

Policy Number:

347.1

Title:

Release of Student Directory Information

Pursuant to Federal law St. Croix Central School District will disclose or release appropriately designated "directory information" without prior parental written consent. The primary purpose of this policy is to allow appropriate information from students' education records to appear in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- School district website and social media;
- Honor roll or other recognition lists;
- Graduation programs; and
- Athletic programs showing weight and height of team members.

The student's name, address, telephone listing, e-mail address, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, date and place of birth, major field of study, the most recent educational agency or institution, dates of attendance and grade level attended are defined as directory data and may be released to appropriate persons and media, unless parents, guardians, or adult students notify the District in writing, of their desire to not have directory information disclosed or released.

If you do not want the St. Croix Central School District to disclose directory information from your child's education records without your prior written consent you must complete the Opt-Out Media Release form and submit to the main office at any school.

Upon request, the District will release students' names, addresses and telephone listings to military recruiters unless parents, guardians, or adult students file a written notification for the contrary.

This policy shall be published at the beginning of each school year in the District newsletter and also posted on the District's website.

While the school district must obtain and use certain information about each student in order to plan the best program possible, this need must be balanced with the rights of each student and parent to privacy. Therefore, access to school information is limited and controlled.

LEGAL REF: Family Education Rights and Privacy Act (FERPA) and State Statute 118.125(1)(b) and (2)(j)

Policy Adopted: January 17, 1988

Policy Reviewed: November, 1993

Policy Revised: April, 2002

Policy Revised: August 16, 2010

Policy Revised:

Opt-out Media Release Form

Dear Parent / Guardian:

The St. Croix Central School District provides the community with news, photos, and videos from our schools, and information about events, activities, achievements, etc. We do this each year through a variety of methods, including printed publications, newsletters, media releases, website stories, videos, and social media.

Some examples of news we may share include honor roll lists, unique classroom activities and lessons, artistic awards and performances, athletic events, academic recognitions and more. Information about your child, including his/her name, grade, photograph, and comments may be published if he/she is part of any of these activities. In addition, photos/videos of students taken throughout the school year may be randomly placed on district publications including printed and web versions, social media, as well as shared with the media.

Unless the district has a signed "opt-out" form on file, your child's information and/or photo may be used in any of the prior stated media capacities.

Should you wish to "opt-out" and NOT permit your child's photo and/or information to be shared, please complete the form below and return it to the main office at any school. Your status as "opted-out" will remain in effect until you give written permission stating otherwise.

Please note, if you permit your child's photo/information to be shared, you do NOT have to fill out this form. If you have any questions, please contact the district office and they can direct your questions to the website & social media manager for SCC.

_____ I elect to NOT have the directory information (name, grade, age, etc) of my child used in district publications or released in any form.

_____ I elect to NOT have my child's name, address, and telephone listings released to military recruiters.

_____ I elect to NOT have photos/videos of my child used in district publications, media releases, on the district website or on its social media pages.

This form must be filled out completely to ensure that your child's information is kept private. Please print clearly.

Date _____

Child's Full Name _____ Grade _____

Parent / Guardian Full Name (printed) _____

Signature of Parent / Guardian _____

Contact Phone Number _____

Please return to the main office at any school.