

STUDENT RECORDS

Permanent Student Records-

- Elementary
 - In the past permanent records were blue books, yellow books, etc. that were sent to the Conference Office Annually
 - Now kept electronically on NAD Data Rollup
 - Make sure you maintain an error free grade book and Data Rollup
 - Make sure you Data Rollup is error free before freezing records at the end of the school year
- Jr Academy
 - Transcripts on Data Rollup
 - Official transcripts released by the Union Office
- Academy
 - Transcripts on Data Rollup
 - Official transcripts released by the academy
- Closed schools
 - All files sent to conference

Student Records at School-

- Elementary
 - Print hard copies of quarter and end of year grades before freezing Data Rollup
 - All student files at the school can be destroyed after student should have graduated from high school
- Jr Academy
 - Print hard copies of quarter and end of year grades before freezing Data Rollup
 - All student files at the school can be destroyed 7 years after student should have graduated from high school
- Academy
 - Transcripts must be kept permanently
 - All other student records can be destroyed 7 years after student should have graduated from high school

School Bulletin

Suggested items to include (adapted from Union Education Code Book section 1820):

1. Statements of accreditation
2. School History (Brief)
3. Philosophy and objectives
4. Mission statement
5. Non-discrimination statement (Required)
6. Sexual Harassment/misconduct policy
7. Bullying and hands-off policy
8. Requirements for admissions
9. Immunizations

10. School hours
11. Financial Information (Include statement from Union Education Code Book section 2410. Official transcripts will be released only when satisfactory financial arrangements are made)
12. Nonpublished policies that are enacted during the school year are binding
13. Academics
 - a. Description of curriculum (this can be on a separate document)
 - b. Course descriptions (Academy)
 - c. Description of the system of grading
 - d. Definition of the unit of scholastic credit (Academy)
 - e. Graduation requirements
14. School regulations
15. Disciplinary procedures, including right of appeal
16. Items not appropriate to bring to school
17. Dress code
18. Medication policy
19. Campus visitation policy/closed campus policy
20. Illness policy
21. Attendance policy
22. Technology (Include cell phone and other personal electronic devices)
23. Field trips/class trips
24. Religious services (Chapels and potential for church attendance for programs)
25. School closure (weather, pandemic, etc.)
26. Emergency Plan (That it is on file in office. How parents are notified and reunification)
27. Asbestos (This can be a separate notice annually in a newsletter or special letter part of registration)
28. Acknowledgement document (This can be a separate document part of registration packet)
29. Year handbook was published along with address, phone number, website
30. AS NEEDED
 - a. Transportation by non-school vehicles (This can be part of field trip section or for academy aged student drivers)
 - b. Qualifications to hold campus office
 - c. Athletics policy
 - d. Campus club/activities
 - e. Before/after school program
 - f. Lead Contamination
 - g. Dorm policy
 - h. International student policy (Can be a separate document)
 - i. Bus policy
31. Other suggestions listed in 1820
 - a. Consent to treat
 - b. Insurance coverage
 - c. Description of school plant, including the facilities for housing students