



## REQUIRED ANNUAL POLICY NOTIFICATIONS

The following Thornton Academy policies require this annual notification:

- Access to student information
  - Release of educational records
  - Information designated as “directory information”
  - Parental rights
  - College and military access
  - Third party access
- Survey administration
- Pesticide use

### Access to student information

#### Educational Records

Educational records may be shared with school officials who have a legitimate educational interest in the information. The following definitions apply:

- *School officials* include but are not limited to permanent and temporary faculty, administrators, advisors, athletic personnel and administrative support staff.
- *Legitimate educational interest* is a need to review a student’s record in order to fulfill a school official’s professional responsibility at the school.

Thornton Academy will release copies of a student’s educational records in accordance with: the requirements of MRS 20-A, Ch 221, §6001, and the records release guidelines established by the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student education records. This includes the release of a student’s educational records at the request of a school administrative district to which the student is transferring. In addition, Thornton Academy will release a student’s educational records to a criminal justice agency according to all guidelines outlined in §6001.

#### Privacy and Directory Information

Schools may share basic student information, designated as “directory information,” without prior written consent. The following data are considered directory information:

- Student name, grade level, address, phone number, email address and photo
- Degrees, honors, and awards received
- Participation in official school activities (e.g., clubs, sports, school/class events)
- Athletic team rosters with weight and height of all players

Directory information will be disclosed only to benefit, promote and celebrate the school and its students. Examples of directory information disclosure include but are not limited to:

- Honor roll or other recognition lists
- School programs (e.g., athletic, graduation, performance)

- Release of graduate names and photos
- Student produced materials and media (e.g., Tripod, Carpe Diem, TA-TV)
- School produced materials (e.g., publications, TA websites/social media, performance CDs or DVDs)

### Parental Rights and Educational Records

Parents/guardians may:

- Inspect and review their student's educational records
- Request in writing an amendment to educational records in the event of inaccuracy
- Consent or dissent in writing to disclosure of the student's record and any non-directory or directory information by September 30 of the current school year or within thirty (30) days after enrollment

Parents will be notified of these rights annually.

### College and Military Access (Upper School only)

- Thornton Academy is authorized to share students' contact information (name, address, telephone) with colleges and the military. This typically applies to juniors and seniors only.
- In the event that you do not wish to have your child's contact information shared with either colleges and/or the military, please notify the school in writing by September 30<sup>th</sup>.
  - o An email to your child's school counselor is an acceptable form of written notification (FMI, contact the School Counseling Office: 282-3361, ext 4454)
- Non-directory information is private information and is never released without written parental consent.

### Third Parties contracted by Thornton Academy

- Each year Thornton Academy selects a company for provision of school-related products such as caps and gowns, class rings, yearbooks, school IDs and graduation ceremony photographs.
- Students' names and addresses will be provided to reputable vendors only for notification about these or similar school-related products.

<b>FMI:</b>	TAMS Office (gr 6-8)	282-3361, ext 4408
	School Counseling Office (gr 9-12)	282-3361, ext 4454

### **Survey Administration Policy**

- Thornton Academy does not allow any third party to administer a survey to students without prior notice.
- Thornton Academy does not allow any third party to administer a survey that collects personal information for the purpose of marketing or selling.
- Thornton Academy does not allow any third party to administer any survey that collects information that can be linked to a particular student.
- The school limits the number of surveys administered to a minimum to avoid disruption of class time.
- Thornton Academy reviews any survey administered to students by staff or other students for admissibility under this policy.

Thornton Academy occasionally agrees to administer surveys on behalf of credible agencies (e.g., the Maine Department of Education). These surveys might ask students to reveal information related to any of the following:

- Political affiliations or beliefs held by the student's family

- Psychological issues of the student or the student's family
- Sexual attitudes or behaviors
- Antisocial, self-incriminating or illegal behavior of students
- Critical appraisals of other individuals with whom the student has close family ties
- Information related to a legal privileged relationship such as attorney/client or doctor/patient
- Religious practices, affiliations or beliefs held by the student or student's family
- Income, when the information is not related to evaluating eligibility for any type of financial assistance

Parents may request copies of a survey's instructions (and in some cases, a copy of the survey itself) before the survey is administered. Thornton Academy does not permit parents to withdraw their child from survey participation for any reasons except for these already excluded above.

<b>FMI:</b>	TAMS Office (gr 6-8)	282-3361, ext 4408
	School Counseling Office (gr 9-12)	282-3361, ext 4454

### **Pesticide Use Policy**

Thornton Academy makes every effort to use high-toxicity pesticides only as a last resort. The school has designated the Facilities Director as the integrated pest coordinator to authorize any pesticide use.

At least five days before the application of higher risk pesticides expressly governed by state law, notification will be posted in the My TA section of the school website ([www.thorntonacademy.org/my-TA](http://www.thorntonacademy.org/my-TA)).

The following informational materials are also available upon request:

- Records of prior pesticide applications
- Labels and material safety data sheets for the pesticides used

<b>FMI:</b>	Office of Facilities Management	282-3361, ext 4108
-------------	---------------------------------	--------------------