



STUDENT EDUCATION RECORDS AND INFORMATION

The Regional School Unit-24 (RSU) Board (RSUB) requires that the RSU 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

The RSUB 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 RSU, honors/awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the internet). RSU employees may disclose directory information if notice has been provided to parents (and eligible students over 18) and have 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 the RSU will willingly comply with any such request, provided that parents 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, no RSU employee will 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’ names, without written parental consent.

D. Transfer of Student Records

As required by Maine law, the RSU 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. Designation of Law Enforcement Unit

The RSUB hereby designates the Ellsworth Police Department and both the Hancock and Washington County Sheriff's Departments as the RSU's law enforcement units for the purpose of disclosure of student education records under FERPA.

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 and eligible students concerning their rights under these laws and regulations by including them in all RSU student handbooks. A copy of this policy shall be posted in each RSU 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
20-A M.R.S.A. § 6001(2), 20-A M.R.S.A. § 5161(9)
Title 5 § 19203-D, Title 5 § 20047
Title 22 § 1711-C, Title 34-B § 1207
Ch. 101, 125 (Me. Dept. 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

First Reading: June 30, 2009

Adopted: July 21, 2009