

**DEPARTMENT OF HUMAN RESOURCES  
Wilmette Public Schools**

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**ACTION ITEM**

**Date:** June 19, 2017

**To:** Raymond Lechner, Ph. D.

**From:** Heather Glowacki, Ed. D., and Administrator for Human Resources

**Subject:** Second and Final Reading of Revised Board of Education Policy 7:340 *Student Records*

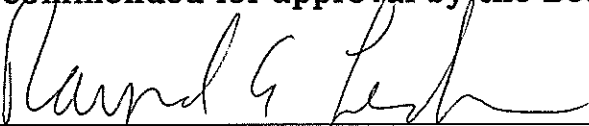
**PROPOSED ACTION BY THE BOARD OF EDUCATION**

Motion to approve as second and final reading of Revised Board of Education Policy 7:340 *Student Records*.

**BACKGROUND**

This policy has been revised to reflect current legal requirements as well as best practices. Additionally, questions concerns expressed during the first read in April have been addressed.

**Recommended for approval by the Board of Education**



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**Dr. Raymond Lechner,  
Superintendent**

## Students

### Student Records

School student records are confidential and information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law, including but not limited to, the exceptions below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

The Board of Education authorizes the Superintendent or designee to develop procedures to implement this policy consistent with State and federal law.

State and federal law grant students and parent(s)/guardian(s) certain rights including the right to inspect, copy, and challenge their child's school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/ guardian(s) shall have the right to object to the release of information regarding ~~their~~ his/her child.

The District will comply with state or federal law with regard to the release of a student's school records including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. In addition, the District will comply with state or federal law with regard to the release of a student's school records when the consent of the student's parent/guardian is not required but notice is to be provided. When notice is provided, the student's parent/guardian will be given an opportunity to inspect, copy, and challenge the information to be released.

The Superintendent shall fully implement this policy and designate a records custodian who shall maintain and protect the confidentiality of school student records, and State and federal law with administrative procedures. ~~The Superintendent shall also designate a *records custodian* who shall maintain student records.~~ The records custodian for each building is the

Building Principal. The records custodian for the District is the Administrator for Curriculum and Instruction Student Services. The Superintendent or a designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of this policy as well as their rights regarding school student records. ~~However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.~~

### **Student Biometric Information Collection**

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. If the District collects biometric information it shall be in accordance with Section 10-20.40 of the Illinois School Code. ~~Such recommendation shall be consistent with budget requirements and in compliance with State law.~~ Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody or the student (if over the age of 18). Upon a student's 18<sup>th</sup> birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

**Adopted: April 6, 1998**

**Revised: February 19, 2008;**