

**A. RETENTION OF RECORDS AND REPORT OF DATA**

The principal shall retain in each student's file, either in paper or electronic form, all records related to violations of Board policies, the Code of Student Conduct, school standards, or school rules.

As required by law, the superintendent shall maintain the following data on each student who was suspended for more than 10 days, reassigned for disciplinary reasons, expelled, or to whom corporal punishment was administered: race, gender, age, grade level, ethnicity, disability status, type of incident or offense, duration of the suspension, whether alternative education services were provided, and whether the student had multiple suspensions in that academic year.

As secretary to the Board, the superintendent also shall maintain records from the Board's considerations of 365-day suspensions and expulsions and any readmission reconsiderations of 365-day suspensions and expulsions.

The superintendent shall ensure that data on disciplinary incidents is reported using the North Carolina Window of Information on Student Education (NC WISE) system in accordance with State Board of Education policies and procedures.

**B. DISCLOSURE OF RECORDS**

Confidential student records concerning conduct that posed a significant safety risk to the student or others in the school community may be disclosed to teachers and school officials, including teachers and school officials in other schools, who have legitimate educational interests in the behavior of the student.

**C. REMOVAL OF RECORDS****1. End-of-Year Removal**

The following types of discipline records may not be removed from student records, electronic files, and databases at the end of the school year:

- a. Notice of any suspension for a period of more than 10 days and the record of the conduct for which the student was suspended;
- b. Notice of any expulsion under N. C. Gen. Stat. § 115C-390.11 and the record of the conduct for which the student was expelled; and,
- c. Any records (including of in-school suspensions or short-term suspensions) that need to be maintained in order to be able to serve the

44 student appropriately or to protect the safety of others.

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46 **2. Expunging Records**

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48 The superintendent or designee shall expunge any record of suspension for a  
49 period of more than 10 days or expulsion if the following criteria are met:

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51 a. A request that the record be expunged is made to the superintendent or  
52 designee by the student's parent or guardian, or by the student if the  
53 student is at least 16 years old or is emancipated;
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55 b. The student either graduates from high school or is not suspended or  
56 expelled again during the two-year period commencing on the date of the  
57 student's return to school after the expulsion or suspension; and,
- 58  
59 c. The superintendent or designee determines that the maintenance of the  
60 record is no longer needed to adequately serve the child or to maintain  
61 safe and orderly schools.

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63 In addition, the superintendent may expunge any notice of suspension or  
64 expulsion from a student's official record provided that criteria b. and c. above are  
65 met.

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67 This section is not intended to limit parents' right to request removal of information from  
68 a student's record under Policy JO, "Confidentiality and Access to Student Records."

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71 Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g(h), 34 C.F.R.  
72 99.31, 99.36; N. C. Gen. Stat. § 115C-47, -276(r), -390.4, -390.7, -390.8, -390.10, -390.11, -  
73 390.12, -402

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75 Cross References:

76 Policy JFC, "Student Conduct/Discipline"

77 Policy JGDA, "Long-Term Suspension, 365-Day Suspension, and Expulsion"

78 Policy JGDB, "Drugs and Alcohol"

79 Policy JGDC, "Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety"

80 Policy JO, "Confidentiality and Access to Student Records"

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82 Other References: *North Carolina Discipline Data Reporting Procedures*, N.C. Department of  
83 Public Instruction Program Monitoring and Support Division (March 2011)

87 APPROVED BY BOARD  
88 AND EFFECTIVE \_\_\_\_\_  
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