

SUBJECT: STUDENT EDUCATION RECORDS AND INFORMATION

Date of Original Policy: February 28, 2002

Date of Next Review:

Cancels Policy Code: None

Revision Date: Second & Final Reading on 6.24.2021

JURISDICTION: RSU 73 Schools

POLICY: STUDENT EDUCATION RECORDS AND INFORMATION

RSU 73 shall comply with the Family Educational Rights and Privacy Act ("FERPA") and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and student information.

1. DIRECTORY INFORMATION

RSU 73 designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. RSU 73 may disclose directory information if it has provided notice to parents/guardians (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

2. MILITARY RECRUITERS / HIGHER EDUCATION ACCESS TO INFORMATION

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses, and telephone numbers of secondary students and RSU 73 must comply with any such request, provided that parents/guardians have been notified of their right to request that this information not be released without their prior written consent.

3. INFORMATION ON THE INTERNET

Under Maine law, RSU 73 shall not publish on the Internet any information 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 parent's/guardian's names, without written parental consent.

4. TRANSFER OF STUDENT RECORDS

As required by Maine law, RSU 73 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records, and health records (except for confidential health records for which consent for dissemination has not been obtained).

5. DESIGNATION OF LAW ENFORCEMENT UNIT

School units may disclose student education records without parental/guardian consent to personnel of its law enforcement unit, provided that they have been designated school officials with legitimate educational interests for the purpose of compliance with FERPA.

The Board hereby designates the Livermore Falls and Jay Police Departments as RSU 73's law enforcement units for the purpose of disclosure of student education records under FERPA.

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6. HEALTH AND SAFETY EMERGENCIES

As permitted by FERPA, the school unit may disclose personally identifiable information from a student's educational record to appropriate parties, including parents/guardians of an eligible student, if taking into account the totality of the circumstances, it determines that there is an articulable and significant threat to the health or safety of the student or other individuals and that knowledge of the information is necessary to protect the health or safety of the student or other individuals. In the event of disclosure, the school unit will record the articulable and significant threat that formed the basis for the disclosure and the parties to whom the school unit has disclosed and maintain such record with the student's educational record.

7. ADMINISTRATIVE PROCEDURES AND NOTICES

The Superintendent is responsible for developing and implementing any administrative procedures and parent/guardian notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents/guardians and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. Part 99
20 U.S.C. § 7908
20-A M.R.S.A. §§ 6001, 6001-B
Ch. 101, 125 (Maine Department of Ed. Rules)

Cross Reference: JRA-E: Annual Notice of Student Education Records and Information Rights
JRA-R: Education Records and Information Administrative Procedure
ILD - Student Surveys

Adopted: February 28, 2002

Revised: May 15, 2003; November 14, 2013; 2021