpret all provisions of this policy.
- 3.2 The Head of School (HOS) is responsible for implementation and adherence to the provisions of this policy

4 Definitions

- 4.1 **Student** shall have a meaning consistent with Massachusetts regulation 603 CMR 23.02 which states in part: "Student shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information."
- 4.2 **Student record** shall have a meaning consistent with Massachusetts regulation 603 CMR 23.02 which states: "The student record shall consist of the transcript and the temporary record, including all information recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The term as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04."
- 4.3 **Parent** as used here includes legal guardian.

5 Procedure

- 5.1 The school will comply with all laws and regulations relative to student records.
- 5.2 Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student and school personnel working directly with the student are allowed to have access to information in the student record without specific, informed, written consent of

the parent of the eligible student. Such written consent must be presented to the HOS.

5.3 All requests for information must be presented to the HOS.

5.4 School directories are permitted.

5.4.1 Directories may contain the following information for each student: name, address, phone number, birth date, parents' names, parents' email addresses, grade level, classroom teacher and student photo.

5.4.2 Directories may be distributed to (1) parents of students, (2) employees of BFCCPS, and (3) BFCCPS Trustees.

5.4.3 Parents may request that the information for their student not be included in any directory distributed to other BFCCPS families.

6 Applicable Forms

7 Related Policy & Procedures or Documents

7.1 Massachusetts regulation 603 CMR 23.00