

**STUDENT EDUCATIONAL RECORDS**

It shall be the policy of the Maine Educational Center for the Deaf and Hard of Hearing/Governor Baxter School for the Deaf (MECDHH/GBSD) to provide for the confidentiality of all student education records that are maintained by MECDHH/GBSD, as required by Maine law and the federal Family Education Rights and Privacy Act (FERPA).

MECDHH/GBSD shall provide annual notification to the parents of students currently in attendance and to eligible students (18 years or older) of their rights in relation to the student education records being maintained by MECDHH/GBSD.

MECDHH/GBSD designates the following information about students as directory information: the student's name, 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, dates of attendance at MECDHH/GBSD, and honors and awards received.

MECDHH/GBSD may disclose directory information about students in attendance if it had 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, MECDHH/GBSD 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, email address, home address, date of birth, social security number, parents' names.

The Executive Director, in consultation with other school administrators of MECDHH/GBSD may develop and promulgate procedures for implementing this policy, and may from time to time amend those procedures as necessary.

References: 20 USC § 1232g; 34 CFR, Part 99; 20-A MRSA §6001, 6001-B; ME Dept. of Educ. Reg. Ch. 101, § 15 (Nov. 1999).

**Adopted: May 14, 1998**

**Revised and Board Approved: September 6, 2001**

**Edited for school name and administrator title: January 2014**