



# OLYMPIC PENINSULA ACADEMY

*An Alternative Learning Experience Program  
of the Sequim School District*

## HANDBOOK

Sequim School District #323

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Office Hours: Monday-Friday

8:00 a.m. – 3:30 p.m.

# Welcome to OPA

## Mission Statement

To support and encourage families of Sequim School District by providing customized educational opportunities and resources, with a commitment to flexibility and choices, regarding the educational direction of students.

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OPA is a site based ALE program governed by the legal requirements of public school alternative education. As members of OPA, students are a part of the Sequim School District.

For further clarification of district policy refer to the complete **Sequim School District Alternative Learning Experience Program Procedures** handout.

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## Enrollment Requirements

Students and families enrolled in OPA must meet the following requirements:

Complete an application for the program and be accepted based on space available and district approved enrollment procedures.

1. Interview with OPA staff and/or Principal.
2. Students must have complete immunization records on file.
3. Reside in the Sequim School District or have signed an Inter-District Transfer Form (required annually).
4. The certificated staff member will develop an Individualized Student Learning Plan (SLP) with the following data:
  - The beginning and ending dates of the plan
  - Description of the learning activities to be completed
  - Description of the method of individual assessments to ensure competency either by test or portfolio
  - For grades 9-12, declare whether course is being taken for credit, grade, or pass/fail
5. File an Optimum Weekly Schedule that reflects student hours engaged in educational activities.
  - Full time student grades 4-12 = 25 hours weekly
  - Full time student grades 1-3 = 20 hours weekly
  - Kindergarten part time = 10 hours weekly

## Waiting List

OPA keeps a waiting list of students by GRADE who are interested in enrolling in the OPA program. Please contact the OPA Secretary at (360) 582-3403 to add a student to this list. Students may be added to list after June 1<sup>st</sup> prior to their kindergarten year.

## Testing and Assessment

Students are **required** to take End of Course Exams (EOC) for high school math, biology and reading/writing (HSPE) assessments. In addition students will be required to take the Smarter Balanced Assessment Consortium (SBAC) from elementary through high school.

## High School Credit Policy

The diploma offered through our program is a **Sequim High School diploma**.

Ways to earn credit toward this diploma are:

- OPA High School classes on campus
- Contract Studies
- Approved Apex Digital Learning courses
- Sequim High School classes
- Running Start

Students will be required to complete all state and Sequim School District graduation requirements associated with their graduation year in order to qualify for a Sequim

High School diploma. Students must pass required State assessments to qualify for a diploma.

## **OPERATING GUIDELINES**

### **Class Schedules**

Parents may change their students' schedule during the first two weeks (14 days) of the start of the new semester by completing an Add/Drop form and submitting it to the appropriate teachers for approval and then to the OPA secretary. After 14 days, students will not be allowed to add any additional classes until the start of the new semester, but are permitted to drop classes at any time.

### **Progress Reviews**

It is required that parents comply with progress review deadlines and appointments. **Failure to do so will result in probation and may result in dis-enrollment from the program.** If you need to re-schedule an appointment, please call 582-3403 as soon as possible.

- Most OPA classes will provide progress reports.
- Home taught / Independent Study Contracts will need to provide evidence of progress through examples of work, tests, journals, portfolios, and/or time sheets as reflected in the Student Learning Plan and Optimum Weekly Schedule. Evidence will be collected at each Progress Review.
- Parents and students must come prepared, with evidence, to the Progress Review meeting. Failure to be prepared will be counted as a missed review and the appointment will need to be rescheduled.

### **Non-Compliance Procedures**

Students must be regular in attendance, and be making adequate progress as determined by the OPA course instructor. Students must also comply with individual, class, behavior, and participation guidelines. The reviews will show evidence of this progress.

- If the above requirements have not been met in accordance with the learning plan:
  1. A notice of probation will be issued.
  2. A revision in the Student Learning Plan will be made, and
  3. Dismissal from the program may result if the infractions have not been remedied during the 30 day probation period.
- Failure to meet the review requirement for two consecutive meetings, or three times in total for the school year, will result in dismissal from the program.
- Student/Family requirements will be reviewed on a semester and annual basis. Continued enrollment at OPA will be based on compliance, discipline/behavior, and adequate student progress.

