

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

The Monhegan School 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 School.

The Monhegan School designates the following information about students as directory information: name, date of birth, date of attendance at the Monhegan School, and honors and awards received.

The Monhegan School 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 Monhegan School 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 parent's names.

The Superintendent, in consultation with other school administrators of Monhegan School, 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 available for viewing in the school. Parents shall be notified annually of the policy and procedure.

Legal References: 20 USC § 1232g
34 CFR Part 99
20-A MRSA § 6001
Ch. 101 § 15 (Me. Dept. of Ed. Rule)
Ch. 125 § 12.01(E) (Me. Dept. of Ed. Rule)

Adopted: 02/24/03 by J. Boegel, M. Chioffi, & J. Stevens
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