

**FAMILY EDUCATIONAL RIGHTS AND  
PRIVACY ACT (FERPA) NOTICE FOR  
DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Daleville City Board of Education (DCBOE), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the DCBOE may disclose appropriately designated “Directory Information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the DCBOE to include this type of information from your child’s education records in certain school publications.

Examples include: A playbill, showing your student’s role in a drama production; The annual yearbook; Honor roll or other recognition lists; Graduation programs; and Sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAS) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, and institutions of higher learning, upon request, with three directory information categories—names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

These laws are: Section 9528 of the ESEA (20U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107 - 107), the legislation that provides funding for the Nation’s armed forces.

If you do not want DCBOE to disclose directory information from your child’s education records without your prior written consent, you must notify the School principal in writing within fifteen school days of the student’s first day of attendance. The DCBOE may disclose the following:

Information such as directory information: - Student’s name – Address -Telephone listing - Electronic mail address – Photograph - Date and place of birth - Major field of study - Dates of attendance - Grade level - Participation in officially recognized activities and sports - Weight and height of members of athletic teams - Degrees, honors, and awards received - The most recent educational agency or institution attended.

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

**The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:**

- **The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.**

**Parents or eligible student should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.**

- **The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate.**

**Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School principal decides not to amend the record as requested by the parent or eligible student, the School principal will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.**

- **The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorized disclosure without consent.**

**One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.**

**A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.**

**Upon request, the School discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.**

## **PHYSICAL SECURITY:**

**Data collected by Daleville City Schools is maintained within a secure infrastructure environment located at the School Technology Center. Access to data is limited to pre-identified staff at each school and the Central Office. Training in data security and student privacy laws is provided to these individuals on a regular basis. Each employee also signs an Acceptable Use Policy every school year. Selected Staff members involved in Online Testing sign the Security & Confidentiality Statement annually.**

## **ACCESS CONTROLS & SANCTIONS:**

**Data Users are expected to respect the confidentiality and privacy of individuals whose records they access; to observe any restrictions that apply to sensitive data; and to abide by applicable laws, policies, procedures and guidelines with respect to access, use, or disclosure of information. The unauthorized use, storage, disclosure, or distribution of System Data in any medium is expressly forbidden; as is the access or use of any System Data for one's own personal gain or profit, for the personal gain or profit of others, or to satisfy one's personal curiosity or that of others.**

**Each employee at the Daleville City School System will be responsible for being familiar with the System's Data Security Policy and these Security Measures as they relate to his or her position and job duties. It is the express responsibility of Authorized Users and their respective supervisors to safeguard the data they are entrusted with, ensuring compliance with all aspects of this policy and related procedures.**

**Employees, whether or not they are Authorized Users, are expressly prohibited from installing any program or granting any access within any program to sensitive data without notifying the Technology Department.**

**Violations of these Data Security Measures may result in loss of data access privileges, administrative actions, and/or personal civil and/or criminal liability.**

- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

**NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS  
AMENDMENT (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:  
Consent before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education –

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self - incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

The Daleville City Board of Education (DCBOE) will develop these policies, in consultation with parents, regarding these rights, as well as arrangements to protect student’s privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The DCBOE will notify parents and eligible students of these policies annually through the publication of the Student Handbook and upon enrollment of students thereafter.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**STATUTORY AUTHORITY:**

**CODE OF ALABAMA**

**LAW(S) IMPLEMENTED:**

**CODE OF ALABAMA**

**HISTORY:**

**ADOPTED: April 20, 2016**  
**REVISION DATE(S): \_\_\_\_\_**  
**FORMERLY: NEW**