I. The Superintendent/President or designee shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

II. The Superintendent/President or designee may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

III. Any currently enrolled or former student of the Rio Hondo Community College District has a right of access to any and all student records relating to him or her maintained by the district except under exclusions contained in Board Policy 5035.

IV. No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

V. Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

VI. Directory information shall include:

   A. Student’s name, student participation in officially recognized activities and sports information to include weight, height and high school of graduation of athletic team members.

   B. Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean’s List recognition.

VII. To ensure the rights of students concerning release of information, students may complete requests for non-disclosure on an annual basis if withholding of Directory information is desired.

VIII. Sources/References:

   Education Code Sections 76200, et seq.;
   Title 5, Sections 54600, et seq.
   20 U.S. Code Section 1232g(ll)
   ACCJC Accreditation Standard II.C.8

See Administrative Procedure 5040.