

STUDENT EDUCATIONAL RECORDS

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

South Portland 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 South Portland School Department.

South Portland School Department designates 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 South Portland School Department schools, and honors and awards received.

South Portland 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 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, South Portland 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.

The Superintendent, in consultation with other school administrators of South Portland School Department, 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 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 USC § 1232g
 34 CFR Part 99
 20-A MRS § 6001
 Ch. 101 § 15 (Me. Dept. of Ed. Rule)
 Ch. 125 § 12.01(E) (Me. Dept. of Ed. Rule)

Adopted: July 8, 2002
Revised: March 2003
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