

Student Information Management Policy

707

[3601-3603]

The Board of Trustees of Mountain View School District #244 directs the Superintendent to comply with the requirements set forth in I.C. § 33-120A Student Information Management as well as the responsibilities set forth in I.C. § 33-512 (17). The Superintendent in his/her discretion shall enact procedures to implement district compliance with district and/or state policy.

Purpose:

This policy provides direction for establishment, operation and maintenance of a district-wide education information management system and the subsequent integration with the Statewide Student Information Management as provided for in State Board Policy.

Board of Trustees – The Board shall provide for, and oversee the establishment and ongoing operation and maintenance of a district-wide Student Information Management Policy implementation through state (I.C. s 33-1002(2)(k)) and local resources. The Board may utilize Student Information Management data to inform governance decisions and to create and implement effective policy leading to efficiencies in the delivery of educational services as well as increasing student achievement.

Administration – District administration will implement, operate and maintain Student Information Management district-wide as directed by the Board of Trustees. Moreover, administration will utilize data from Student Information Management to aid in the creation of greater effectiveness and efficiencies in the management of district resources with a focus on student achievement.

Instructional – instructional staff will utilize Student Information Management to aid in the day-to-day process of student management and to inform instruction with the goal of increased student achievement.

Non-instruction – non-instructional staff will utilize Student Information Management to aid in the management of the day-to-day operations of the district’s educational system.

Parent/Guardian – parents or legal guardians will be provided access to the Student Information Management portal for communicating with the school administration and instructional staff. The portal will provide a conduit for real-time information and data on their student’s progress.

Data Access, Security and Confidentiality-3602

Purpose:

This policy provides for security and confidentiality ensuring all student data, including student identifiers, records, and class materials will be maintained in compliance with Federal and State law, Family Education Rights and Privacy Act (FERPA) and State Board rule governing the confidentiality of student information related to FERPA Policy §548.

Subject to Board approval, the Superintendent will:

- Create a process to authenticate requests for access to the district and state systems from parents, educators, and government agencies with comport to state and federal laws and regulations.
- Create the secure transfer of data within the district education information management system to the state system.
- Approve changes to the definition of appropriate access and procedures; however, such changes are subject to board ratification at the next scheduled board meeting.

Electronic Transfer or Release of Records-3603

It is the policy of Mountain View School District #244 Board of Trustees to adhere to all existing School District Policy, state and federal law identified by the Family Education Rights and Privacy Act (FERPA) regarding the access and disclosure of identifiable student information and health information contained in a student's educational record.

Purpose:

This policy provides direction for the transfer of confidential student data within the Student Information Management System as provided for in State Board Policy.

For the purposes of this policy "confidential information" means any information regarding a child receiving services supported in part or in whole by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is contained in the student's educational record and is required by state or federal law or rule to be maintained in a confidential manner.

The school district will follow the rules promulgated by the State Board of Education for authorizing access to and transfer or release of confidential information for the purpose of gathering statistical information, conducting studies or state and federal accountability reporting as authorized by law or State Board Rule.

The school district will transfer and release confidential information for the above stated purposes in accordance with this policy to:

1. The State Department of Education
2. The State Board of Education
3. The State Division of Professional-Technical Education

Unless otherwise permitted by state or federal law or regulation, confidential information will only be electronically released or transferred to the below described entities pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by the state to execute such consent (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if the subject of the confidential information is an adult.

1. The Department of Corrections
2. The Department of Health and Welfare
3. Statutorily-constituted juvenile bureaus or agencies
4. Other school districts upon their request and compliance with the law
5. Idaho Youth Court
6. Other

Legal References:

I.C. § 33-105 Authority of the State Board of Education
I.C. § 33-120A Student Information Management System

I.C. § 33-512 Local Authority and Duties of School Boards
I.C. § 33-209 Transfer of Student Records
I.C. § 32-717A Parents Access to Records
Family Educational Record and Privacy Act, 20 USC
123g, 34 CFR Part 99
State Board Policy, Section IV, Agency Affairs, Paragraph
B. State Department of Education, Item 10.

Policy History:

Adopted on: 7/19/05

Adopted: 8/20/07