

Code: JOA
Adopted:

**MITCH Charter School
Directory Information Policy**

The student information use is stated in the Student/Family Handbook and distributed to each new enrollee and annually thereafter.

Directory Information

Directory Information means personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released such as: student's name, address, telephone listing, date and place of birth, classroom teacher, officially recognized activities and sports participated in, weight and height [if on athletic team], dates of attendance, awards received and the previous school or program attended, photos, school newspaper, including yearbook and such categories of information.

Directory Information shall be released only with administrative direction. Information will not be given over the telephone except in health and safety emergencies.

Parents will be notified annually (through the distribution of Student/Family Handbook) and the student's registration form. The parent/student will be given the opportunity to limit the release of directory information by completing the new student registration form or updating the yearly verification form and returning it to the school.

Parents have the opportunity to limit the release of directory information by completing the new student registration form or updating the yearly verification form and returning it to the school.

Release of Information Due to Health or Safety Emergency

In an emergency, FERPA permits school officials to disclose, without consent, education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials and/or trained medical personnel.

Release of Information to Legal Counsel

Student information may be released to the school's legal counsel in its representation of the school in any legal matter related to the student.