

RSU #16 (Mechanic Falls, Minot, Poland)
Policy Code: JRA Student Education Records
Adopted: October 2005
Revised: February 2011

PHILOSOPHY:

It is the philosophy of the RSU #16 School Board that educational records are legal documents that must be maintained with confidentiality and in accordance with Federal and State Laws.

POLICY:

It shall be the policy of the RSU #16 School Board to provide for the confidentiality of all student education records that are maintained by the school as required by both Maine Law and Federal Family Educational Rights and Privacy Act (FERPA).

The school shall provide annual notification to the parents of students currently in attendance and to eligible students (18 years old or older) of their rights in relation to the student education records being maintained by the school.

The school has designated the following information about students as directory information: name, the student's participation in officially recognized activities and sports, height and weight of student athletes and grade level of students in extracurricular activities, date of attendance at the school, and honors and awards received.

The school may disclose directory information about students in attendance if it has given the notification required by FERPA to parents of the students and to eligible students, and has not received timely written notice refusing permission to designate some or all of the types of information about a student as directory information.

Under Maine Law, the school shall not publish on the internet, without written parental consent, any information, whether directory or otherwise, that identifies a student including, but not limited to, the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, and parents' names.

The Superintendent, in consultation with other school administrators of the school, shall develop and promulgate procedures for implementing this policy and may, from time to time, amend those procedures as necessary.

SUBJECT: STUDENT EDUCATION RECORDS

AMPLIFYING INSTRUCTIONS AND GUIDELINES:

As per the provisions of this policy

DELEGATION OF AUTHORITY:

The RSU #16 School Board delegates the authority to carry out this policy the Superintendent of Schools, who may delegate the process on the policy to an administrative designee.

LEGAL REFERENCES:

20 USC § 1232g
34 CFR Part 99
20-A MRSA § 6001
ME. Dept. of Ed. Reg. ch 101 § 15 (Nov. 1999)

SIGNATURE BLOCK:

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Chris Woodford

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