

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE POLICY

Name: Directory Information

Section: Required Policies

Code: JOA-AP

Directory Information

Directory information means those items of personally identifiable information contained in a student education record that is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. The following directory information may be released to the public through appropriate procedures:

1. Student's name;
2. Student's address;
3. Student's photograph;
4. Major field of study;
5. Participation in officially recognized sports and activities;
6. Weight and height of athletic team members;
7. Dates of enrollment;
8. Degrees or awards received;
9. Grade level;
10. Most recent school or program attended;
11. Birth date*;
12. Student identification number (ID)**

Student's Name and Address

In order to protect student privacy, and to prevent unwanted solicitation of students and their families, the district will release either students' names or students' addresses. The district will not release names and addresses together, except to law enforcement agencies in the interest of the health and safety of district students.

Birth Date and Student Identification Number (ID)

Birth date* and Student ID** will only be released to vendors who have written agreements with the district to provide services which require use of Student ID and/or Birth Date. Such services include, but are not limited to, conducting health screenings, taking student/staff photos, and providing educational materials.

Release of Information to Military Recruiters and Colleges

In accordance with the Elementary and Secondary Education Act of 1965 (ESEA), and with the district's desire to promote higher education, upon written request the district will release students' names, telephone numbers, and addresses to recruiters for the United States military and to colleges and other post-secondary educational institutions.

Public Notice

The district will give annual public notice to parents/guardians of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory information, the district's option to release such information, and the requirement that the district must, by law, release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the district withhold this information. Such notice will be given prior to release of directory information.

Exclusions

1. Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent/guardian, student 18 years of age or emancipated student within 15 days of public notice. To the extent reasonably possible, schools will honor requests for exclusions made by parents or emancipated students after the expiration of this time period.
2. Information will not be given over the telephone except in health and safety emergencies, or at the discretion of school administrators upon their determination that the release of directory information over the telephone would be in the best interest of the student whose information has been requested.

END OF POLICY

Legal Reference(s):

ORS 30.864
ORS 107.154
ORS 326.565
ORS 326.575
ORS 336.187
ORS 339.260

OAR 581-021-0210 to -0440

OAR 581-022-1660

Education of the Handicapped Act of 1975, as amended, 20 U.S.C. Sections 1400-1427, as amended and renamed Individuals with Disabilities Education Act (IDEA), P.L. 101-476, 104 Stat 1103 (1990), as amended P.L. 105-17 (1997). [P.L. 94-142 is a well-known "short" reference to this federal legislation.]

Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 CFR Part 99 (2000).

No Child Left Behind Act of 2001, P.L. 107-110, Title IX, Section 9528.

Reviewed: 6/20/03, 4/13/10, 10/12/10, 2/28/2020
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