

Required Annual Notices and Forms 2018-19

INTRODUCTION

Federal and state laws¹ give certain rights to parents and to students who are 18 years of age or older ("eligible students") relating to topics including education records, directory information, privacy, surveys, statewide assessments, human sexuality education. The purpose of this notice is to provide you with information about these rights.

INSPECTION OF CURRICULUM

You have the right to inspect instructional material used as part of the education curriculum. Please contact the school administrator to make such a request.

TITLE I SCHOOLS – RIGHT TO KNOW

Upon request, a school receiving Title I funds must disclose whether the teacher has met state licensure requirements for the grade level and subject area in which they are currently teaching; whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived; the baccalaureate degree major of the teacher, any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and whether the child is provided services by a paraprofessional, and if so, their qualifications.

SURVEYS

1. **Consent.** You have the right to affirmative, written consent before your student is required to participate in a federally funded survey that concerns political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or student's parent; or income, other than when required by law to determine program eligibility.
2. **Notice, Inspection and Opt-Out.** You have the right to notice about and to inspect a district or third party survey asking questions about any of the topics listed above, regardless of funding. You also have the right to request that the district excuse your student from participating in the survey.

PHYSICAL EXAMINATIONS

Parents have the right to opt their student out of non-emergency, invasive physical examinations or screenings required as a condition of attendance, administered by the district or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. Eugene School District 4J does not require any physical examinations that are not authorized by state law, so no opt out form is provided.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

* These laws include: the Family Educational Rights and Privacy Act (FERPA), 20 USC Section 1232g, the Protection of Pupil Rights Amendment, 20 USC Section 1232h, the Elementary and Secondary Education Act, 20 USC Sections 7165, 7908, and 10 USC Section 503.

1. **The right to inspect and review** the student's education records within 45 days after the day the Eugene School District 4J ("the district") receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records 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 education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to request an amendment of their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the parent may request a hearing on the matter by contacting the Superintendent's office. 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 the disclosure of personally identifiable information** from the student's education records, unless federal or state law authorizes disclosure without consent. The district releases student records without parental consent only when permitted by law and district policy.

Consent is not required for disclosure to school officials within the district who have legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, teacher or support staff member (including health or medical staff) or a person serving as a school board member. Contractors, consultants, volunteers or other parties to whom the district has outsourced an institutional service or function (such as an attorney, auditor, or therapist) may be considered a school official provided the person performs an institutional service or function for which the district would otherwise use its own employees, is under the direct control of the district with respect to the use and maintenance of personally identifiable information from education records, and is subject to district policies concerning the redisclosure of personally identifiable information. 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.

4. **The right to file a complaint** with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave SW, Washington, DC 20202.
5. **The right to limit the release of directory information.** The district may release directory information, defined as those items of personally identifiable information contained in an education record which would not generally be considered harmful or an invasion of privacy if released. The district has designated the following categories as directory information, which may be released to the public through appropriate procedures:

- Student name
- Parent name, email, and telephone number
- Student telephone number (if the student is an adult) and email
- Photograph
- Age
- Major field of study
- Participation in officially recognized sports and activities,
- Weight and height of athletic team members
- Dates of attendance
- Grade level
- Degrees or awards received
- Previous schools or programs attended
- A student identification number (when it cannot be used to gain access to student records)

Student home addresses may be released only to a local public safety agency, when consistent with the interest of health, safety and welfare of a district student or students.

Please carefully consider the implications before restricting disclosure of directory information. Directory information is routine information not considered to be harmful to disclose. District policy provides it is to be released only with administrative direction.

Examples of when directory information may be released include:

- Yearbooks
- Team rosters
- Music, drama and sports program materials
- Graduation programs
- Class lists supplied to the PTA
- Photographs and videos at athletic events
- Classroom, team and club photographs

Parents or students 18 or older may annually instruct the district that it may not disclose directory information without prior written consent by returning a completed “Objection to Release of Directory Information” form by September 20 each year. The form is available at schools and on the district website. The objection is valid for the school year in which the form is submitted.

