

ANNUAL POLICY NOTIFICATIONS

For Parents and Guardians

2016

THORNTON ACADEMY

EST. 1811

The following Thornton Academy policies are outlined in this document:

Release of information/educational records

Survey administration

Parental rights and educational records

Pesticide use

It is essential for parents/guardians to return the enclosed form so that your wishes are known regarding to release of information to directory information to colleges and the military.

FMI: Office of the Associate Head for School Administration

Kate Truman 207-282-3361, x4404 (or) kate.truman@thorntonacademy.org

Thornton Academy's education rights and privacy policies are modeled on the Family Education Rights and Privacy Act (FERPA), a federal law that protects the privacy of student education records.

Educational Records

Educational records may be shared with school officials who have a legitimate educational interest in the information. The following definitions apply:

- *School officials* include but are not limited to permanent and temporary faculty, administrators, advisors, athletic personnel and administrative support staff.
- *Legitimate educational interest* is a need to review a student's record in order to fulfill a school official's professional responsibility at the school.

Privacy and Directory Information

Thornton Academy's privacy policy allows for the disclosure of directory information without prior written consent. Thornton Academy designates the following information as directory information:

- Student name, grade level, address, phone number, email address and photo
- Degrees, honors, and awards received
- Participation in official school activities (e.g., clubs, sports, school/class events)
- Athletic team rosters with weight and height of all players

Directory information will be disclosed only to benefit, promote and celebrate the school and its students. Examples of directory information disclosure include but are not limited to:

- Honor roll or other recognition lists
- School programs (e.g., athletic, graduation, performance)
- Release of graduate names and photos
- Student produced materials and media (e.g., Tripod, Carpe Diem, TA-TV)
- School produced materials (e.g., publications, TA websites/social media, performance CDs or DVDs)

Parental Rights and Educational Records

- To inspect and review educational records
- To request an amendment to educational records in the event of inaccuracy
- To consent to disclosure of the student's record and any non-directory information

Information Access for Military and Colleges

Thornton Academy is required to release basic contact information (name, address, home telephone) for eligible students, primarily upperclassmen, to military and college recruiters unless instructed otherwise in writing. Non-directory information is private information and is never released without written parental consent.

Third Parties contracted by Thornton Academy

Each year Thornton Academy selects a company for provision of school-related products such as caps and gowns, class rings, yearbooks, school ID's and graduation ceremony photographs.

Students' names and addresses will be provided to reputable vendors only for notification about these or similar school-related products.

Survey Policy

- Thornton Academy does not allow any third party to administer a survey to students without prior notice to parents.
- Thornton Academy does not allow any third party to administer a survey that collects personal information for the purpose of marketing or selling.
- Thornton Academy does not allow any third party to administer any survey that collects information that can be linked to a particular student.
- The school limits the number of surveys administered to a minimum to avoid disruption of class time.
- Thornton Academy reviews any survey administered to students by staff or other students for admissibility under this policy.

Thornton Academy occasionally agrees to administer surveys on behalf of credible agencies (e.g., the Maine Department of Education). These surveys might ask students to reveal information related to any of the following:

- Political affiliations or beliefs held by the student's family
- Psychological issues of the student or the student's family
- Sexual attitudes or behaviors
- Antisocial, self-incriminating or illegal behavior of students
- Critical appraisals of other individuals with whom the student has close family ties
- Information related to a legal privileged relationship such as attorney/client or doctor/patient
- Religious practices, affiliations or beliefs' held by the student or student's family
- Income, when the information is not related to evaluating eligibility for any type of financial assistance

Parents may request copies of a survey's instructions and, in some cases, a copy of the survey itself before the survey is administered. Thornton Academy does not permit parents to withdraw their child from survey participation for any reasons except for these already excluded above.

Pesticide Use Policy

Thornton Academy makes every effort to use high-toxicity pesticides only as a last resort. The school has designated the Facilities Director as the integrated pest coordinator to authorize any pesticide use.

At least five days before the application of higher risk pesticides expressly governed by state law, notification will be posted on the school website (www.thorntonacademy.org) and in the *Journal Tribune*.

The following informational materials are also available upon request:

- Records of prior pesticide applications
- Labels and material safety data sheets for the pesticides used

FMI: Office of Facilities Management

Sara Paquette 207-282-3361, x4484 (or) sara.paquette@thorntonacademy.org