

1 **Bainville K-12 Schools**

2
3 **STUDENTS**

3600F1
page 1 of 4

4
5 Student Records

6
7 Notification to Parents and Students of Rights Concerning a Student's School Records

8
9 *This notification may be distributed by any means likely to reach the parent(s)/guardian(s).*

10
11 The District will maintain two (2) sets of school records for each student: a permanent record
12 and a cumulative record. The permanent record will include:

- 13
14 Basic identifying information
15 Academic work completed (transcripts)
16 Level of achievement (grades, standardized achievement tests)
17 Immunization records (per § 20-5-506, MCA)
18 Attendance record
19 Record of any disciplinary action taken against the student, which is educationally related
20

21 The cumulative record may include:

- 22
23 Intelligence and aptitude scores
24 Psychological reports
25 Participation in extracurricular activities
26 Honors and awards
27 Teacher anecdotal records
28 Verified reports or information from non-educational persons
29 Verified information of clear relevance to the student's education
30 Information pertaining to release of this record
31 Disciplinary information
32

33 The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students
34 over eighteen (18) years of age ("eligible students") certain rights with respect to the student's
35 education records. They are:

- 36
37 1. **The right to inspect and copy the student's education records, within a reasonable
38 time from the day the District receives a request for access.**

39
40 Students less than eighteen (18) years of age have the right to inspect and copy their
41 permanent record. Parents/guardians or students should submit to the Superintendent a
42 written request identifying the record(s) they wish to inspect. The Superintendent will
43 make arrangements for access and notify the parent(s)/guardian(s) or eligible student of
44 the time and place the records may be inspected. The District charges a nominal fee for
45 copying, but no one will be denied their right to copies of their records for inability to pay
46 this cost.

1
2
3
4 The rights contained in this section are denied to any person against whom an order of
5 protection has been entered concerning a student.

6
7 **2. The right to request amendment of the student's education records which the**
8 **parent(s)/guardian(s) or eligible student believes are inaccurate, misleading,**
9 **irrelevant, or improper.**

10
11 Parents/guardians or eligible students may ask the District to amend a record they believe
12 is inaccurate, misleading, irrelevant, or improper. They should write the Superintendent
13 or records custodian, clearly identifying the part of the record they want changed, and
14 specify the reason.

15
16 If the District decides not to amend the record as requested by the parent(s)/guardian(s) or
17 eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the
18 decision and advise him or her of their right to a hearing regarding the request for
19 amendment. Additional information regarding the hearing procedures will be provided to
20 the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

21
22 **3. The right to permit disclosure of personally identifiable information contained in**
23 **the student's education records, except to the extent that FERPA or state law**
24 **authorizes disclosure without consent.**

25
26 Disclosure is permitted without consent to school officials with legitimate educational or
27 administrative interests. A school official is a person employed by the District as an
28 administrator, supervisor, instructor, or support staff member (including health or
29 medical staff and law enforcement unit personnel); a person serving on the Board; a
30 person or company with whom the District has contracted to perform a special task (such
31 as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or
32 student serving on an official committee, such as a disciplinary or grievance committee,
33 or assisting another school official in performing his or her tasks.

34
35 A school official has a legitimate educational interest, if the official needs to review an
36 education record in order to fulfill his or her professional responsibility.

37
38 Upon request, the District discloses education records, without consent, to officials of
39 another school district in which a student has enrolled or intends to enroll, as well as to
40 any person as specifically required by state or federal law. Before information is
41 released to individuals described in this paragraph, the parent(s)/guardian(s) will receive
42 written notice of the nature and substance of the information and an opportunity to
43 inspect, copy, and challenge such records. The right to challenge school student records
44 does not apply to: (1) academic grades of their child, and (2) references to expulsions or
45 out-of-school suspensions, if the challenge is made at the time the student's school
46 student records are forwarded to another school to which the student is transferring.

1
2
3
4 Disclosure is also permitted without consent to: any person for research, statistical
5 reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified;
6 any person named in a court order; and appropriate persons if the knowledge of such
7 information is necessary to protect the health or safety of the student or other persons.
8

9 **4. The right to a copy of any school student record proposed to be destroyed or**
10 **deleted.**

11
12 **5. The right to prohibit the release of directory information concerning the parent's/**
13 **guardian's child.**

14
15 Throughout the school year, the District may release directory information regarding
16 students, limited to:

17
18 Student's name
19 Address
20 Telephone listing
21 Electronic mail address
22 Photograph (including electronic version)
23 Date and place of birth
24 Major field of study
25 Dates of attendance
26 Grade level
27 Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
28 Participation in officially recognized activities and sports
29 Weight and height of members of athletic teams
30 Degrees
31 Honors and awards received
32 Most recent educational agency or institution attended
33

34 *Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the*
35 *above information by delivering written objection to the Superintendent within ten (10)*
36 *days of the date of this notice. No directory information will be released within this time*
37 *period, unless the parent(s)/guardian(s) or eligible student are specifically informed*
38 *otherwise.*

39
40 **6. The right to request that information not be released to military recruiters and/or**
41 **institutions of higher education.**

42
43 Pursuant to federal law, the District is required to release the names, addresses, and
44 telephone numbers of all high school students to military recruiters and institutions of
45 higher education upon request.
46

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15

Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

7. **The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605