

<b>POLAND SCHOOL COMMITTEE</b>	<b>CODE: JRA</b> <b>Page: 1</b>
<b>SUBJECT: STUDENT EDUCATION RECORDS</b>	
<b>DATE OF ORIGINAL POLICY:</b> October 2005 <b>DATE OF NEXT REVIEW:</b> October 2010 <b>CANCELS POLICY CODE:</b> <b>REVISION DATE:</b>	
<b>JURISDICTION:</b> Poland Community School; Bruce M. Whittier Middle School	

**PHILOSOPHY:** It is the philosophy of the Poland School Committee that educational records are legal documents that must be maintained with confidentiality and in accordance with Federal and State Laws.

**POLICY:**

It shall be the policy of the Poland School Committee to provide for the confidentiality of all student education records that are maintained by the Poland School Committee as required by both Maine Law and Federal Family Educational Rights and Privacy Act (FERPA).

The Poland School Committee shall provide annual notification to the parents of students currently in attendance and to eligible students (18 years old or older) of their rights in relation to the student education records being maintained by the Poland School Committee.

The Poland School Committee has designated the following information about students as directory information: name, the student’s participation in officially recognized activities and sports, height and weight of student athletes and grade level in school of students in extracurricular activities, date of attendance at Poland schools, and honors and awards received.

The Poland School Committee may disclose directory information about students in attendance if it has given the notification required by FERPA to parents of the students and to eligible students and has not received timely written notice refusing permission to designate some or all of the types of information about a student as directory information.

Under Maine Law, the Poland School Committee shall not publish on the Internet without written parental consent any information, whether directory or otherwise, 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.

The Superintendent, in consultation with other school administrators of the Poland School Committee, shall develop and promulgate procedures for implementing this policy and may, from time to time, amend those procedures as necessary.

**POLAND SCHOOL COMMITTEE**

**CODE: JRA**

Page: 2

**SUBJECT: STUDENT EDUCATION RECORDS**

**AMPLIFYING INSTRUCTIONS AND GUIDELINES:**

As per the provisions of this policy

**DELEGATION OF AUTHORITY:**

The Poland School Committee delegates the authority to carry out this policy the Superintendent of Schools, who may delegate the process on the policy to an administrative designee.

**EXCEPTIONS TO THE POLICY:**

None

**REPORTS:**

None

**DEFINITIONS:**

None

**ATTACHMENTS:**

None

**LEGAL REFERENCES:**

20 USC § 1232g

34 CFR Part 99

20-A MRSA § 6001

ME. Dept. of Ed. Reg. ch 101 § 15 (Nov. 1999)

**SIGNATURE BLOCK:**

Poland School Committee

\_\_\_\_\_  
Ira Levine, Chair DATE

\_\_\_\_\_  
Peter Bolduc DATE

\_\_\_\_\_  
Jack Conway DATE

\_\_\_\_\_  
Norman Davis DATE

\_\_\_\_\_  
Laurie Levine DATE