

POLICY

Board of Education

Bernards Township

File Code: M 8330
PUPIL RECORDS

Our Board of Education believes that information about individual pupils must be compiled and maintained in the interest of the pupils educational welfare and advancement. The Board will strive to balance the pupil's right to privacy against the District's need to collect, retain, and use information about individual pupils and groups of pupils. The Board authorizes the establishment and maintenance of pupil files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive and those records permitted by this Board. No liability shall be attached to any member, officer, or employee of this Board for the furnishing of pupil records in accordance with law and rules.

The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this policy and conform to applicable state and federal laws and rules of the State Board of Education.

Notification of Rights

Parents or legal guardians and adult pupils shall annually be notified in writing of their rights regarding pupil records, including the right to prohibit the release of directory information. Copies of applicable federal and state laws, Board policy, and administrative regulations governing pupil records will be made available to parents, legal guardians, and adult pupils on request.

When the language of the parent or legal guardian or adult pupil is not English or the parent or legal guardian or adult pupil is deaf, the Superintendent shall, whenever possible, provide interpretation in the dominant language or assist in securing an interpreter.

Due Process

If consent to release pupil record information is refused by a parent or legal guardian, our District shall institute due process hearing procedures as indicated in Policy and Regulation 2460.

Content of records

Mandated records include the pupil's personal descriptive data, daily attendance records, progress reports, and physical health records; records required for educationally disabled pupils; and all other records required by the State Board of Education.

Permitted records include observations and ratings by professional staff members acting within the scope of their professional duties, samples of pupil work, information obtained from professionally acceptable standard instruments of measurement, educationally relevant information provided by a parent or legal guardian or adult pupil concerning achievements and other school activities that the parent or legal guardian or pupil wishes to make part of the pupils record, extra-curricular activities and achievements, rank in class, academic honors earned, and written evidence of compliance with the requirements of this policy for notification and consent.

Any school records with HIV identifying information will be maintained in accordance with the standards set forth in N.J.S.A. 26:5c.

POLICY - Continued

**File Code: M 8330
PUPIL RECORDS**

In all cases, information in pupil records must be educationally relevant, objective, and based on the firsthand observation or personal knowledge of the originator. No record may be made or kept of a pupil's religious or political affiliation or of any indication of a pupils illegitimacy.

The Board will describe annually at a public meeting the pupil records that professional employees have been authorized to collect and maintain.

Collection and Maintenance of Records

A single, central file will be compiled for each pupil and will be maintained in the office of the school to which the pupil has been assigned or, in the case of pupils assigned to a school or program outside our District, in the Office of Special Services. If any record regarding a pupil is required to be kept outside that file, a notation of its existence and location must be kept in the central file.

The Superintendent shall be responsible for the security of pupil records and shall designate appropriate custodians of the records. The Superintendent shall insure that all persons collecting or using personally identifiable information are trained regarding the confidentiality of personally identifiable information. The Superintendent shall maintain a current list of the names of the employees within our School District who may have access to personally identifiable information.

The Superintendent shall request the school records of a transferred pupil within two weeks of the pupils enrollment and shall obtain proper identification of new pupils.

Pupil records stored electronically in a computerized system must be protected by programmed security blocks and safeguards that insure both access to the full record by authorized persons and complete security against access by unauthorized persons. An updated hard copy of pupil records will also be maintained and will be subject to all the restrictions of law and this policy.

Access to Records

Access to pupil records will be available only to the pupils parent or legal guardian, the adult pupil, appropriate school personnel acting in the educational interest of the pupil, and such others as may be permitted access by rules of the State Board of Education. Every parent, except as prohibited by federal and state law, shall have access to records and information pertaining to his or her unemancipated child whether or not the child resides with the parent, unless that access is found by the court to be not in the best interest of the child or the access is found by the court to be sought for the purpose of causing detriment to the other parent. A pupil's parent, guardian, or legal custodian may petition the court to have a parent's access to the pupil's records limited. The Board shall notify the parent or legal guardian or adult pupil within five days of the date the order is obtained or evidence of the order is received that the request for access is denied.

The parent or legal guardian or adult pupil may appeal the denial to the court that issued the order.

