

## **STUDENT EDUCATIONAL RECORDS AND INFORMATION**

The Biddeford School Department 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 information.

The Biddeford School Department 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 the school unit, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet). The Biddeford School Department may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

### **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 the Biddeford School Department 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.

### **Health or Safety Emergencies**

In accordance with federal regulations, the Biddeford School Department may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

### **Information on the Internet**

Under Maine law, the Biddeford School Department 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, e-mail address, home address, date of birth, social security number and parents’ names, without written parental consent.

### **Transfer of Student Records**

As required by Maine law, the Biddeford School Department sends students’ 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).

**Designation of Law Enforcement Unit**

The Biddeford School Committee hereby designates the Biddeford Police Department as Biddeford School Department’s law enforcement unit.

**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 and be included in all school handbooks.

Legal Reference:           20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended  
                                  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

Adopted:     April 27, 1999

Revised:     August 10, 1999, December 13, 2005, July 12, 2011