



**Lincoln Leadership Academy Charter School
Policy and Procedure for Records Management, Acquisition, and Confidentiality**

The Principal and designated staff person shall be the primary persons responsible for ensuring the confidentiality and management of educational and personnel records for all students, parents or guardians or caregivers, and staff at the Lincoln Leadership Academy Charter School.

Records Management

Records Storage and Location

General Education- General Education Records will be stored in the school's main office in a locked file cabinet. The Principal and the Administrative Assistant will have copies of the key and will make sure that files are managed and secured at all times.

Records of past students (Withdrawn/Transferred) - These records are maintained by the Principal and Administrative Assistant and are filed in the school office.

Special Education- Special education records will be stored and maintained in a locked filing cabinet in the office of the Special Education Coordinator or other official designee of the Principal.

Faculty and Staff Personnel- Personnel records will be stored in the office of the Administrative Assistant or Principal.

Contents of Educational Records File

A child who is designated as a student in need of special education will have a general education file and a special education file.

General Education- A complete student file will include, but is not limited to, copies of report cards and teacher comments, standardized test scores, official letters and notes between the school and parents or child, health immunization records, enrollment and withdrawal forms, and notices of disciplinary actions.

Special Education- All document pertaining to the legal process of special education but not limited to Permissions to Evaluate/Re-evaluate, Evaluation Reports, IEPs, NOREPs, and IEP Progress reports, as well as Psychological Evaluations. Communications between parents and school, copies of disciplinary actions and other items that may be part of the general education file.

Faculty and Staff Personnel- Personnel files will include, but are not limited to, communications between administration and staff, formal and informal observations and samples of students work. They will also include background clearances, copies of any certifications, certificates, transcripts, etc.

Access to Records

General Education - General Education records will be secured in file cabinets in the school office. The Administrative Assistant and other designees of the Principal will maintain and update educational records without permission. Teachers will have access to academic records and other information that have an educational impact. They must request permission to review the records from the Administrative Assistant. The student's original records may not leave the office at any time. Parents may request the opportunity to see their child's file. Parents will be asked to put the request in writing and then they will be granted permission to view the file. The original file is not to be taken from the office and an official designee will supervise the viewing. Parents will, at that time, also be informed of their rights concerning their child's files.

Special Education- Special education records are highly confidential. These files will have additional restrictions. Special education records will be located in the office of the Special Education Coordinator. They will be in a locked and secured file cabinet. Contents of a student's special education records will be maintained by the Special Education Coordinator or designated special education teacher. Faculty and Providers of Related Services (Speech and Language, Occupational Therapy, Counseling, etc.) who wish to view the contents of the file for the purpose of professional application must see the Principal or the Special Education Coordinator. The file cannot leave the office and must be viewed in the presence and under the supervision of the Principal or Special Education Coordinator. Teachers and Providers of Related Services must sign off that they have viewed the file.

Acquisition of Special Education Records

Acquisition of special education records shall be the responsibility of the Special Education Coordinator. The following procedure shall be followed to obtain the records of any student that is identified as requiring special education services by the sending school or school district, the child or parent, or that is identified through the school CSP Process.

1. A written request for the complete confidential file, on school letterhead, will be sent to the sending school or school district and to the parent.
2. The letter will be followed by a telephone call to the sending school and parent within 7 calendar days.
3. If the records are not received within 14 calendar days, a second letter will be sent, indicating "2nd notice" to the sending school and parent. Additionally, a copy of the request will be sent to the Intermediate Unit's Office Special Education Liaison when appropriate.
4. The 2nd notice letter will be followed by a telephone call to the sending school and parent within 7 calendar days.

5. If the records are not received within 14 calendar days, a third letter will be sent, indicating "3rd notice" to the sending school and parent. Additionally, copies of the request will be sent to the Special Education Liaison of the Intermediate Unit's Office of Special Education Services.
6. If the records are not received within a reasonable period of time not to exceed 14 calendar days the Lincoln Leadership Academy Charter School may send a designated representative to the sending school to search for and retrieve records.
7. Upon receipt, all records will be date stamped and maintained according to the appropriate school policies.

Transfer of Records

Requests by parents, guardians, and caregivers to have educational records transferred to a new school will be done through the Administrative Assistant, Principal, or the School Counselor.

