

LIVE OAK CHARTER SCHOOL

BOARD POLICY: STUDENT RECORDS

The Live Oak Charter School Board recognizes the importance of keeping accurate, comprehensive student records as required by law. The Executive Director or designee shall ensure that the Charter School's administrative regulation and school site procedures for maintaining the confidentiality of student records are consistent with state and federal law.

The Executive Director or designee shall establish administrative regulations governing the identification, retention, and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records and shall protect students and their families from invasion of privacy.

The Executive Director or designee shall designate a qualified employee to serve as custodian of records with responsibility for student records. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records.

Student Records from Social Media

The Executive Director or designee may gather and maintain information from the social media of any Charter School student, provided that the Charter School first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety.

Contract for Digital Storage, Management, and Retrieval of Student Records

The Executive Director or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of applicable state and federal laws.