

## **Bangor School District Student Directory Data Policy**

The educational interests of students require the collection, retention, and use of information about individual students and groups of students. At the same time, a student's right of privacy under Federal and State law mandates careful custodianship and limitations on access to student records.

The Bangor Board of Education has adopted the following policy regarding the release of student directory data (policy 8330):

“Directory Data” is information that is generally not considered harmful or an invasion of privacy if released. The primary purpose of directory data is to allow the School District to include this type of information from your child's education records in certain school publications such as website pages, yearbooks or sports/activity programs. Directory data may also be disclosed to outside organizations at the discretion of the school. Outside organizations include, but are not limited to, companies that manufacture class rings or take student photographs. Additionally schools are required by law to provide names, addresses and telephone listings to higher education institutions and Armed Forces recruiters that request it unless consent is denied. (**Note:** The District may, but does not have to, include all of the information listed below.)

The Bangor Board of Education has designated the following student data as directory data:

- A. Student's name
- B. Participation in officially recognized school activities and sports
- C. Address
- D. Telephone listing
- E. Weight and height of members of athletic teams
- F. Electronic mail address
- G. Photograph
- H. Degrees, honors, and awards received
- I. Date and place of birth
- J. Major field of study
- K. Dates of attendance
- L. Grade level
- M. The most recent educational agency or institution attended

Directory data may be disclosed by authorized school employees without written consent after the school has notified the parent(s), legal guardian(s), guardian ad litem or adult student of the categories of information which it has designated as directory data, and has allowed fourteen (14) days for the adult student, parent, guardian, or guardian ad litem of that student to inform the school that all or any part of the directory data may NOT be released without the prior consent of the parent(s), legal guardian(s), guardian ad litem, or adult student.

(OVER)



**Bangor School District  
Student Directory Data Consent Form**

Student Name:

Grade:

\_\_\_\_\_

Last

First

MI

Please check the appropriate square, sign below and return this form **within fourteen (14) days of this notification**. Failure to check any of the options below, or to sign and return this form, indicates that you do not wish to declare any restrictions on the release of directory data.

☐

0. Directory Data may be released for school purposes **and** to outside organizations upon request. Examples of outside organizations that may be requesting data are: the local newspaper, armed services recruiters, photographers, post-secondary schools.

☐

1. Directory Data may be released for **school purposes only**. Examples include the school yearbook, birthday lists, the school website, activity programs, or media releases for school activities.

☐

2. **No** Directory Data should be released for any reason.

***\*\*Please indicate your selections using the custom fields within the online registration process.\*\****

Parent/Guardian/Adult Student signature (if printing):

Date:

\_\_\_\_\_

\_\_\_\_\_