Voluntary Withdrawal- Parent or guardian or caregiver must complete and sign a withdrawal form. The Principal is immediately notified of withdrawal requests. The Administrative Assistant processes the request for the records transfer by making a copy of the entire file and sending it to the receiving school. A copy of the withdrawal form will be placed in the student's file. Administrative Assistant should update district computers with the change of placement.

Special Circumstances- all document transfer and official communication with the authorities will go through the Principal. The Special Education Coordinator will manage the transfer of records to the proper authorities.

Uses of Gathered Information

The information gathered by the Lincoln Leadership Academy Charter School will be used to help make the community aware of the educational programs and the goals of the school may use the information in fulfilling its duties of data gathering to local, state and federal governmental agencies and in writing of grants for funds and services aimed at improving the educational programs that are provided for its students. Whenever possible all efforts will be made to protect the identity of children and their families in the application for grants and the reporting of information to local, state or federal agencies.

Information may be used to increase understanding of the school through articles, photographs, possible postings on the school website and newsletters. Release forms must be secured. Parents will have an opportunity as they complete the annual registration process to sign permission slips for the release of information.

Trainings on managing and maintaining educational records

The Principal shall provide or arrange training and informational sessions to new and veteran teachers and staff. Informational sessions for parents will be done by the Principal and designated staff person about the rights of parents with regards to their child's educational records. When there is a need for additional training the Principal will turn to outside sources such as PaTTAN, the PA Department of Education and other training agencies.

Confidentiality Policy Regular and Special Education Student Records

The Lincoln Leadership Academy Charter School protects the confidentiality of personally identifiable information regarding its eligible, thought to be eligible, and qualified handicapped students (if not protected by IDEA '04) in accordance with the Family Educational Rights Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies and regulations.

"Educational records" means those records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. "Educational agency", for the purposes of this policy, means the Lincoln Leadership Academy Charter School. For all students, the Lincoln Leadership Academy Charter School maintains records, which include but are not limited to:

Personally identifiable information- confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or the student's family, and personal information or personal characteristics which would make the student's identity easily traceable.

Directory information- information contained in an education record or a student which would not generally be considered harmful or an invasion of privacy, if disclosed. It includes, but is not limited to, the student's name, address and telephone number, date and place of birth, major field of study, participation in recognized activities, weight and height, dates of attendance, award received and records from the most recent previous educational agency or institution.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

They are:

1. Parents have the right to inspect and review a child's education records. The Lincoln Leadership Academy Charter School will comply with the request to inspect and to review education records without unnecessary delay and before any meetings regarding an IEP or any due process hearing, but in no case more than 30 days after the request has been made. Requests should be made in writing to the Principal indicating the parents wish to inspect. Parents will receive a response from the school for reasonable requests for explanations and interpretations of the records. Parents may request and receive copies of the records. While the school will not charge a fee to search for or retrieve

information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review their child's records. If any education records contain information on more than one child, parents have the right to inspect and to review only the information relating to their child.

2. If parents believe that information in an education record is inaccurate, misleading or violates the privacy rights of their child, they may request an amendment to the record. Requests should be in writing and must specify why it is inaccurate or misleading. The Lincoln Leadership Academy Charter School will decide whether or not to amend the record and will notify the parents in writing of their decision. If the Lincoln Leadership Academy Charter School refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to parents or eligible students when notified to the right of a hearing.
3. The Lincoln Leadership Academy Charter School will inform parents when personally identifiable information is no longer needed to provide educational services to a child. Such information is no longer needed to provide educational services to a child. Such information must be destroyed at the request of parents. Parents have a right to receive a copy of the material to be destroyed. However, a permanent record of a student's name, address and telephone number, his or her grades, attendance record, classes attended, grade level completed, and year completed, may be obtained without time limitation. "Destruction" of records means physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.
4. The Lincoln Leadership Academy Charter School will provide upon request, a listing of the types and locations of education records maintained, the officials responsible for these records, and the person authorized to see personally identifiable information. Such personnel will receive training and instruction regarding confidentiality. The Lincoln Leadership Academy Charter School keeps a record of parties obtaining access to educational records, including the name of the party, the date access was given, the organization the party represents, and the purpose for which the party is authorized to use the records.
5. Parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means the parent(s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and may be revoked at any time; information may be disclosed with consent

to the Charter officials with legitimate educational interests. A Charter School Official is a person employed by the immediate unit as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); state agency representative, person or company with whom the Charter has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another Charter Official in performing his or her tasks. A Charter Official has a legitimate educational interest if the Official needs to review an educational record in order to fulfill his or her professional responsibility. Directory information may be released without parent consent. Parents have the right to refuse to let an agency designate any or all of the above information as directory information.

