

Greater Albany SD 8J Board Policy

Code: **JOA**

Adopted: 7/10/95

Readopted: 3/12/01; 3/22/04; 8/13/07;
4/14/08; 4/27/09; 7/16/12;
4/25/16; 4/24/17; 7/17/17;
4/09/18

Orig. Code(s): BP 5306

Directory Information

“Directory information” is information in a student record which is not generally considered harmful or an invasion of privacy if released. Directory information can be released to the public through appropriate procedures. The following categories of information about students are designated as directory information in this district:

1. Student names;
2. Addresses;
3. Phone numbers;
4. Student photographs;
5. Age and grade level;
6. Participation in officially recognized sports and activities;
7. Weight and height of athletic team members;
8. Dates of enrollment;
9. Degrees, honors, awards or certificates received;
10. Most recent previous school or programs attended.

To facilitate district authorized communication in emergencies and non-emergencies, parent and student email and phone numbers may be used. Third parties, contracted with the district, may be used to facilitate communication on behalf of the district.

Directory information may be released without prior consent after the district gives annual notice to parents or guardians¹ of students or students 18 years of age or older or emancipated students. The notice shall identify the types of information considered to be directory information and the district's option to release

¹As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-0005 (18).

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 guardians or eligible students request the district withhold this information. Such notice shall be given prior to release of directory information.

Exclusions from any or all directory categories named as directory information or exclusion from release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal. Written notifications must be made by the parent or guardian, student over 18, or emancipated student within 15 days of annual public notice.

Exclusion from directory information release does not prevent the district from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in this policy. Nor does it prevent the district from disclosing or requiring a student to disclose their name, identifier, and/or institutional email address in a class in which the student is enrolled.

Directory information shall be released only with administrative direction.

Directory information considered by the district to be detrimental will not be released.

Information will not be given over the telephone except in health and safety emergencies.

At no point will a student's Social Security Number or student identification number be considered directory information. The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

END OF POLICY

Legal Reference(s):

[ORS 30.864](#)
[ORS 107.154](#)
[ORS 326.565](#)

[ORS 326.575](#)
[ORS 336.187](#)

[OAR 581-021-0220 to -0430](#)
[OAR 581-022-1660](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2011); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2011).
No Child Left Behind Act of 2001, 20 U.S.C. § 7908 (2006).

Cross Reference(s):

IGBAB/JO - Education Records/Records of Students with Disabilities Management
JO/IGBAB - Education Records/Records of Students with Disabilities Management
JOD - Media Access to Students