

1 Ovando School District #11

2

3 STUDENTS

3600

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5 Student Records

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

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

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19 The Lead Teacher will implement this policy and state and federal law with administrative
20 procedures. The Lead Teacher will inform staff members of this policy and inform students and
21 their parents of it, as well as of their rights regarding student school records.

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23 Each student’s permanent file, as defined by the board of public education, must be permanently
24 kept in a secure location. Other student records must be maintained and destroyed as provided in
25 20-1-212, MCA.

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27 Legal Reference:	Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R.
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29	§ 20-1-212, MCA Destruction of records by school officer.
30	§ 20-5-201, MCA Duties and sanctions
31	§ 40-4-225, MCA Access to records by parent
32	10.55.909, ARM Student Records
33	No Child Left Behind Act of 2001, P.L. 107-334

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35 Policy History:

36 Adopted on: March 10, 2014

37 Reviewed on: February 10, 2014

38 Revised on: February 10, 2014