



### ***Annual Notice of Student Education Records & Information Rights***

The Family Educational Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records. Under FERPA parents and students have the following rights:

#### ***Inspection of Records***

Maine Arts Academy must allow parents/eligible students to inspect and review the student's education records within 45 days of making a request. The will notify the parent/eligible student of the time and place where the record(s) may be inspected.

Please contact the following staff person to request access to your child's records:

Diane Manter, Office Manager  
207-618-8908  
dmanter@maineartsacademy.org

#### ***Amendment of Records***

Parents/eligible students may ask Maine Arts Academy to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or Principal in writing, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or Principal decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

Please contact the following staff person to request a change to your child's record:

Heather King, Head of School  
207-618-8908  
hking@maineartsacademy.org

Complaints Regarding Maine Arts Academy with FERPA Parents/eligible students who believe that Maine Arts Academy have not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202



## **Student Privacy Disclosure of Records**

*Maine Arts Academy receives funds from the federal government that must be used to provide support to students in academic need. This law also states that schools receiving funds are required to provide student names, addresses and phone numbers to military recruiters and colleges and universities.*

Maine Arts Academy must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law. The following information listed below will be released unless written parent refusal is sent to Maine Arts Academy, 11 Goldenrod Lane, Sidney, Maine 04330, Attention: Head of School.

1. **Directory Information:** Maine Arts Academy designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially 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). **Parents/eligible students who do not want Maine Arts Academy to disclose directory information must notify the Head of School in writing by September 15th or within thirty (30) days of enrollment, whichever is later.**
2. **Military Recruiters/Institutions of Higher Education:** Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and Maine Arts Academy 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. **Parents/eligible students who do not want Maine Arts Academy to disclose this information must notify the Head of School in writing by September 15th or within thirty (30) days of enrollment, whichever is later.**

### **3. School Officials with Legitimate Educational Interests:** Education

records may be disclosed to school officials with a “legitimate educational interest.” A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by Maine Arts Academy as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom Maine Arts Academy have contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

Complaints Regarding Maine Arts Academy Compliance with FERPA Parents/eligible students who believe that Maine Arts Academy have not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Dear Parents,

Our school receives federal funds for programs that are part of the Elementary and Secondary Education Act (ESEA), as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child's education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher. We are very proud of our teachers and feel they are ready for the coming school year.

We are prepared to give your child a high- quality education. You have the right to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- b. if state certification and licensing requirements have been waived (is not required at this time) for the teacher under emergency or other temporary status;
- c. if the teacher is teaching in the field of discipline for which they are certified or licensed;
- d. if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and
- e. if your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.

Our staff are committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request information about your child's teacher(s) or paraprofessional(s), or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact us at (207) 480-7917

310 Cony Rd. Augusta, ME ~ (207)480-7917



**Public Notice: Availability of IRS Form 990**

Please be advised that while the IRS Form 990 is not currently available on our website, we have it readily accessible upon request. Should you wish to review the document, please contact the school office, and we will be happy to provide it to you.



## TESTING GUIDELINES

All MeAA students are taught with challenging academic standards and are tested according to these standards.

We are required by law to test students in mathematics, English/language arts and science. Our testing schedule is provided at the end of this notice.

As a parent or guardian you have the right to request that your child not participate in this testing. Please contact the person listed below to request a Test Refusal form. You must submit a new Test Refusal form each year.

If you have any questions about our testing policies or want a Test Refusal form please contact:

Heather King  
Head of School  
[hking@maineartsacademy.org](mailto:hking@maineartsacademy.org)  
207-480-7917

Please see the next page for a list of state tests students at MeAA will take this year.



## **TESTING SCHEDULE**

**Grades 9 NWEA, Math English Fall/Spring Grade**

**Grade 10 Maine Through Year Assessment Fall and  
Spring 10 PSAT Winter**

**Grade 11 MEA Science Spring  
SAT and Accuplacer Spring**

**Grade 12 Accuplacer if not passed in 11th grade**



## U.S. Department of Education Office of Inspector General

### Report Fraud, Waste, or Abuse to our Hotline

The OIG Hotline is available for anyone who knows of or suspects fraud, waste, abuse, mismanagement, or violations of laws and regulations involving U.S. Department of Education funds or programs. This includes allegations of suspected wrongdoing by Department employees, contractors, grantees, schools and school officials, persons in positions of trust involving Department funds or programs, collection agencies, recipients of student financial assistance, or lending institutions. If you have knowledge of any wrongdoing involving Department funds or operations, let us know!

**Click Here to Report Now**

<https://oighotlineportal.ed.gov/eCasePortal/InvestigationsCaptcha.aspx>

### Contact the Hotline

The OIG encourages you to use its [online form to file your complaint](#).

You can also download the OIG Hotline Form and mail or fax it to our office. Please note that it will take longer to process your complaint if submitted by mail or fax.

U.S. Department of Education  
Office of Inspector General Hotline  
400 Maryland Avenue, S.W.  
Washington D.C. 20202-1500  
Fax: (202) 245-7047

If you need assistance, please visit our [Frequently Asked Questions page](#) or call the OIG Hotline at 1-800-MIS-USED (1-800-647-8733)

Operators are available\*:

Monday and Wednesday: 9:00 a.m. – 11:00 a.m. EST

Tuesday and Thursday: 1:00 p.m. – 3:00 p.m. EST

\*Except Federal holidays