



POLICY: Student Information and Records Release

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.

Thornton Academy will release copies of a student's educational records in accordance with: the requirements of MRS 20-A, Ch 221, §6001, and the records release guidelines established by the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student education records. This includes the release of a student's educational records at the request of a school administrative district to which the student is transferring. In addition, Thornton Academy will release a student's educational records to a criminal justice agency according to all guidelines outlined in §6001.

Privacy and Directory Information

Thornton Academy's privacy policy, in accordance with FERPA guidelines, 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, promotional materials)

- In accordance with FERPA requirements, photos published on the Internet (i.e., the school's website and/or social media sites) will not be directly related to specific students and will not be maintained as school records.

Parental Rights and Educational Records

Parents/guardians may:

- Inspect and review their student's educational records
- Request in writing an amendment to educational records in the event of inaccuracy
- Consent or dissent in writing to disclosure of the student's record and any non-directory or directory information by September 30 of the current school year or within thirty (30) days after enrollment

Parents will be notified of these rights annually.

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 by parents/guardians. 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.