COMMERCIAL USE OF STUDENT INFORMATION

Eugene School District 4J does not sell student information or disclose it to others for marketing purposes. Should this practice change, the district will provide you with notice.

MILITARY AND COLLEGE RECRUITERS – HIGH SCHOOL ONLY

Federal law requires the district to provide names, addresses and telephone numbers of high school students to military recruiters and colleges that request this information, except where the parent notifies the district in writing that he/she does not consent to release this information. By policy, recruiters request this information only on juniors and seniors. When a high school student has reached 18 years of age, the right to opt out transfers from the parent to the student.

If you object to the disclosure of your child’s name, telephone number and address to military recruiters and/or colleges, you **must fill out the Disclosure of Information to Military or College Recruiters and Opt-Out Option Form and return it to your child’s school by **October 15**.** If you do not return the form by this date and the district has no opt-out record on file, your child’s information will be released upon request. If you choose to return the form at a later date, the request for non-disclosure will be honored after that point.

STATEWIDE TESTS

As required by state and federal law, Oregon schools test students in English Language Arts and Math in grades 3-8 and 11 and report on student participation and performance. Some students with disabilities take the alternative Oregon Extended Assessment. These tests assess district, school and individual student progress toward meeting Oregon state standards. ORS 329.479 permits parents to annually opt out of these tests for any reason by submitting an annual form to the school. For more information about statewide testing, see 4j.lane.edu/instruction/smarter-balanced-assessments. The annual notice of statewide tests will be available at the start of the school year, and the opt-out form for the present school year will be available at least 30 days prior to the start of testing.

HUMAN SEXUALITY INSTRUCTION

Oregon law requires all school districts to provide age-appropriate human sexuality education courses as an integral part of health education curriculum. Depending on your student’s grade level, topics may include responsible decision-making, reproduction, pregnancy prevention, avoiding the transmission of sexually transmitted diseases including but not limited to human immunodeficiency virus, and AIDS education. Notification will be sent to parents before any planned instructional unit on human sexuality or human immunodeficiency virus. If you would like more information on the curriculum, or would like time to review the curriculum, please call the office and set up an appointment with the principal. Parents have the option of excluding their child from such instruction. If you not want your child to receive such instruction, please complete the Notice of Human Sexuality Education form.



OBJECTION TO RELEASE OF DIRECTORY INFORMATION – 2018-19

Complete only if you wish to restrict the disclosure of directory information

Directory information is personally identifiable information in an education record which would not generally be considered harmful or an invasion of privacy if released. Examples include student name; parent name, email and telephone number; student email; and photograph. For more information, see school board policy JOA and the District Handbook. ***This form is valid for the present school year only.***

OPTIONS

NO RESTRICTION

The district may release directory information. You do not need to complete this form.

LIMITED RESTRICTION

The district **MAY RELEASE** directory information, **EXCEPT** (check all that apply):

- No School Directory / School-Related Organizations** – I **do not** want my name, my student’s name or any family contact information released to school-related organizations such as the PTA and booster clubs. I understand that this means my student will not be included in a school directory.
- No Yearbook / Class Photos Use** – I **do not** want my student’s photograph or name to appear in the yearbook or in official class photos.
- No Publicity** – I **do not** want my student’s photograph, video or name to be used on the school or district website or in any district publication produced by and made available to the public by the district. To the extent that the district controls access by news media reporting on school programs and topics during school hours, I do not want the news media to identify by name, interview, photograph or video my student.

COMPLETE RESTRICTION

- No Information** – the district **may not release** any directory information about my child. I understand that this means that information about and pictures of my child will not appear in any school publications that are made public such as yearbooks, official class photos, athletics, music, drama or graduation programs, and honor lists. It also means that my name and contact information, and my child’s name, will not be provided to the school PTO or other parent group, which may publish a student directory. It also means that my student’s image and voice will not appear on the school website, a teacher website or in any publication produced by and made available to the public by the district.

