

RSU #63

- a. NEPN/NSBA Code:** JRA
- b. Title:** Student Education Records & Information
- c. Author:** Policy Committee
- d. Replaces Policy:** JRA
- e. Date Approved:** 01/25/2016 RSU #63
- f. Previously Approved:** 01/24/2006
- g. Policy Expiration:** Review as Needed
- h. Responsible for Review:** Director of Curriculum & Instruction/Director of Special Services/Policy Committee
- i. Date Reviewed:** 01/04/2016 Director of Curriculum & Instruction
01/04/2016 Director of Special Services
01/04/2016 Policy Committee
- j. References:**
 - Legal Reference: 20 USC § 1232g; 34 CFR Pt. 99
 - 20 USC § 7908
 - 20-A MRSA §§ 6001, 6001-B
 - Me. DOE Reg. Ch. 101 Sect. 15
- Cross Referenced Policies:** JRA-E Procedures for Access Rights to Student Records –
Notification of Rights Under FERPA
JRA-R Procedures for Student Educational Records –
Administrative Procedure
ILD – Student Surveys

k. Narrative:

It is the policy of the RSU #63 School Board (the Board) to 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.

I. Directory Information

The Board 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 #63 may disclose directory information if it has provided notice to parents/guardians (and eligible students over 18) and has not received written notice refusing permission to designate such information as directory information within 30 days.

II. Information on the Internet

Under Maine law, RSU #63 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 or guardians’ names, without written parental/guardian consent.

III. Transfer of Student Records

As required by Maine law, RSU #63 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).

IV. Designation of Law Enforcement Unit

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

The Board hereby designates Penobscot County Sheriff's Department or Holden Police Department as RSU #63's law enforcement unit for the purpose of disclosure of student education records under FERPA.

V. Health or Safety Emergency 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 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 the information. The RSU#63 employee disclosing the information shall file the record of disclosure within the student's educational record.

VI. 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.