POLICY - Continued

**File Code: M 8330
PUPIL RECORDS**

The Board is permitted access to pupil records only through the Superintendent. Secretarial and clerical personnel are permitted access to pupil records only to the extent necessary in the performance of their responsibilities under the direct supervision of the principal or Director of Pupil Personnel Services.

Copies of pupil records may be made by those permitted access to them at the fee established for the reproduction of public records in regulation 8330.

A request for access to the record or reproduction of any of its contents must be granted or denied within ten days but no later than any hearing or review to which the requested record is pertinent. No record shall be altered or destroyed between the time the written request is made and the record is reviewed.

Information in a pupil's record may be released by a professional staff member to the pupil, minor or adult, and to other appropriate persons in an emergency and for the purpose of protecting the health and safety of the pupil or other persons.

A pupil's records will be sent to the New Jersey School District to which the pupil transfers within 10 days of the new district's verification of the transfer, in accordance with State Board rules and this policy. The records of a pupil who transfers to a private school or to a school outside New Jersey will be sent to the new school only on the written permission of the parent or legal guardian or adult pupil.

Directory Information

The Board designates as pupil "directory information" a pupil's name, address, telephone number, grade level, date and place of birth, dates of enrollment, participation in officially recognized activities and sports, awards received, previous school districts attended, the height and weight of members of district athletic teams.

Directory information may be released without specific permission, except when such release is prohibited by a parent or legal guardian or adult pupil.

Parent or legal guardians or adult pupils shall be provided with a 10 day period to submit a written statement to the Chief School Administrator, or designee, to prohibit the institution from including any and all types of information about the pupil in any information directory before allowing access to such directory and school facilities to educational, occupational and military recruiters.

Appeal of Record

A parent or legal guardian or adult pupil may challenge the pupil's records and may request the addition of material or comments or the deletion of material from the record. The parent or legal guardian or adult pupil may request a stay of disclosure pending final determination of any such challenge. An appeal must be made

POLICY - Continued

File Code: M 8330
PUPIL RECORDS

in writing to the Superintendent, who shall attempt to resolve the issue within ten days. The issue may be further appealed, to the Commissioner of Education or the Board of Education. Any appeal made to the Board will be determined within twenty days and after opportunity has been offered for a hearing. A record of the appeal will be made part of the pupil's record.

A parent or legal guardian or adult pupil may place a statement in the record, which will be maintained with the contested portion of the record and will be disclosed whenever the contested portion is disclosed.

Review, Transfer, Preservation, and Destruction

The records of currently enrolled pupils will be reviewed annually by appropriate professional staff members, and permitted records that are detrimental or no longer educationally relevant must be deleted, except that no temporary information shall be deleted from the special service record of a classified pupil without prior notice to the parent or legal guardian or adult pupil. No record shall be kept of any such deletion or the materials deleted. Mandated information no longer necessary for the provision of educational services of the classified student will be destroyed, provided the parent or legal guardian or adult pupil has given written consent to the destruction or reasonable efforts to notify the parent or legal guardian or pupil and secure consent have been unsuccessful.

When a pupil is no longer enrolled in our District, those records mandated by rules of the State Board of Education will be preserved in perpetuity. All other records will be destroyed, except that the student profile form, with attachments, of a pupil evaluated by Special Review Assessment will be retained for one year after the pupil's class graduates. The parent or legal guardian or adult pupil will be notified in writing that the mandated educational information is being released to public schools where the pupil is now enrolled or intends to enroll. In addition, the parent or legal guardian or adult pupil will be notified in writing that a copy of the entire pupil record will be provided upon request. No additions will be made to the pupil's record without the written consent of the parent or legal guardian or adult pupil.

20 U.S.C.A. 1232g (a) (5) (B)
34 C.F.R. 300.571, Part 99; 300.572, 300.573
N.J.S.A. 9:2-4.2
N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4;
18A:40-19
N.J.S.A. 47:1A-1; 47:1A-2
N.J.A.C. 6:3-6.1 et seq.; 6:3-6.8; 6:3-9.2;
6:3-9.3; 6A:14-1.3; 6A:14-2.9

Cross reference: Policy Nos. 2460, 2622, 5430, 5600, 5610, 9713

ADOPTED: December 14, 1998