

**LIBERTY UNION-THURSTON SCHOOLS
ANNUAL NOTICE TO PARENTS
2015-2016**

“No Child Left Behind” legislation of 2001 (NCLB) requires school district to notify parents (annually) regarding certain policies and practices, as listed in the Family Educational Rights and Privacy Act (FERPA), and Protection of Pupil Rights Amendment (PPRA).

INSPECTION AND REVIEW OF EDUCATIONAL RECORDS

The Board of Education has adopted policy and established practices for the review of educational records, including procedures to request amendment of educational records. Parents who wish to review or amend educational records should contact the building principal who will follow Board policy in assisting them with this process.

It is the intent of the district to limit the disclosure of information contained in student records EXCEPT:

1. by prior written consent
2. as directory information
3. under other limited circumstances, as provided by law.

The following is a listing of personally identifiable information designated as “DIRECTORY INFORMATION”:

1. the student’s name;
2. the student’s address;
3. the student’s telephone number;
4. the student’s picture
5. the student’s date and place of birth;
6. the student’s extracurricular participation;
7. the student’s achievement awards or honors;
8. the student’s height and weight, if a member of an athletic team;
9. major field of study;
10. dates of attendance;
11. date of graduation.

Within two weeks of receiving this notification, parents may inform the district in writing (form attached) of any or all items which they refuse to permit the district to designate as directory information about that student.

MEDICAL EXAMS

The District will notify parents in advance of any non-invasive physical exam that is required as a condition of attendance administered by the school in advance of attendance and not necessary to protect the immediate health and safety of the student or other students. Invasive physical exam is defined as any “medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection into the body, but DOES NOT include a hearing, vision, or scoliosis exam.”

STUDENT SURVEYS

The Board of Education has adopted policy and established practices regarding the District’s Administration of surveys, collection and use of information for marketing purposes, and student participation in certain physical exams.

The District will provide parents advance notice of any survey involving “protected information.” Parents have the right to inspect the survey instrument in advance, and will have the option to have their child exempted from participation in the survey. The following is a list of information designated as “protected information”:

1. political affiliations;
2. mental or psychological problems of the student or student's family;
3. sexual behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of students' family members;
6. privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
7. religious practices, affiliations, or beliefs of the students or their parents;
8. income, other than that required by law to determine program eligibility.

The collection, disclosure, or use of student personal information for the purpose of marketing or selling that information, or providing the information to others for that purpose if prohibited by Board policy. This does not include personal information collected for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions such as:

1. post-secondary institutions or military recruiters;
2. book clubs, magazines, and programs providing access to low-cost literary products;
3. curriculum and instructional materials used by K-12 schools;
4. test and assessments used by K-12 to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing these tests and assessments, and the subsequent analysis and public release of the aggregate data from those assessments;
5. the sale by students of products or services to raise funds for school or education related activities;
6. student recognition programs.

The District will provide parents advance notice of administration of a survey containing any of the eight items above, and the parents have the right to inspect the instrument used to collect student personal information in advance of completion of the survey.

INSTRUCTIONAL MATERIALS

Parents may view instructional materials, upon request. Parents should contact the building principal to make such arrangements.

STUDENTS 18 YEARS OR OLDER (OR EMANCIPATED MINORS)

All rights and protection given to parents under law and these policies transfer to the student when he/she reached age 18 or enrolls in a post-secondary school.

REPORT VIOLATIONS

Parents and eligible students who believe their rights have been violated may file a complaint with
Family Policy Compliance Office
U.S. Dept. of Education
400 Maryland Avenue SW
Washington, DC 20202-4605.

**DENIAL OF PERMISSION TO RELEASE DIRECTORY INFORMATION
WITHOUT PRIOR WRITTEN CONSENT**

Dear Parent:

Certain directory information may be released to media, colleges, civic or school-related organizations and state or governmental agencies as well as published in programs for the athletic, music and theater presentations of this District.

Directory information includes the following kinds of information:

1. student's name
2. student's address
3. student's telephone number(s)
4. student's picture
5. student's date and place of birth
6. participation in officially recognized activities and sports
7. student's achievement awards or honors
8. student's weight and height, if a member of an athletic team
9. major field of study
10. dates of attendance ("from and to" dates of enrollment)
11. date of graduation

Please circle the specific categories of information, if any, listed above that you do **not** wish to be released without specific prior written permission.

_____ The release of all Directory Information is denied.

This form must be completed and returned to the principal within 10 days after publication of the notice on "Directory Information" if the release of specific Directory Information is denied.

Name of Student	School	Grade
Parent's/Guardian's Signature	Date	

[Adoption date: September 10, 2001]
 [Revised: October 8, 2007]
 [Reviewed: October 10, 2011]
 [Revised: October 8, 2012]
 [Reviewed: January 14, 2013]

