Section J

Students

Policy: Student Records

File Code: JO

Schools: Bridport, Cornwall, ID#4, Ripton,
Salisbury, Shoreham, Weybridge, UD#3

Warning: June 8, 2007

Adoption: June 18, 2007

The School District shall keep accurate and appropriate education records for students as part of
a sound educational program and is committed to act as trustee of this information, maintaining
these records for educational purposes to serve the best interests of its students. The information
contained in students’ education records belongs primarily to the students and/or their parent(s),
or guardians.

Confidentiality underlies all policies and procedures for the collection, maintenance, disclosure
and destruction of educational records. The building principal will be the legal custodian of all
student records in a given school. The Superintendent has overall responsibility for school
records throughout the District and for assuring that adequate systems are in place to maintain
such records.

Implementation
The Superintendent is responsible for developing procedures to assure the consistent
implementation of this policy. The procedures shall comply with all federal and state laws and
regulations governing the collection, maintenance, disclosure and destruction of education
records.

Legal Reference(s):
- 34 C.F.R. Part 99
- 1 V.S.A. §317 (Definitions)
- 15 V.S.A. §670 (Non-custodial parents)
- 33 V.S.A. §5536a (Juvenile court records)
- VT State Board of Education Manual of Rules and Practices §2120.8.3.3