



BOARD POLICY ON SCHOLAR RECORDS

Purpose

The Governing Board recognizes the importance of keeping accurate, comprehensive scholar records as required by law. The Superintendent or designee shall ensure that the Academy's administrative and school site procedures for maintaining the confidentiality of scholar records are consistent with state and federal law. The Superintendent or designee shall establish processes governing the identification, retention, and security of scholar records. These processes shall ensure the rights of authorized persons to have timely access to scholar records and shall protect scholars and their families from invasion of privacy.

Custodian of Record

The Superintendent or designee shall designate an employee to serve as custodian of records with responsibility for scholar records at the Charter Management Organization level. In addition an employee each Academy campus shall be designated as custodian of records for information of scholars enrolled at that campus. The custodian of records shall be responsible for implementing Board policy and Academy processes regarding scholar records.

Scholar Records from Social Media

The Superintendent or designee may gather and maintain information from the social media of any Academy scholar, provided that the Academy first notifies scholars 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 scholar safety. (Education Code [49073.6](#))

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

The Superintendent, Principal or designee (*See Board Policy on Contracts*) may enter into a contract with a third party for the digital storage, management, and retrieval of scholar records and/or to authorize a third party provider of digital software to access, store, and use scholar records, provided that the contract meets the requirements of Education Code [49073.1](#) and other applicable state and federal laws.