

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JO
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STUDENT RECORDS

It shall be the responsibility of the superintendent of schools and his/her professional staff to provide for the annual classification, reporting of progress, and maintenance of records for all pupils. These activities shall be carried out with careful and considerate treatment of all pupils, taking into account basic educational requirements and available facilities.

All information about an individual student kept on file by the school system shall be regarded as confidential. Such information must be verified and pertinent to the education of the student.

A parent or legal guardian or a student eighteen (18) years old or over may review the student's record and shall have opportunity to assure the accuracy and relevance of any information contained therein.

School personnel with a legitimate interest in the education of the student will have access to appropriate individual student records.

Individual student records will be kept in a secure manner so that the school official responsible can control access. A written form will be kept with the file to record who has reviewed the individual student records and the specific interest of that person.

Prejudicial information not contained in student records should not be passed on by written or oral comment.

Individual pupil responses to tests or questionnaires administered to secure statistical group, school, or school system data useful in program improvement shall be anonymous and not made part of each pupil's records.

Where the parents of a student are separated or divorced or for some other reason the student is not in the joint custody of both of his/her parents, information concerning the student shall be disclosed to both natural parents or persons having legal custody of the student and to a person having written authority from the legal custodian of the student.

The school board is intent upon maintaining an adequate individual student record system designed to benefit the education of every student and to assist school staff in this process.

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Student records are to be kept in the custody of the principal of the school the child attends and may not be transferred outside the district without written permission of the parent in accordance with state and federal laws.

An eligible student (18 years of age) and his/her parent shall have access to the student record, and may have copies of any information in the record upon payment of a reasonable fee. Authorized school personnel shall have access to the student records. Except for directory information released in accordance with state guidelines, no information in a student record shall be disseminated without the specific informed written consent of the eligible student and his/her parent, or either one, as applicable. A log shall be kept to record the dissemination of any information in the student record.

The eligible student and/or parent shall have the right to add information or other relevant material to the record. They shall have the right to request deletion or amendment of any information in the record which is inaccurate, misleading, or otherwise in violation of the student's rights to privacy under the Buckley Amendment. Decisions in these matters shall be made by the principal, or his/her designee, and may be appealed first to the superintendent and then to the school board.

If a parent of legal guardian wishes to review his/her child's school records, s/he must complete the appropriate forms available at the guidance office. The counselor will then supervise the gathering of records and meet with the parents to review the contents. The parent/guardian must give a minimum of twenty-four (24) hours notice before reviewing records.