



## USE OF STUDENT DIRECTORY INFORMATION

*The Use of Student Directory Information form is distributed to all parents/guardians at the beginning of each school year or with new student registration paperwork.*

The Family Education Rights and Privacy Act (FERPA), is a Federal law that protects the privacy of student education records. This law authorizes the routine release of directory information on students without written consent, unless a child's parent/guardian has advised the school to withhold the information. Directory information is generally not considered harmful or an invasion of privacy if released.

Promontory has designated the following information as directory information:

- Student name
- Student grade level
- Student date of birth
- Student address
- Student telephone number and email (*this is not printed in school publications*)
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- Parent email address, phone number (*this is not printed in school publications*)
- Participation in officially recognized school activities
- Degrees, honors, and awards received
- Most recent educational institution attended by student
- Student dates of attendance
- Student photographs/video images (*yearbook, newspaper, social media, school website*). Photos or recordings of students who are not individually identifiable, such as back-of-head shots, distant group images, or crowd shots, are generally not considered directory information.

The primary purpose of directory information is to allow school districts to include student information or school work in certain school publications, in accordance with school policies and procedures. Some examples of how student directory information will be used may include, but are not limited to:

- School publications, such as the school newsletter/magazine, student fieldwork journals, the school yearbook, school social media pages, and the school website, which may include pictures and written accounts of the activities of our students.
- Classroom activities, presentations, or other events sponsored by the school may be photographed, documented, or displayed.



# PROMONTORY

school of expeditionary learning

- Books and other projects compiled by students may contain photographs, classwork, and the names of contributing students.
- Teachers may showcase student projects in their classroom and display cases throughout the school or post student photos and class projects on the school's website.
- Local media, such as newspapers, radio, or television, may photograph, record, interview, or publish stories featuring our students and the work they are doing, in print, broadcast, or online formats.
- Student photographs, video images, audio recordings, and student work may be used on official school social media accounts.

Your student's directory information will be used by the school as stated above. Please consider very carefully your decision to withhold the release of "directory information." If you would like to **opt-out** of the sharing of directory information, please send a **written** notification to the school director within the first two weeks of school or within two weeks of a student's enrollment in Promontory School. Parents/guardians may also change a previous opt-in/opt-out decision by submitting written notification to the school director. Any such change will apply to future use of directory information. While the school will make reasonable efforts to honor updated requests, it may not be feasible to remove or recall materials already published or distributed. The school cannot control or be responsible for photographs, videos, or recordings captured and shared by parents, guests, media representatives, or other third parties at public or school-sponsored events. If you do opt out, please understand that your child will not be included in the yearbook or be recognized in newspapers or school publications.