# Daily, Weekly & Monthly Procedures

## Daily:

A daily sign-in sheet is provided for recording arrival of students. This also serves as a reference if there is an emergency and lets us know who is in the building. **Please make it a habit to sign in at the beginning and end of the day.**

## Weekly:

The teacher and family mail boxes need to be checked WEEKLY. They are to be used for OPA and school district related information only. Before you place information in mailboxes it must be approved by OPA staff and program Principal. Mailboxes need to be checked at least once a week by parents. They are used to communicate time sensitive information about OPA. We meet regularly with our students a minimum of twice per week and parents are made aware of progress weekly through Skyward and face to face contact.

## Monthly:

Parents are required to sign the Verification of Hours book monthly. This verifies the number of hours dedicated each week to educational activities as stated in the Student Learning Plan. Our students and parents receive progress reports monthly and meet regularly to review the WSLP.

## Cafeteria

Free or reduced meals are available for Sequim School District students who qualify. An application is available from the secretary. Parents and siblings may also purchase lunch. Misbehavior during lunch will result in need for the student's parent to sit with child.

## Computers

School computers are for educational use only; no other programs, games, or web surfing is allowed. All students will be given a password before using the computers. Student and parent must sign a **Student Electronic Use Agreement** before going online.

- Students may use the computers with adult supervision only.
- High School students enrolled in on-line curriculum may use the computers unsupervised during school hours for those courses only.
- No food or drink allowed in the computer area or when using laptops
- School District approved software only
- Music or sound with headphones only
- Laptops must be checked out and back in with each use and remain in classrooms unless prior permission has been obtained.
- All computer software is to remain in the lab unless you have checked it out.

- Students must ask staff for permission to print all items.
- Pick up & put away all items used. Leave work space neat & tidy.

### **Computer Discipline Policy**

- 1<sup>st</sup> Offense:       Warning  
 2<sup>nd</sup> Offense:       One week suspension from computer  
 3<sup>rd</sup> Offense:       One month suspension from computer

### **Enrichment Classes**

OPA’s Enrichment Courses complement the Core Curriculum classes and offer many options for fulfilling the student hours in educational activities as specified in the SLP. Homework assigned in the Enrichment Courses is expected to be completed with the same commitment and rigor as that of the Core classes. However, a student who fails to progress as mandated in the Core classes, will be required to limit enrollment in Enrichment Classes until the Core classes are sufficiently supported. Part-time students must be enrolled in at least one core class to be eligible to enroll in any enrichment course. Enrichment courses shall be on a space available basis, with full time students having priority. Enrichment/Core ratio is one core class = two periods of enrichment, two core classes = five periods of enrichment, three or more core classes = unlimited enrichment.

## **RESPONSIBILITIES**

### **Student Responsibilities**

- Students are required to attend and make adequate measurable progress.
- Students are to conduct themselves in a courteous and respectful manner in the classroom as well as in the OPA commons area, taking into account the ages and philosophies of all participants.
- Students are to stay in class once class begins.

### **Parent Expectations**

Parents are to attend all progress meetings and submit progress reports. If you need to reschedule please call 582-3403 as soon as possible. Families out of compliance with monthly requirements will be put on probation. Two consecutive missed meetings, or 3 total for the year, will result in dismissal from the program.

- **Parents are required to call the secretary at 582-3403 in the event their child will be absent from school.** Unexcused or excessive absences, (note: 4 unexcused tardies = 1 absence) may result in being placed on probation and/or having a Becca Truancy Petition filed.

**Becca Bill Law:** This law applies to all students until their 18<sup>th</sup> birthday and reads as follows:

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school.

However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements. <http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

[We, the school, are required to take daily attendance and notify you when your student has an unexcused absence.](#)

If your student has two unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

In elementary school after five excused absences in any month, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. If your student continues to be truant you may need to go to court. Beginning in fall 2017, in compliance with new state law, we will have a Community Truancy Board established to handle

At Olympic Peninsula Academy we have established the following rules on attendance that will help you ensure your student is attending regularly. School attendance policies and procedures can be found at this link, [www.sequim.k12.wa.us](http://www.sequim.k12.wa.us) on the school's webpage or are available in paper form at the school's front office and the Sequim branch of the North Olympic Library System. Please call us at 360-582-3403 if you have any questions.

