

STUDENT RECORDS

The privacy of students and staff must be protected by all school personnel. A crisis may challenge a school's usual safeguards of confidential information about students and staff. Confidential information and/or records must be protected under all circumstances. This applies to all information about and records related to students and staff including but not limited to:

Medical Information and Records

Attendance Records (Even answering a question about whether a student or staff member is present in school or was on a particular day.)

Victim Lists including names of students injured in an accident or incident.

Academic Information

Release of **ANY** information during a crisis should be through the Office of the Superintendent or through the communications plan established by the Superintendent of School, Police Chief and Fire Chief.

The confidentiality of student information and records is protected by federal and state statutes and by Hopkinton School Committee policies. The following is excerpted from Hopkinton School Committee Policy *JRA*.

Confidentiality of Records

With a few exceptions, no individuals or organizations but the parent, student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student.

Release of Information

Information in the student record may not be disseminated in whole or in part, in any manner or form, orally or in writing, to a third party without the written consent of the student and/or parent/guardian whichever is applicable noting the following two exceptions. 1.) The student record may be forwarded to a school to which the student is transferring without the student's or parent's consent, and, 2.) The above does not prohibit the publication of "directory" information including a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in school activities, honors, awards, or post high school plans. Parents and eligible students may request that this information not be released without prior consent.