

STUDENT EDUCATION RECORDS AND INFORMATION

Moosabec CSD 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.

A. Directory Information

Moosabec CSD 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. Moosabec CSD 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.

B. 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 Moosabec CSD 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.

C. Information on the Internet

Under Maine law, Moosabec CSD 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 parents’/guardians’ names, without written parental consent.

D. Transfer of Student Records

As required by Maine law, Moosabec CSD 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).

E. Health or 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 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.

F. Administrative Procedures and Notices

The Superintendent is responsible for developing and implementing any administrative procedures and parent 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.

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

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 (Me. Dept. of Ed. Rules)

DATE ADOPTED: JULY 1, 2003

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