



CONFIDENTIALITY

PRESENTED BY THE
CENTRAL VALLEY SCHOOL DISTRICT
SAFETY RESOURCE OFFICERS
Charlie Hollen 228-4746
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CVSD Policy 3231

The district shall maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools, and as required by law. All information relative to individual students shall be treated in a confidential and professional manner. When information is released in compliance with state and federal law, the district and district employees are immune from civil liability unless they act with gross negligence or in bad faith. Student records are the property of the district but shall be available in an orderly and timely manner to students and parents/guardians/custodians, including the state department of social and health services when a minor student has been found dependent and placed in state custody. A parent/guardian/custodian or adult/emancipated student may challenge any information in a student record believed inaccurate, misleading, or in violation of the privacy or other rights of the students.

Student records shall be forwarded to other school agencies upon request. A high school student may grant authority to the district, which permits prospective employers to review the student's transcript.

Parent/guardian/custodian or adult/emancipated student consent shall be required before the district may release student records other than to a school agency or organization, except as otherwise provided by law.

The superintendent shall establish procedures governing the content, management, and control of student records. A transcript, diploma, or report of grades may not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment. (Reference Policy 3520) If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history, and discipline actions shall be sent to the enrolling school. The contents of those records shall be communicated to the enrolling district within two (2) school days, and copies of the records shall be sent as soon as possible. The official transcript shall not be released until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fines. The Certificate of Immunization status may not be withheld for nonpayment of school fees.

The retention period for student records maybe found in Policy 6570.

**Notice and disclosure policies -- Threats of violence -- Student conduct --
Immunity for good faith notice -- Penalty.**

(1) By September 1, 2003, each school district board of directors shall adopt a policy that addresses the following issues:

(a) Procedures for providing notice of threats of violence or harm to the student or school employee who is the subject of the threat. The policy shall define "threats of violence or harm";

(b) Procedures for disclosing information that is provided to the school administrators about a student's conduct, including but not limited to the student's prior disciplinary records, official juvenile court records, and history of violence, to classroom teachers, school staff, and school security who, in the judgment of the principal, should be notified; and

(c) Procedures for determining whether or not any threats or conduct established in the policy may be grounds for suspension or expulsion of the student.

(2) The superintendent of public instruction, in consultation with educators and representatives of law enforcement, classified staff, and organizations with expertise in violence prevention and intervention, shall adopt a model policy that includes the issues listed in subsection (1) of this section by January 1, 2003. The model policy shall be posted on the superintendent of public instruction's web site. The school districts, in drafting their own policies, shall review the model policy.

(3) School districts, school district boards of directors, school officials, and school employees providing notice in good faith as required and consistent with the board's policies adopted under this section are immune from any liability arising out of such notification.

(4) A person who intentionally and in bad faith or maliciously, knowingly makes a false notification of a threat under this section is guilty of a misdemeanor punishable under RCW [9A.20.021](#).

[2002 c 206 § 1.]



CVSD Policy 4314

Students and school employees who are subjects of threats of violence or harm shall be notified of the threats in a timely manner. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations, and the circumstances.

Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means.

Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property (e.g., bomb threats), or to harm students, employees, volunteers, patrons or visitors.

The district will address threats of violence or harm in a manner consistent with the district's safety policies and comprehensive safe school plans.

Persons found to have made threats of violence or harm against district property, students, employees or others will be subject to relevant district discipline policies and will be referred to appropriate community agencies including law enforcement and mental health services. District staff shall work with in-district and community-based professionals and services in all relevant disciplines to address threats of violence or harm, those threatened and those making the threats. Necessary information about the person making the threat shall be communicated by the principal to teachers and staff, including security personnel.

State law provides the district, school district directors and district staff with immunity from liability for providing notice of threats in good faith. Persons who make a knowingly false notification of a threat are subject to appropriate district discipline policies and may be referred for prosecution.

The superintendent is directed to develop and implement procedures consistent with this policy.



WEB PAGES

- <http://search.leg.wa.gov/pub/textsearch/default.asp>
- <http://www.boarddocs.com/cvsd/Board.nsf/Public?OpenFrameSet>

QUESTIONS?

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