

## **STUDENT EDUCATIONAL RECORDS**

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

The Raymond School Department 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 Raymond School Department.

The Raymond School Department designates the following information about students as directory information: name, the student's participation in officially recognized activities and sports, and grade level in school of students in extracurricular activities, date of attendance at the Raymond School Department schools, and honors and awards received.

The Raymond School Department 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 the prior written consent of the parent or eligible student has been obtained.

Under Maine law, the Raymond School Department 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.

As required by Maine law, the Raymond School Department 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).

The Superintendent, in consultation with the School Board and Administration, shall develop and promulgate procedures for implementing this policy, including a description of the access rights of parents, students and educational personnel to records and the confidentiality rights of parents and students. Such procedures may be amended from time to time, as necessary.

A copy of the policy and procedure shall be posted in each school. Parents shall be notified annually of the policy and procedure.

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  
                          Maine Department of Education Rules, Chapters 101 and 125

Cross Reference: JRA-E – Annual Notice of Student Education Records and Information Rights  
JRA-R – Education Records and Information Administrative Procedure  
ILD – Student Surveys and Marketing Information

Adopted: March 1, 2006  
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