

**Hopedale Public Schools
Policies of the School Committee**

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STUDENT RECORDS

It shall be the policy of the Hopedale School Committee to establish and maintain student records in the Hopedale Schools according to the following conditions:

Definition – The Student Record is the official school record of a student which begins upon his/her entrance into a program operated by the Hopedale Public Schools and which continues through that student's graduation or time of withdrawal from the school system.

Contents – Pursuant to regulations adopted by the State Board of Education and Department of Education, the Student Record shall consist only of data that has a clear relationship to the educational needs and progress of the student. Categorically, the Student Record shall consist of the following:

Permanent Record – The permanent portion of the Student Record shall include the following information:

- a. Registration data, student demographic or census data, and transfer information;
- b. Transcript – The record of a student's academic performance;
- c. Attendance record

Temporary Record – The following information shall be maintained as part of the student's temporary record:

- a. Standardized tests results;
- b. Class rank, activities anecdotal or official evaluations by staff;
- c. Disciplinary record
- d. Health record
- e. Team evaluation record – All of the information generated pursuant to a referral request to determine the level of educational need that an individual student's circumstance in school presents that will include, but not necessarily be limited to, individual test data, sociological and personality data, psychological test data, specific behavioral records, medical information and recommendations that emanate therefrom.

Source: Existing

Date Adopted: May 6, 1975; October 28, 1997

Legal Reference: MGL Chapter 71, section 34 a-g; Chapter 72, section 2; Chapter 213, Acts of 1972, Chapter 785, Acts of 1983; regulations DOE, January 28, 1997

Forms: None

Posted: Website, Principals' Offices, School Libraries, P.P.S. Office

Effective Date: October 28, 1997

Location/Custodian –

- a. Census – Maintained in the Office of the Superintendent of Schools who shall be designated the custodian of that record;
- b. Permanent Record – Registration, transcript and attendance shall be maintained in the Principal's Office in the school of attendance of each student. The Principal shall be designated as the custodian of those records;
- c. Health Record – This will be maintained in the Nurse's Office in the school of attendance for each student. The School Nurse shall be designated as the custodian of those records.
- d. Temporary Record – Standardized tests, class ranks, activities, discipline and attendance shall be maintained in the Principal's or Guidance Office of the school of attendance of the student. The principal shall be designated as the custodian of those records.
- e. Temporary Record – team Evaluation – This record shall be maintained in the Guidance or Special Education Office of the school of attendance of each child with a master file in the Office of the Pupil Personnel Director. The Pupil Personnel Director shall be designated as the custodian of this record.

Access –

Student records are school property and are confidential. They are not public records for any purpose. Access to students' records shall be restricted by the custodian of the respective records to the following:

- a. Parents of legal guardians of the student;
- b. The student himself/herself at age 14 or in Grade 9;
- c. Members of the school staff or administration who have a demonstrably clear need to know the information contained in the specific record as it relates to the student's development, educational program, or progress in school;
- d. Third Parties –
 1. As defined in regulations; or,
 2. A legal entity of the Commonwealth of Massachusetts with access specified through the order of a court having jurisdiction; or,
 3. As specifically authorized in writing by either the parent or eligible student through a written release.

NOTE – Parents or guardians, or students who have attained the age of majority may, in writing, specifically limit access from certain third parties as well. Also, any person with access shall have the right to assistance with the interpretation of records or information therein, and/or the ability to challenge or amend the record consistent with provisions in the regulations that apply.

Transfer – In the event a student withdraws from attendance in Hopedale, the only part of the student record that shall be transmitted under ordinary circumstances is the transfer card. Copies of data in the permanent or temporary record will be transmitted only upon receipt of a signed release from either the parent or eligible student, specifically listing those records which are requested. Specific exception to this is the transmission of the disciplinary record upon request of a receiving school in circumstances that involve suspension or expulsion.

Maintenance/Destruction – All records will be maintained for the length of time specified by regulation and will be destroyed upon aging as stipulated in those same regulations.

For general purposes, the permanent record is maintained indefinitely. Elements of the temporary record have different periods of time that they are maintained prior to destruction. No element of the temporary record is maintained longer than five (5) years after the date of Graduation. Specific public notice is given prior to the destruction of certain records.