

Carroll Independent School District

What's Public? What's Not?

2011-2012 Release of Student Information

Federal and state laws safeguard student records from unauthorized inspection or use and provide parents and "eligible" students with certain rights. The **What's Public? What's Not?** document is provided to CISD parents in an effort to communicate standard operating procedures and parent rights regarding the release of information.

ATTENTION PARENTS: Most Student Information Is Confidential

Virtually all information pertaining to individual student performance (i.e. individual test scores, grades, discipline records, medical information, etc.) is considered confidential and is not released to the general public without a parent's consent.

"Directory Information" Is Public Unless Parents Make A Request In Writing

Certain information about district students is considered "directory information" and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Carroll ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing.

Carroll ISD has designated the following information as directory information: the student's name, address, telephone listing, electronic mail address, photograph, degrees, honors and awards received, date and place of birth, major field of study, dates of attendance, grade level, most recent educational institution attending and participation in officially recognized activities and sports, as well as the weight and height of members of athletic teams.

Keep in mind,

- The law gives parents the right to have their child's "directory information" kept private. The information may be restricted to outside parties *if* the objection is made in writing to the principal within ten school days after the parent or student has been provided this notice. **A signature form is provided by CISD at the beginning of the school year and online.**
- CISD goes a step further by honoring privacy requests any time they are received throughout the year.
- School employees follow federal and state laws, as well as local district policy with regard to releasing "directory information."

Before you fill out your parental consent signature form, please read the rest of this document for implications of such a decision.

Special Notice To Parents:

Requesting that all student "directory information" be marked "private" may keep your child from being honored in the school yearbook, press releases, publications, etc. Because of this fact, many parents ask that the district only mark for privacy the child's address and telephone number. This prevents the unwanted solicitations and/or junk mail, but allows the school district the ability to include the child's directory information in press releases, publications and yearbooks. **Parents who want their child in the yearbook and press releases check the second box on the FERPA Parent Signature Form.**

Photographs

A parent's request to withhold a child's photograph must be made in writing annually to the child's principal. **A parent who does not want a photo released of their child for any reason (including yearbook), must check box one on the FERPA Parent Signature Form.** Please be advised that withholding a child's photograph will mean that the child cannot be included in the school yearbook or any other district publication or website.

Staff & Student Telephone Directories

Carroll ISD does not publish a telephone directory of student and/or employee addresses or telephone numbers. Parent-Teacher-Organizations at some campuses do produce such directories for distribution to PTO members only. Use, however, is restricted to PTO members for PTO or school-related purposes.

Telephone Notification System

Carroll ISD utilizes a telephone notification system that allows CISD to conduct emergency, outreach and attendance notifications through an automatic calling system. Parents may opt out of participation in this system online through a parent portal. Otherwise, students enrolled in CISD and all CISD employees are included in the system to be called, emailed and/or texted as deemed necessary and appropriate by CISD.

E-mail Addresses

Carroll ISD employee E-mail addresses are public and may be released upon request. A student's, parent's and/or employee's personal E-mail address is considered private and will not be released by Carroll ISD to the general public unless permission is first granted.

Video & Audio Recordings

State law allows videos to be taken of students for:

- 1) academic/classroom purposes,
- 2) safety demonstrations,
- 3) extra-/co-curricular participation, and
- 4) media coverage.

Viewing Your Child's Records

The principal is custodian of all records for currently enrolled students and for students who have withdrawn or graduated. Records may be reviewed during regular school hours. For a list of school addresses, visit the website at <http://www.southlakecarroll.edu>. Additional district records are maintained by various department supervisors. For information about viewing these records, contact Julie Thannum at Julie.thannum@southlakecarroll.edu

This letter serves as official notice that CISD's Communications Department will be videotaping students throughout the school year in an effort to communicate the district mission, vision and goals. This videotaping may occur during regular school operations in an effort to communicate district programs and feature teachers and students at work during the education process. **If for any reason you do not want your child to be videotaped for district communication purposes, please notify the campus principal in writing.**

Web Site Photos

Carroll ISD's web design policy allows the use of student photographs on the campus and district web pages providing that the parent has not restricted such use in writing to the campus principal/district. These pictorial web pages are used to honor students and chronicle events held at each child's school.

FERPA is explained in detail on our district's website at:

http://www.southlakecarroll.edu/cisd-communications_and_marketing.aspx#student-info-release

Individual questions may be directed to the Communications & Marketing Department by calling 817-949-7080. To request copies of records, please E-mail Julie Thannum at Julie.Thannum@southlakecarroll.edu or send written requests to Carroll ISD, Attn: Julie Thannum at 3051 Dove Road, Grapevine, TX 76051.

If you want your child included in CISD publications, yearbooks and press notices, but simply want to avoid mail or telephone calls from outside vendors, check the second box on the parent signature form.

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Family Educational Rights and Privacy Act (FERPA) Signature Page

STUDENT DIRECTORY INFORMATION-LEGISLATIVE UPDATE [Sec. 26.013] Carroll ISD provides to the parent of each district student at the beginning of each school year:

(1) a written explanation of the provisions of the Family Educational Rights and Privacy Act of 1974(20 U.S.C. Sec.1232g), regarding the release of directory information about the student and

(2) written notice of the right of the parent to object to the release of directory information about the student under the Family Educational Rights and Privacy act of 1974 (20U.S.C. Sec. 1232g).

NOTICE

According to state and federal law, certain information about district students is considered "directory information" and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information. If you do not want Carroll ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within 10 days. CISD encourages parents to use this form for the written consent notification. A form must be signed for EACH child.

Carroll ISD has designated the following information as "directory information":

- Student's name, address, telephone number, and date and place of birth
- Photograph, participation in officially recognized sports, and weight and height of athletic teams
- Dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school attended previously
- Student's district-issued e-mail address (**personal email addresses are not released by CISD**).

A parent is allowed to record their objection to the release of **all directory information or one or more specific categories of directory information**.

Carroll ISD should **NOT** release my child's student directory information for **ANY** reason.

Example: If you check this box, your student's name will NOT appear in school publications or local newspapers if he or she won an award. NOTE: If you check this box, your student will not be included in the school yearbook.

Carroll ISD has my permission to use directory information for school-related communications and publicity. CISD may NOT release my child's directory information to any other requestor, political candidate or business.

(Acceptable school-related uses/releases include yearbooks, newsletters, CISD websites, district or campus videos, PTOs, Foundations, Booster Clubs, school photographers, press releases, and the district's telephone notification system, etc.).

High School Student Only

Federal Law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965(20 U.S.C. Section 6301 et seq.) to provide a military recruiter or an institution of higher education, on request, with the name, address, and telephone number of a secondary student unless the parent has advised the district that the parent does not want the student's information disclosed without the parent's prior written consent.

I **object to the release** of my child's name, address and telephone number to a military recruiter or to an institution of higher education.

Parent Signature _____

Parent Name Printed: _____

Student's Name _____ Grade _____

Campus _____

[FORM(S) SHOULD BE PRINTED DURING ENROLLMENT, SIGNED AND RETURNED TO EACH CHILD'S SCHOOL OFFICE]

NOTE: School office must send a copy of each completed form to Communications & Marketing Department