6. Upon written request, the Lincoln Leadership Academy Charter School will disclose educational records without consent to officials or another Charter School or school district in which a student seeks or intends to enroll.
7. Parents have the right to file a complaint to the U.S. Department of Education concerning alleged failures by the Lincoln Leadership Academy Charter School to comply with the requirements of FERPA. Complaints may be filed with the:

Family Policy Office
U.S. Department of Education
401 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Lincoln Leadership Academy Charter School

Confidentiality Agreement and Security Policy

Lincoln Leadership Academy Charter School regards security and confidentiality of data and information to be of utmost importance. As such, employees, students, private contractors, consultants, and /or individuals with privileged network and/or computer information access by the school must adhere to the following procedures:

As such, employees, students, private contractors, consultants, and /or individuals with privileged network and/or computer information access by the school must follow the procedures outlined below:

Confidentiality of Data

Each individual granted access to data and information holds a position of trust and must preserve the security and confidentiality of the information s/he uses. Individuals are required to abide by all applicable Federal and State guidelines and LLACS school policies regarding confidentiality of data including, but not limited to, the Family Education Rights and Privacy Act (FERPA). FERPA protects student information and may not be released without proper authorization. Authorizations must be in writing. All student information must be protected and shall only be shared or discussed on a "Need to Know" basis.

Individuals with authorized access to LLACS computer resources, information system, records or files are given access to use the school's data or files solely for the business of the school. Specifically, individuals should:

1. Access data solely in order to perform his/her job responsibilities.
2. Not seek personal benefit or permit others to benefit personally from any data that has come to them through their work assignments.
3. Not release LLACS data other than what is required in completion of job responsibilities.
4. Not exhibit or divulge the contents of any record, file or information system to any person **unless and except** it is related to the completion of your job responsibilities.
5. Additionally, individuals are not permitted to operate or request others to operate any LLACS data equipment for personal business, to make unauthorized copies of LLACS software or related documentation, or use such equipment for any reason not specifically required by the individual's job description.
6. It is the individual's responsibility to report immediately to his/her supervisor any violation of this policy or any other action, which violates confidentiality of data.

Security Measures and Procedures

Some individuals employed by LLACS are supplied with a network account to access the data necessary for the completion of their job responsibilities. Users of LLACS information systems are required to follow the procedures outlined below:

1. All transactions, processed by a user ID and password, are the responsibility of the person to whom the user ID was assigned. The user's ID and password must remain confidential and must not be shared with anyone.
2. Access to any faculty or staff account may be granted by the faculty/staff member and/or the direct supervisor for specific job requirements.
3. You are prohibited from viewing or accessing additional information (in any format). Any access obtained without written authorization is considered unauthorized access.
4. Passwords should be changed periodically or if there is reason to believe they have been compromised or revealed inadvertently.
5. Upon termination or transfer of an individual, Information Technology Team will immediately remove access of all LLACS data. The email account will be immediately suspended.

Confidentiality Agreement and Security Policy

I understand that my access to Lincoln Leadership Academy Charter School data and information is for the sole purpose of carrying out my job responsibilities. Breach of confidentiality, including aiding, abetting, or acting in conspiracy with any other person to violate any part of this policy, may result in sanctions, civil or criminal prosecution and penalties, loss of employment and/or LLACS disciplinary action, and could lead to dismissal, suspension, or revocation of all access privileges. I understand that misuse of LLACS data and information and any violation of this policy or the FERPA policy are grounds for disciplinary action, up to and including, dismissal.

I have read the above and agree to comply with Lincoln Leadership Academy Charter School's Confidentiality Agreement and Security Policy, and any updates or revisions published or posted.

Signature

Date

Print Name