

HOPKINTON SCHOOL COMMITTEE POLICY

STUDENT RECORDS

The school district must maintain extensive student information in order to provide appropriate educational services to students. The district must employ safeguards to insure that confidentiality of this information is maintained and that information is available, where and when appropriate, to parents or guardians, appropriate school personnel, students, and state and federal agencies as required by law.

The superintendent will ensure that parents are informed of the rights that they have to access student information.

The superintendent will ensure that student records are maintained or destroyed in compliance with state and federal laws, that regulations are developed that are in accord with law and regulations, and that all principals are familiar with the regulations. The superintendent will make certain that school principals allow only authorized personnel to have access to all or part of the student's records and that all district procedures are followed.

First Reading	March 5, 2009
Second Reading	March 19, 2009
Third Reading	April 2, 2009
Adopted	April 2, 2009
Policy Amended	
Legal References	<p>Family Educational Rights and Privacy Act of 1974, P.L. 93-380, Amended.</p> <p>P.L. 103-382, 1994</p> <p>M.G.L. 66:10 71:34A, B, D, E, H</p> <p>603 CMR: Massachusetts Dept. Of Education 23.00 through 23:12 as amended August 15, 2006.</p>
Policy Cross Reference	KBBA, Non-Custodial Parents' Rights , adopted December 21, 2006
Procedure Reference	