

**District:** Holmes County Consolidated School District

**Section:** J - Students

**Policy Code:** JRA - Student Directory Information

## STUDENT DIRECTORY INFORMATION

Within the first month of each school year, the Holmes County Consolidated School District will give public notice of the categories of information which it considers directory information regarding students in the district. This notice will include a statement notifying parents whether or not the categories set forth as directory information may be used on a school-authorized internet web page. If the Holmes County Consolidated School District chooses to use student directory information on its internet web page this will be specified in the annual notice. This notice will also include a disclaimer to the effect that the school district shall not be responsible for the posting of any student information on any internet web page not authorized by the Holmes County Consolidated Board of Education.

The school will allow ten (10) days from the date of such public notice for parents to inform the superintendent in writing of specific directory information pertaining to such student that should not be released without prior written consent of the parents. If the school has notified the parents that it intends to use the directory information on a school-sponsored internet web page, the parents shall be allowed to object to the use of their child's information on the internet web page, yet still consent to the school's use of their child's information in other formats.

If the parents provide no such objection within ten (10) days of the official notification, the information will be classified as directory information until the beginning of the next school year.

The Holmes County Consolidated School District will maintain and release directory information without the parent's prior written consent, unless the parent or student if over 18 informs the district that any or all of the following information should not be released without prior written consent.

## DIRECTORY INFORMATION DATA

The Holmes County Consolidated School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information."  
(NOTE: A district may designate all, some, or none of this information as directory information.)

1. The student's name, address, and telephone number;
2. The names of the student's parents;
3. The student's date and place of birth;

4. The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's achievement awards or honors;
7. The student's weight and height if a member of an athletic team;
8. The student's photograph;
9. The student's electronic mail address;
10. The student's dates of attendance; and
11. The most recent educational institution the student attended prior to the student enrolling in this school district.

Within the first month of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

## GENERAL PROVISIONS

Directory information or class lists of student names and/or addresses shall not be distributed without the consent of the parent or legal guardian of the student or the consent of the student if 18 years of age or older.

The superintendent or designee shall determine when recruitment meetings are to take place and shall take appropriate steps to ensure that such meetings do not interfere with the proper and orderly operation of the schools in the district.

Organizations wishing to recruit at the high school must make arrangements with the principal or designee who will determine the schedule for the recruitment meeting. Scheduled visits by recruiters will be made known to the student body. On-campus follow-up meetings with individual students will be permitted only upon the request of the student/s and with the approval of the building principal or designee.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the school board by filing a written request with the superintendent.

## 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.

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.

## LEGAL REF.: Family Educational Rights and Privacy Act (FERPA)

National Defense Authorization Act for Fiscal Year 2001 (P.L. 106-0108, 2000 H.R. 4205)

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT) Act of 2001, P.L. 107-56, Section 507

## CROSS REF.: Policies JR Student Records

JRAA Student Recruitment and Student Directory Information

JRB Compliance with FERPA

**Adopted Date:** 1/30/2018  
**Approved/Revised Date:** 12/17/2021