



DISCLOSURE OF DIRECTORY INFORMATION

Niles Community School District may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Niles Community School District to include this type of information from your child’s education records in certain school publications. Directory uses may include:

a playbill showing your student’s role in a drama production, annual yearbook, honor roll or other recognition lists, graduation programs, and sports activity sheets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two Federal laws require local schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – name, addresses and telephone listings – unless parents have advised school districts that they do not want their student’s information disclosed without their prior written consent.

If you do not want Niles Community School District to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing by the third Wednesday in September.

Niles Community School District has designated the following information as directory information:

Student’s name, participation in officially recognized activities, address, telephone listing, weight and or height if members of athletic team, photographs, video images, degrees, honors, awards, date of birth, major field of study, dates of attendance, grade level, most recent school attended, and date of graduation. Specific examples may include: Niles Community Schools approved vendors, graduation programs, military recruiters, media publications, request for student records, official transcripts, and career inventories or surveys.

DISPLAY OF STUDENT WORK - Niles Community School District displays student artwork and other assignments on bulletin boards in the classroom, in the hallways of the school and at the Administration Building. Niles Community Schools may also display student work in areas frequented by the general public, such as shopping areas. Student work may also be reproduced in school publications or posted to school media/web sites. If you do not wish to have your student’s work displayed, you must notify the district in writing by the third Wednesday in September.

08/17



NOTIFICATION OF PRIVACY RIGHTS

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement personnel; a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S.W. Washington, DC 20202-4605