

Executive Director's Plan for Securing Records

Policy 515 Protection and Privacy of Student Records

- I. The Executive Director shall have a plan for securing students records by September 1 of each school year. The written plan shall contain the following information:
 - A. A description of hard copy records maintained; Titles and addresses of person(s) responsible for the security of student records; Location of student records, by category, in the buildings; Means of securing student records;
 1. Hard copies of academic records are maintained and locked in a filing cabinet in the Records room; The Operation's Manager is responsible for the security of the records
 2. Hard copies of special education records are located in each of the Special Education Teacher's rooms in a locked file cabinet. The Special Education Director is responsible for the security of the records.
 3. Hard copies of discipline records are maintained in the Assistant Director's office in a locked cabinet. The Assistant Director is responsible for the security of the records.
 - B. Digital copies of records maintained
 1. ViewPoint is the system used for data warehouse and performance management program. The Executive Director and District Assessment Coordinator are responsible for the security of the records.
 2. Powerschool is the system used for gradebook, attendance, communication with parents etc. The Technology Coordinator is responsible for the maintenance of these records.
 3. Parchment is the system used for transcript requests. The School Counselor is responsible for the maintenance of these records.
 4. TrekNorth teachers use Schoology, a Learning Management System, and Google Classroom, a web service for schools. The Executive Director is responsible for these records.
 - C. Procedures for access and disclosure.

For procedures on how to access student records, see Policy 515.1
 - D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted annually in August pursuant to this section for compliance with the law.