- K-8<sup>th</sup> graders require a parent or adult on site at all times unless enrolled in back-to-back classes, or unless prior arrangements are made with the OPA secretary.
- Parents are expected to provide documentation of progress by developing and maintaining an up-to-date portfolio of work for their student for courses implemented at home or outside OPA.
- Parents are expected to volunteer on site a minimum of 1 hour per week for one child enrolled, 2 hours per week for two children, and 3 hours per week for three or more children. Volunteering opportunities are many, and can include classroom assistance, parent committees, PTO, program projects,



and school clean-up, among others. Please see the secretary or librarian for a full list of opportunities. Class volunteers must be requested and approved by teachers.

- Notebooks at the office counter serve as a place to log volunteer hours.
- Volunteer hours are one component of the OPA experience and as such, may not be donated to another family.
- Parents are accountable to ensure the accurate FTE status monthly as stated in the Optimum Weekly Schedule. To verify the time spent on students' learning plans, parents sign a monthly verification of hours certifying that their child(ren) has/have met the hours contained in the learning plan. The Verification of Hours notebook is located at the office counter.
- Parents must ensure that students participate in core course related homework a minimum of 2 hours per course per week.

## **Teaching Staff Responsibilities**

The certified teacher of record is responsible for conducting monthly reviews and providing the parent/guardian with information relating to progress of the child. The WSLP is a required component of our program.

- Teachers are responsible to monitor attendance for students in their classes.
- Teachers are available for parent/ teacher conference once a year. If the parent wishes other meetings, they must schedule the appointment directly with the teacher.
- Teachers will document weekly progress and review the content with the parent to ensure compliance with the WSLP.

## **Parent Teacher Organization (PTO)**

The PTO supports the education of students at OPA by fostering relationships between and among the school district, parents, faculty and administrators, and providing financial support for projects and activities which extend and enhance the educational options for OPA students. PTO supported activities include Otter Day, Family Fun Nights, Winter Festival, Night of Excellence, OPA Ball, Yearbook, Drama, Future City, Destination Imagination, Teacher Appreciation Week and more. The PTO meets monthly, immediately after school, on a weekday chosen by the membership. Active participation in PTO is essential in creating a thriving Parent Partnership Program.

## **Campus Policy**

OPA is a **closed campus**. If we have a signed letter from a parent or guardian giving permission, a student may leave campus during lunch or for an extended break between classes (1 hour or more).

Non students shall request permission to visit any aspect of an educational program or operation from the administrator. The non-student shall state the specific educational process, the desire to visit, and the reason for their visitation.

The administrator shall grant permission for non-student visitation except in instances that would violate the rights of others to privacy, endanger the health and safety of students or employees, create a disruption to the operation and/or management of the program, or violate a properly served court order.

In the event that a non-student is denied the right to visit the operation and/or management of a school program, they may request a hearing within five business days with the district superintendent for the purpose of resolving the grievance. The superintendent will schedule a hearing.

### **Open Common Room/Otter Lounge/Library**

- Keep voices soft in the common room/library/lounge as they are places of work and study.
- Clean up after yourself. Pick up books, paper, games, etc.
- Help toddlers put away toys.

### **Field Trip Policy**

Students on **probation** or **failing** any classes will not be allowed to go on field trips. Students must have a signed Field Trip Permission form on file. All OPA students must sign up in advance for field trips and adults and non OPA students must pre-pay for the field trip BEFORE they sign up. If you have signed up for a field trip and will be unable go, please let us know by the cancellation date (at least 1 week in advance). Failure to do so may result in your family being ineligible for future field trips. For the safety of our students, children fourth grade and under must be accompanied by a parent or designated parent-approved guardian (other than the regular chaperone) for out of town field trips.

### **School Closure/Late Start Information**

While the decision to open, close, or delay the school start can be complicated due to changing and unpredictable weather occurrences, it is our goal to inform our families as soon as possible using a variety of communication avenues. Our decision options will be kept to a minimum to assist with communication. With this as a goal, we will exercise one of the following options depending on weather conditions.

#### **OPTIONS:**

1. Schools will be open at regular times.
2. Schools will open on a 2-hour delayed start.
3. Schools will close.

If bad weather conditions, unusual building circumstances, or other unforeseen activities occur during the night or day, Sequim School District will list modified schedule and bus route information on our website <http://www.sequim.k12.wa.us/> by 6:15 a.m. Please add 2-hours to the AM bus pick up times if a 2-hour delay is in effect for the school day. Remember to hit the “Refresh” button frequently for the most up-to-date information to see if conditions may have changed.

