

## DECA Middle

### DIRECTORY INFORMATION POLICY NOTIFICATION

DECA Middle has approved the following policy regarding student directory information:

Each year the Principal shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or PTO directories or email addresses.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Principal is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or educational records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Principal shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

Parents may:

- A. inspect and review the student's educational records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;

C. consent to disclosures of personally-identifiable information contained in the student's educational records, except to those disclosures allowed by the law;

D. challenge Board noncompliance with a parent's request to amend the records through a hearing;

E. file a complaint with the Department of Education;

F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Principal has developed procedural guidelines for:

A. the proper storage and retention of records including a list of the type and location of record;

B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline.

R.C. 9.01, 149.41, 149.43, 1347 et seq., 3113.33, 3319.321

34 C.F.R. Part 99

20 U.S.C., Section 1232f through 1232i (FERPA)

26 U.S.C. 152

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act

20 U.S.C. 7908

## **DECA Middle Family Compact 2022-2023**

DECA Middle and its students and their families work together on behalf of the students. I understand the importance in my role in the home/school partnership to the welfare of my child, and I agree to support this partnership in all possible ways, including:

### **Relationships:**

- Developing a strong partnership between the family and the school to best meet the needs of my child and others.
- Working as a team to solve issues and to communicate effectively with respect and care.
- Using constructive, meaningful language with children and others with whom I interact.
- Partnering and cooperating with the school should any discipline issues occur with my child.
- Providing DECA Middle office personnel with two working phone numbers at all times and updating new contact information as soon as it becomes available.

### **Excellence:**

- Ensuring that my child's homework is completed daily and signed as appropriate.
- Ensuring that all school materials, bags, and equipment are returned on time.
- Making sure my child comes to school clean and well-groomed, that s/he is dressed according to the uniform requirements, and immediately replacing uniforms as they wear out or are outgrown.

### **Accountability:**

- Ensuring my child arrives to school and is picked up from school in a timely manner.
- Returning the school folder each day, complete with the necessary forms and/or materials and signed by a family member.
- Adhering to the health policies as stated in the handbook and making appropriate arrangements so my child is picked up in a timely manner should he/she become ill during the school day.
- Attending all scheduled parent-teacher conferences, scheduled home visits, and other required meetings, in support of my child and his/her school.
- Meeting all financial obligations to DECA Middle on or before the due date according to the selected payment schedule.
- Responding promptly to all calls from the school regarding any issues with my child's behavior.

### **Leadership:**

- Taking an active role in my child's education, in part by discussing school and learning with my child, and enforcing the importance of being a leader at school and at home.
- Addressing my child's teacher immediately if a concern arises. If an issue is not resolved to my satisfaction, it is my responsibility to communicate with the Principal.

I have read and agree to the terms outlined above in the DECA Middle Family Compact.

I understand that the reason for this contract is that DECA Middle recognizes the family as a partner in education of my child and his/her success depends on our commitment to that partnership.

## Parent/Guardian Sign-Off Sheet

### Acknowledgement of Directory Information Policy Notification 2022-23

(found: [www.daytonearlycollege.org](http://www.daytonearlycollege.org), DECA Middle campus, Parent Information)

I acknowledge that I have read a copy of DECA Middle's policy (listed on the website: [www.daytonearlycollege.org](http://www.daytonearlycollege.org)) regarding Directory Information. I understand that if I do not wish for any directory information on my child to be released, I must indicate that in writing to the DECA Middle Board.

Parent/Guardian: \_\_\_\_\_  
Initial \_\_\_\_\_

### DECA Middle Family Compact 2022-23

(found: other side of this sign-off sheet)

I, \_\_\_\_\_

(parent/guardian), of \_\_\_\_\_ (student name), have read and agree to the school, parent and student responsibilities outlined in the Parent/Guardian Compact (listed on the website: [www.daytonearlycollege.org](http://www.daytonearlycollege.org)). I understand that a copy of this contract will remain on file and in effect throughout my child's school career.

Parent/Guardian: \_\_\_\_\_  
Initial \_\_\_\_\_

### DECA Middle Photo Release Form 2022-23

I authorize DECA Middle to use the name of my child and photographs in which my child appears for the purpose of promoting DECA Middle through publications released by DECA Middle. Such publications include, but are not limited to, alumni publications, campus publications, press releases and other outlets, electronic versions of the same publications, or other electronic forms of media. Classes may also be videotaped for the purpose of instructional assessment and improvement.

I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph.

\_\_\_\_\_ I authorize the use of my  
child's photo as described above

\_\_\_\_\_ I **do not** authorize the child's photo  
as described above

Parent/Guardian: \_\_\_\_\_  
Initial \_\_\_\_\_