

## Bainville K-12 Schools

### STUDENTS

3600

#### Student Records

School student records are confidential, and information from them will not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge school records.

The District will ensure information contained in student records is current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services will be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents will have the right to object to release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information.

The Superintendent will implement this policy and state and federal law with administrative procedures. The Superintendent or designee will inform staff members of this policy and inform students and their parents of it, as well as of their rights regarding student school records.

**Each student's permanent file, as defined by the board of public education, must be permanently kept in a secure location. Other student records must be maintained and destroyed as provided in 20-1-212, MCA.**

Legal Reference:      Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. 99  
                                 § 20-1-212, MCA      Destruction of records by school officer.  
                                 § 20-5-201, MCA      Duties and sanctions  
                                 § 40-4-225, MCA      Access to records by parent  
                                 10.55.909, ARM      Student Records  
                                 No Child Left Behind Act of 2001, P.L. 107-334

#### Policy History:

Adopted on: Spring 2004

Reviewed on:

Revised on: 2/25/08, 7/10/13