



Code: **JOA**  
Adopted: 6/11/09  
Revised/Readopted: 6/09/10; 3/13/13; 10/11/17;  
6/11/18  
Orig. Code(s): JOA

## **Directory Information\*\***

“Directory information” means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. The following directory information may be released to the public through appropriate procedures:

1. Student’s name;
2. Student’s photograph;
3. Participation in officially recognized sports and activities;
4. Weight and height of athletic team members;
5. Awards received.

### **Public Notice**

The district will give notice to parents of students in attendance and students 18 years of age or emancipated at registration and annually when registration records are updated. The notice shall identify the types of information considered to be directory information and the district’s policies on release of 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 will be given prior to release of directory information.

### **Exclusions**

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent, student 18 years of age or emancipated student within 15 days of annual public notice. A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose his or her name, identifier, institutional email address in a class in which the student is enrolled or to 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.

1. Directory information shall be released only with administrative direction.

2. Directory information considered by the district to be detrimental will not be released.
3. Information should only be given over the telephone in health and safety emergencies.
4. Staff will document release of directory information in the student file or with notice to school administrator.
5. At no point will a student's Social Security Number or student identification number be considered directory information.
6. The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

END OF POLICY

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**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 581-022-2060](#)

HB 3464 (2017)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2012).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).

Every Student Succeeds Act, 20 U.S.C. § 7908 (2012).

**Cross Reference(s):**

IGBAB/JO - Education Records/Records of Students with Disabilities

JO/IGBAB - Education Records/Records of Students with Disabilities

JOD - Media Access to Students