

Policy

6171.41

Board of Education Hardyston Township

PUPIL RECORDS

The compilation, maintenance, access to and confidentiality of student records are in accordance with N.J.A.C. 6A:32-7. It shall be the responsibility of the Chief School Administrator or his/her designee to ensure the security of pupil records maintained in this school district.

Pupil records shall contain only such information as is relevant to the education of the pupil and is objectively based on the personal observations or knowledge of the certified school personnel who originate the record.

It shall be the policy of this Board to guarantee access of pupil records only to persons authorized, within ten days of the request, but prior to any review or hearing conducted in accordance with State Board of Education regulations. Access shall be granted only to authorized organizations, agencies, or persons in accordance with specifications and conditions prescribed by regulations.

Confidentiality of pupil records shall be assured. Limited access shall be granted to secretarial and clerical personnel under the direct supervision of certified school personnel to those portions of the record and to the extent necessary to record data and conduct routine clerical tasks. Access to computerized records shall be regulated and safeguards established to ensure security of these records. Access to the records of another pupil which is granted to a parent or adult pupil, shall be limited to that portion of the pupil's record that pertains to his/her own child.

A non-adult pupil may assert rights of access only through his/her parent(s) with the exception of emergency situations when it is determined by certified school personnel that persons connected with the emergency will protect the health or safety of the pupil or other persons.

Only mandated and permitted records, as delineated by code, shall be collected and maintained within this district.

Additionally, pupil records shall be retained and destroyed in accordance with regulations. Annually, the permitted pupil records of currently enrolled students will be reviewed by certified school personnel and data which is considered to be no longer educationally relevant or descriptive of the pupil deleted.

All anecdotal information and assessment reports collected on pupils shall be dated and signed by the person originating the data.

Parents and adult pupils shall be notified annually in writing of their rights in regard to pupil records and pupil participation in educational, occupational and military recruitment programs. Provisions shall be made for the inclusion of educationally relevant information in the pupil's records by the parent or adult pupil. Furthermore, the rights of appeal for parents and adult pupils on grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information, or denial of access to organizations, agencies and persons shall be adhered to.

Accord educational, occupational and military recruiters access to school facilities and student information directories pursuant to N.J.S.A. 18A:36-19-1 provided that any adult pupil or parent may request in writing to the chief School Administrator to be excused from participating in all recruitment programs or having their name appear in student information directories for all recruitment purposes.

A record may be withheld from a parent of a pupil under 18 or from an adult pupil only when the local agency obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court may be withheld. When the local education agency has or obtains evidence of such court order, the parent or adult pupil shall be notified in writing within five days of his or her request that access to the record has been denied and that the person has the right to appeal this decision to the court issuing the order.