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October 13, 2014

Dear Randolph County School System Parents:

The purpose of this letter is to provide an annual notice to you, as a parent of a student in our school system, of several important rights you and your family have: your privacy rights, your right to "opt-out" of certain school programs, and your right to file a complaint about discrimination, harassment, or bullying.

Privacy Rights

To begin with, in relation to education records of your children, you have the right to:

- 1) Inspect and review education records of your children;
- 2) Seek to amend inaccurate education records;
- 3) Provide written consent prior to disclosure of personally identifiable information from education records, except as otherwise provided by law;
- 4) File a complaint with the U.S. Department of Education concerning alleged failures to comply with the Family Educational Rights and Privacy Act; and
- 5) Opt-out prior to the participation of the student in a protected information survey, a student directory, or other programs listed in the attached form.

Opt-Out Rights


Regarding this fifth and final privacy right, I have attached an "Opt-Out Form." You have the right as a parent to prevent your child from participating in certain programs. Parents are notified annually that, if your school chooses to have one of these programs, it is optional. Many schools in our school system do not have all of the programs listed on this form, but I wanted you to be aware that you have the choice to opt-out of all of these programs. If you wish for your child not to participate in a particular activity, please complete the form and return it to your school's principal.

Complaints about Discrimination, Harassment, and Bullying

The final area included in this annual notice is our school system's position with regard to unlawful discrimination, harassment, and bullying. Please know that the Randolph County School System takes seriously all complaints of unlawful discrimination, harassment, and bullying. If you believe your child has been subject to unlawful discrimination, harassment, or bullying, please notify the principal or assistant principal at your school within 30 days after you have learned about the incident. All members of the school community including students, parents, volunteers, and visitors also are strongly encouraged to report any incident of unlawful discrimination, harassment, or bullying observed, or learned of, by them. The school will conduct an investigation and take appropriate action. For more information on our "Discrimination, Harassment, and Bullying Complaint Procedure," please refer to Board Policy 1720 available on our website.

In conclusion, I encourage all parents to review the information noted in this document. The school system's primary focus pertains to providing a sound education for all students. It is our responsibility to make parents aware of their rights in relation to information associated with their children enrolled in our school system.

Respectfully,



Stephen Gainey
Superintendent

Enclosure: Randolph County School System Opt-Out Form

**Randolph County School System
Opt-Out Form**

This form gives parents an opportunity to exclude their children from certain school programs. If you wish for your child to be excluded from a certain program, please complete this form and return it to the office at your school.

Name of Student: _____

Name of School: _____

Please check any program you wish to “opt-out” of:

- Student Directory. Student’s name and information will not appear in any student directory.
- Military or Higher Education Recruitment. Student’s name and contact information will not be released to military recruiters or institutions of higher education.
- Sex Education. Student will not participate in curriculum related to: (a) prevention of sexually transmitted diseases, including Acquired Immune Deficiency Syndrome (AIDS); (b) avoidance of out-of-wedlock pregnancy; or (c) reproductive health and safety education.
- Guidance Counseling. Student will not participate in generic academic or career guidance or personal or social counseling services offered to groups of students.
- Protected Information Surveys. Student will not participate in surveys concerning protected topics, such as political or religious affiliation, attitudes towards family members, sexual or incriminating behaviors, or income.
- Medical Examinations. Student will not participate in any non-emergency, invasive physical examination or screening that is not necessary to protect the immediate health and safety of students. Please note that the Randolph County School System does not perform non-emergency, invasive medical procedures on a student without consent from the student’s parent or guardian.
- Marketing. Student’s personal information will not be collected, disclosed or used for marketing purposes.
- Free/Reduced Lunch Status. Student’s free and reduced-price meal information will not be released to the State Medicaid or the State Children’s Health Insurance Program (SCHIP).

Name of Parent/Guardian: _____

Signature: _____ Date: _____