If you cannot access our website, or Radio KONP 1450, please contact the District Office at 582-3260. You may also find information broadcasted on:

AM: KONP 1450, KIRO 710, KOMO 1000, KVI 570  
FM: KIRO 100.7, KUOW 94.9, KPLZ 101.5, KMPS 1490, KSQM 91.5  
TV: KOMO 4, KING 5, KIRO 7, Q13 FOX

## Harassment

Sexual harassment is unwelcome conduct. Harassment, either sexual or non-sexual, that is directed toward a person because of that person's gender, creates an intimidating, offensive and hostile learning environment. Sexual harassment is considered to be a form of sex discrimination, and is illegal in school and in the workplace under existing State and Federal laws. It is the policy of the Sequim School District Board of Directors to provide a working and learning environment that is free from all forms of harassment and discrimination.

## Student Conduct

**In keeping with the belief that the attire of students has an important influence on the attitude toward learning, OPA has established a dress code.** Matters of taste should appropriately be left up to students and their parents. *The key guideline is that dress and grooming should never interfere with anyone's rights to learn or teach, nor endanger health and safety.* The following general guidelines are designed to allow enough room for individual expressions:

- An adequate coverage of the body is required. Halter-tops, midriff baring, low cut blouses or otherwise revealing tops are inappropriate, as are very short skirts/shorts. No undergarments shall be visible.
- Dress or appearance which constitutes a health or safety hazard, promotes, condones or glamorizes drugs, alcohol, tobacco, violent behavior, sex, gang related apparel, dress that disrupts the general school environment or the optimum learning atmosphere is unacceptable.
- Shorts are allowed as school attire provided they are of the tailored walking short variety, loose fitting, and appropriate length for classroom wear. Shorts need to be fingertip length or longer.
- Clothing needs to be neat and clean.
- Students who have cell phones must have them out of sight and on silent or vibrate mode. **Calls and text messages may not be received or made during class.** Failure to observe this rule may result in the confiscation of the electronic device.
  - PARENTS PLEASE NOTE: Do not call or text students or expect students to call you during class.
- Electronic equipment (IPOD, head phones, CD players) can be used at lunch or breaks only. They are carried at students' own risk.
- P.E. requires appropriate shoes and clothing.

## Public Display of Affection

Inappropriate displays of affection are not suitable for a school or work place environment. While we encourage acts of kindness toward one another, we ask that

students refrain from acts of affection such as hand holding, hugging, kissing etc. that are expressions of a romantic attraction.

## **Arrival At and Departure From Campus**

Students arriving more than 10 minutes prior to the start of their first class are responsible for occupying themselves with quiet study in the OPA common room or other designated area. Students must be picked up promptly at 2:45 unless they have permission from the OPA secretary to stay late for an OPA activity. OPA offers early P.E. or Learning Lab options for those riding the bus or arriving before 8:00 a.m. Students may participate in either but may not simply remain unproductive prior to their first class.

## **Disciplinary Procedures**

OPA desires to cooperate with parents in providing needed discipline to students. The following policies are designed with that goal in mind.

- A “Notice of Probation” form may be provided to any parent and/or student who:
  - Is failing any class
  - Repeatedly misbehaves in a way that interrupts the classroom learning environment as determined by the teacher
  - Fails to meet requirements for monthly reviews
  - Has more than four unexcused absences in any 30 day period
  - Fails to attend appointments
  - Fails to fulfill volunteer hour requirements
- Students who are expelled from the classroom by a teacher for misbehavior must have a note from their parent and from the OPA principal or secretary before returning to the classroom. Repeated offenses will result in disenrollment from the class and perhaps from the program.
- Any student who is absent from a classroom for more than 15 minutes during class time must have a note from his or her parent to return to class

## **Non-Discrimination Statement**

Sequim School District complies with all State and Federal rules and regulations and does not discriminate on the basis of race, color, creed, national origin, gender, age, or disability. This holds true for all students who are interested in participating in District educational programs and/or extracurricular activities. Inquiries regarding compliance and grievance procedures may be directed to the Title IX Officer of Sequim School District, 503 N. Sequim Ave., Sequim, WA 98382. Sequim School District is a drug, weapon, and tobacco free workplace.

