

Non-Instructional Operations

Maintenance Program of School System Records

Record Maintenance

Each building administrator or designate shall be responsible for record maintenance and access within his/her building. The coordinator of pupil personnel services shall be responsible for the permanent records which are kept at the special education office. All student records, when not in use, shall be kept under lock and key.

Six years after graduation, or six years after the student has left the Brookfield schools for any reason, all of his/her records are destroyed except academic, achievement records and basic biographical information, which is then microfilmed. In cases where students leave the school prior to graduation, they shall be considered a part of the class in which they would have graduated.

Students' Rights

Students attaining the age of eighteen (18) have the right to access to those records directly related to them. Such students are considered adults and, therefore, their right of access to records supersedes the right of access of their parent(s) except when it can be shown that a handicapping condition in the student is of such nature as to render access meaningless or subject to serious misinterpretation. In such cases, parent(s) shall have access to records.

Parents may request that a child's record be maintained permanently for the purpose of social security benefits.

Certain records of standardized test scores and information about students that may be useful in curriculum planning or other research, may be kept in the personnel office under the surveillance of the coordinator of pupil personnel services.

Working Notes of the Professional Staff

All certificated and professional staff members may singly or jointly maintain professional files containing information about students assigned to them.

Maintenance Program of School System Records (continued)Working Notes of the Professional Staff (continued)

Information in these files may be provided to students, parents or legal guardian, their authorized designees, or school personnel at the discretion of the professional staff member concerned. These files, with the exception of teacher grade books, shall be destroyed by their holders using approved district procedures when their purpose has been fulfilled. Teacher grade books shall become the property of the teacher after the grades have been duly registered on the Permanent Record Card.

- (cf. 1340 - Access to School Procedures and Materials)
- (cf. 3570 - Care of School System Records)
- (cf. 4112.6 - Personnel Records)
- (cf. 5125/5125.1 - Student Records; Confidentiality)
- (cf. 9330 - Board/School System Records)

## Legal Reference:

- Connecticut General Statutes
- 1-15 Application for copies of public records.
- Certified copies. Fees
- 1-16 Photographic reproduction of documents
- 1-17 Reproductions to serve purpose of originals
- 1-18 Disposition of original documents
- 1-18a Definitions: "Public records"
- 1-19 Access to public records. Exempt records
- 1-19a Access to computer-stored records
- 1-19b Agency administration. Disclosure of personnel, birth and tax records....
- 1-20a Public employment contracts as public records
- 1-21 Meetings of government agencies to be public. Recording of votes....
- 1-21i Denial of access to public records or meetings. appeals.
- Notice. Orders. Civil penalty.
- Service of process upon commission
- 10-151c Records of teacher performance and evaluation not public records
- 10-209 Records not to be public (medical records)
- 10-221b Boards of Education to establish written uniform policy re treatment of recruiters (re-directory information)

