

Policy JRA - Student Education Records and Information

The West Bath School Administrative Unit (WBSAU) shall 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

WBSAU 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 WBSAU schools, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet).

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 WBSAU must 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, WBSAU 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, and parents' names, without written parental consent.

D. Transfer of Student Records

As required by Maine law, WBSAU 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 Board hereby designates the Sagadahoc County Sheriff's Department as the WBSAU law enforcement unit.

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. A copy of this policy shall be posted in each 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 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 and Marketing Information

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