## **Complaints About Discrimination**

### **What is discrimination?**

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or

activity because they are part of a protected class, or failing to accommodate a person's disability.

**What is a protected class?**

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal.

**How do I file a complaint about discrimination?**

If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. Before filing a complaint, you may wish to discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Compliance Coordinator. This is often the fastest way to revolve your concerns.

**Title IX Officers and Civil Rights Compliance Coordinators:**  
**Randy Hill 601 N. Sequim Ave, 360-582-3609, [rhill@sequim.k12.wa.us](mailto:rhill@sequim.k12.wa.us) or**  
**Karen Sande, 503 N. Sequim Ave, 360-582-3261, [ksande@sequim.k12.wa.us](mailto:ksande@sequim.k12.wa.us)**

**Section 504 Coordinator:**  
**Matt Duchow, 601 N. Sequim Ave., 360-582-3401, [mduchow@sequim.k12.wa.us](mailto:mduchow@sequim.k12.wa.us)**

For a full copy of the school district's nondiscrimination procedure, visit [www.sequim.k12.wa.us](http://www.sequim.k12.wa.us) or contact the school district at **360-582-3260**.

**Step 1: Complaint to the School District**

A complaint must be in writing, describe what happened, and state why you believe it is discrimination. It is also helpful to include what actions you would like the district to take to resolve your complaint. In most cases, complaints must be filed within one year from the date of the event that is the subject matter of the complaint.

Complaints may be submitted by mail, fax, e-mail, or hand delivery to any district or school administrator or the district's Compliance Coordinator.

When the school district receives your written complaint, the Compliance Coordinator will give you a copy of the district's discrimination complaint procedure. The Compliance Coordinator will then make sure that the school district conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation.

The school district must respond to you in writing within 30 calendar days after receiving your complaint, unless you agree on a different date. If exceptional circumstances related to the complaint require an extension of the time limit, the school district will notify you in writing about the reasons for the extension and the

anticipated response date.

When the school district responds to your complaint, it must include:

1. A summary of the results of the investigation;
2. Whether or not the school district has failed to comply with civil rights requirements related to the complaint;
3. Notice of your right to appeal, including where and to whom the appeal must be filed; and
4. Any corrective measures determined necessary to correct any noncompliance.

### **Step 2: Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint.

The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. At the hearing, you may bring witnesses or other information related to your appeal. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with OSPI.

### **Step 3: Complaint to OSPI**

If you do not agree with the school district's appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within **20 calendar days** after you received the district's appeal decision. You may send your complaint to OSPI by e-mail, mail, fax, or hand-delivery:

*E-mail:* [Equity@k12.wa.us](mailto:Equity@k12.wa.us)

*Fax:* (360) 664-2967

*Mail:* OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200

Complaints cannot be filed with OSPI unless they have already been raised with the school district and appealed, as outlined in Steps 1 and 2 above, or if the school district did not follow the correct complaint and appeal procedures.

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI's Equity and Civil Rights Office at (360) 725-6162/TTY: (360) 664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

## **FERPA**

The District is required by *The Family Educational Rights and Privacy Act of 1988* to annually disclose to students, parents and guardians their rights of access to their students' records; safeguards in privacy and release of student records; use of directory information; withholding of records for non-payment of lost or damaged school property; and the right to file a complaint concerning alleged failures to comply with this Act.

Except for specifically identified directory information or information requested by legal authorities, the District is prohibited from releasing any personally identifiable records or files about individual students without the written consent of the custodial parent or guardian. Directory information is not freely available to anyone but rather only for authorized school related reasons that are approved by the Superintendent of Schools.

### **Releasing “Directory Information”**

Certain information is defined by the Federal Family Rights and Privacy Act as “directory information”. The law says we may release “directory information” about your child unless you request, in writing, that such information not be released. (Policy #3231) Directory information is:

- The student’s name, address and telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The most previous educational agency or institution attended by the student
- Photographs or other similar information

In most cases, requests for this type of information come from the news media. We will not release any “directory information” for commercial purposes or for other purposes not related to school business. Occasionally, photographs may be taken of students for use in the news media or in District produced publications. If you do NOT want your child to appear in a photograph, videotape, film or slide, please let the office know in writing.