

SUBJECT: NOTIFICATION OF RIGHTS UNDER FERPA

DATE OF ORIGINAL POLICY:

DATE OF NEXT REVIEW: Fall 2007

CANCELS POLICY CODE:

REVISION DATE:

JURISDICTION: 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:

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

A. The right to inspect and review the student's education records within 45 days of the day the Poland School Committee receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

The parent or eligible student may ask the School Committee to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School Committee decides not to amend the record as requested by the parent or eligible student, the School Committee will notify the parent of eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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C. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school unit as an administrator, supervisor, instructor, or support staff (including health or medical staff and law enforcement unit personnel); a person serving on the School Committee; a person or company with whom the school unit has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting other school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the School Committee discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Committee to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

E. The School Committee may make public at its discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. This school unit has designated the following information as directory information: the student's name, participation in officially recognized activities and sports, weight and height of athletes, honors and awards received, and other information that would not generally be considered harmful or an invasion of privacy if disclosed.

Such information will not be disclosed if the parent of the student informs the school unit in writing by July 1 of the upcoming school year or within 30 days after enrollment, whichever is later, that such information is not to be designated as directory information with respect to that student. Any such notice should be sent to the Superintendent of Schools at the following

address: 24 Elm Street
Mechanic Falls, ME 04256

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Under Maine law, 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.

AMPLIFYING INSTRUCTIONS AND GUIDELINES: None

DELEGATION OF AUTHORITY: None

EXCEPTIONS TO THE POLICY: None

REPORTS: None

DEFINITIONS: None

ATTACHMENTS: None

LEGAL REFERENCES:

34 CFR § 99.7
Federal Register, Vol. 61, No. 226, at 59297 (Nov. 21, 1996)
20-A MRSa § 6001

SIGNATURE BLOCK:

Poland School Committee

Ira Levine, Chair DATE

Peter Bolduc DATE

Jack Conway DATE

Norman Davis DATE

Laurie Levine DATE