

STUDENT RECORDS AND DIRECTORY INFORMATION

BP No. 5040

Board Adopted: 12/6/78, 1/10/79, 11/21/07; 1/14/09; 6/8/16

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- 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(i)
ACCJC Accreditation Standard II.C.8

See Administrative Procedure 5040.