



Hopewell Valley Regional School District
Annual Notice of Parent's and Adult Student's Rights Concerning a
Student's Records and Personal Information

Dear Parent and Adult Student:

State and federal law gives parents of a student certain rights concerning the student's school records. At the age of 18, these rights transfer to the student.

1. You have a right to look at your student records. To do so you must give the principal a written request listing the records that you want to see. The principal has 30 days to honor your request. In New Jersey, regardless of marital or custodial status, each natural parent has a right to see the school records of his/her child unless there is a court order on file at the school denying access. Copies of school records are available for a minimal fee. Those who qualify have a right to interpretation in their dominant language or in sign language.

2. You have the right to ask for changes in the records. You may ask to include material you think pertinent or to exclude material that is untrue, misleading, or otherwise improperly contained in the student's record. You have the right to request an immediate delay of third party disclosure pending final determination of the challenged records.

3. You have the right to let other people see your school records. Parents have the right to consent to release of their minor child's student records to a third party.

4. The District may release records to certain persons or organizations without your consent, and you have the right to challenge an administrative grant or denial of access to your records. Situations where the District may release records without consent are described in Board Policy 8330.

5. Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to such release.

6. Your consent is necessary for all publicity releases. Throughout a student's school career, he or she will participate in a variety of public events, activities and competitions. During these events, a student may be photographed by local news media or others and may appear in newspaper articles, on television, or in other venues. However, identifying information will not be given to media or published in District promotional pieces such as print and video material without specific consent.

7. Your special consent is necessary for Internet publication of student information. Under New Jersey law, we are required to specifically warn you that there are potential dangers associated with the posting of personally identifiable information on a website since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we as schools do want to celebrate your child and his/her work. The law requires that we ask for your permission to use information on any District sponsored website.

8. Your consent is necessary for participation in a student survey of certain sensitive or private information (see Board Policy 2415.05). The District will provide ample notice and opportunity for review and consent.

9. You may obtain further information and copies of laws. All Board Policies can be accessed on the Hopewell Valley Regional School District website:

<http://www.boarddocs.com/nj/hvrsd/Board.nsf/Public?open&id=policies..>

Hard copies of applicable federal and state laws and Board Policies are available upon request. Questions about this form should be addressed to the Board of Education secretary, Robert Colavita, 609.737.4000 ext. 2201.

10. You have a right to file a complaint if you believe the school has violated any of your rights with respect to student records. Unresolved complaints may be filed with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.