

Policy

NO. 516

Board of Education Nutley

PUPILS

PUPIL RECORDS

The Nutley Board of Education shall regulate access, compile, and maintain pupil records in compliance with federal and state statutes and regulations governing the collection, maintenance, disclosure and security of pupil records. 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 originates the record.

It shall be the policy of this board to guarantee access of pupil records only to persons authorized, within 10 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 the 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 granted to parent or adult pupil to another pupil's records shall be limited to that portion of the record that pertains to his or her own child.

A nonadult pupil may assert rights of access only through his or her parent with the exception of emergency situations when it is determined by certified school personnel that disclosure of the pupil record to the pupil or to appropriate persons connected with the emergency will protect the health or safety of the pupil or other persons.

BOARD OF EDUCATION
NUTLEY

PUPIL RECORDS - Pg 2

PUPILS

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 considered no longer to be educationally relevant or descriptive of the pupil deleted.

All anecdotal information and assessment reports collected on a pupil 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 records by the parent or adult pupil. Furthermore, the rights of appeal for parents and adult pupils on ground of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information or denial of access to organizations, agencies and persons shall be adhered to.

When the parents' dominant language is not English or the parent is deaf, every effort shall be made to provide for interpretation of the pupil record in the dominant language of the parent or adult pupil.

Student directory information shall be compiled, released and publicized consistent with regulations. Educational, occupational and military recruiters shall be provided access to school facilities and student information directories except that pupils may be excluded from participation in all recruitment programs and from having their names appear in student directory information for all recruitment purposes with a written request from the parent or adult pupil to the chief school administrator.

The chief school administrator or his or her designee shall request in writing all pupil records from the school district of last attendance within two weeks of the pupil's enrollment in this district. Additionally, the district will forward all records to the chief school administrator or his or her designee of the school district to which a pupil has transferred within 10 days after the transfer has been verified by the requesting school district.

BOARD OF EDUCATION
NUTLEY

PUPIL RECORDS - Pg 3

PUPILS

No liability shall be attached to any member, officer, or employee of this district granting access to records in accordance with the specifications of code.

The chief school administrator or his or her designee shall develop administrative procedures for the implementation of this pupil records policy.

N.J.A.C. 6:3-2.1 et seq.; 6:8-7.1(b)5; 6:20-1.1; 6:27-1.10;
6:28-2.9; 6:29-4.2(a)11, 29-4.5, 29-6.4(c); 6:39-1.3(g)
20 U.S.C.A. 1232g
N.J.S.A. 18A:6-9; 18A:36-19, 36-19a, 36-19.1; 18A:40-4, 40-19
N.J.S.A. 47:1A-1, 1A-2