This is the most restrictive option. Selecting this option restricts the school and district from releasing any personally identifiable directory information about a student, including basic details like their name or photo. **DO NOT** select this option if you wish your student to be in the yearbook or class photo, identified in a music or drama program or listed in a team roster. Instead, check one or more of the Limited Opt Out options above.

Please sign and return to school office only if you have read and understand the options above.

Print Student Name: _____

Date of Birth: _____

Print Parent Name: _____

School: _____

Parent Signature: _____

Date: _____

Office: Record in Synergy and file in student’s cumulative file



NOTICE OF HUMAN SEXUALITY INSTRUCTION – 2018-19
Complete only if you wish to excuse student from human sexuality instruction

This form is valid for the present school year only.

Oregon law requires all school districts to provide age-appropriate human sexuality education courses as an integral part of elementary and secondary health education instruction and curriculum. Depending on your student’s grade level, topics may include responsible decision-making, reproduction, pregnancy prevention, AIDS education, the prevention of sexually transmitted diseases including but not limited to human immunodeficiency virus (HIV). Parents will be notified before any planned instructional unit on human sexuality or HIV/AIDS.

If you would like more information on the curriculum, would like time to review the curriculum, or have any questions or concerns, please talk with your teacher or principal.

Parents have the option of excluding their child from such instruction. If you do not want your child to receive such instruction, please indicate below and return this form to the school. Students excused from human sexuality instruction will be provided an alternate activity. If you have no objection, you should not return this form.

Request to Excuse Student From Human Sexuality Instruction – 2018-19

Print Student Name: _____

Date of Birth: _____

Print Parent Name: _____

School: _____

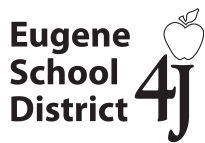
I do **not** want my child to receive human sexuality instruction from the school. Please excuse my child from this portion of health instruction and provide my child with an alternative activity.

Parent Signature

Date

RETURN TO SCHOOL OFFICE

Office: Record in Synergy and file in student’s cumulative file



**NOTICE FOR PARENTS OF HIGH SCHOOL STUDENTS
AND FOR STUDENTS 18 AND OLDER**

**DISCLOSURE OF INFORMATION TO MILITARY OR COLLEGE RECRUITERS
AND OPT-OUT OPTION**

Federal law requires the district to provide names, addresses, and telephone numbers of high school students to military recruiters and colleges that request this information, except where the parent notifies the district in writing that he/she does not consent to release this information. By policy, recruiters request this information only on juniors and seniors. When a high school student has reached 18 years of age, the right to opt out transfers from the parent/ guardian to the student.

If you object to the disclosure of your child’s name, telephone number and address to military recruiters and/or colleges, you **must** fill out the opt-out form below and return it to your child’s school by **September 20**. If you do not return the form by this date and there is no opt-out record on file, the district will release your child’s information upon request. If you choose to return the form at a later date, the request for non-disclosure will be honored after that point.

If you have no objection to information sharing with military recruiters and colleges that request it, you do not need to complete or return the form. This form is only for parents who wish to opt out.

OPT-OUT FORM

Please complete and return this form **only if you do not want** your child’s name, address and telephone to be shared with military recruiters and/or institutions of higher education that request this information.

Student’s Last Name: _____ Student ID No.: _____

Student’s First Name: _____ School: _____

By checking the box(es) below, I am requesting that my child’s name, address, and telephone number:

Not be shared with military recruiters

Not be shared with colleges

Signature of Parent or Student 18 years or older

Date

Print Name of Parent or Student 18 years or older

TO COMPLETE THE OPT OUT PROCESS, RETURN THE FORM TO THE SCHOOL

Office: Record in Synergy and file in student’s cumulative file