

Lewis Center for Educational Research

**BP 5125: STUDENTS
 STUDENT RECORDS**

Adopted: August 14, 2023

Revised:

The Lewis Center for Educational Research (“LCER”) Board of Directors (“Board”), which operates Academy for Academic Excellence (“AAE”) and Norton Science and Language Academy (“NSLA”) (collectively “LCER”) recognizes the importance of keeping accurate, comprehensive student records as required by law. Procedures for maintaining the confidentiality of student records shall be consistent with state and federal law.

The President/CEO or designee shall establish administrative regulations governing the identification, retention, and security of student records, as well as timely access for authorized persons. These regulations shall ensure parental rights to review, inspect and copy student records, and shall protect the student and the student's family from invasion of privacy.

At each LCER school, the principal or designee shall act as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing board policy and administrative regulation regarding student records.

The President/CEO or designee may gather and maintain information from the social media of any LCER student, provided that LCER first notifies students 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 student safety.

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

The President/CEO or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.