

# 2007-08 Annual Notice Survey, Records, Curriculum, Privacy, and Related Rights and Opt-Out Forms Grades 9-12 Edition

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## Who Should Read This Booklet?

All parents and guardians should review this booklet to understand their rights and responsibilities. Parents with children at different grade levels should read each applicable version of the booklet (K-8, 9-12) because the notices and opt-out rights vary depending on grade level.

## Who Should Sign the Included Opt-Out Forms?

Any parent, guardian, or adult student who objects to his or her child's participation in any or all of the following activities should complete and return the appropriate form(s).

- release of information about the student for the school yearbook and other school-related publications
- release of directory information about the student to persons and organizations outside FCPS
- use of the student's image, voice, or name in film, video, web site, or broadcast events
- student participation in guidance and counseling
- release of information to military recruiters
- release of information for commercial uses



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# 2007-08 Annual Notice of Survey, Records, Curriculum, Privacy, and Related Rights

## Parental and Adult Student Rights

The Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g, 34 CFR Part 99; Protection of Pupil Rights Amendment, 20 USC § 1232h, 34 CFR Part 98; Elementary and Secondary Education Act, 20 USC §§7165, 7908, and 10 USC § 503 provide certain notice, inspection, and participation rights to parents, students who are over age 18, and emancipated minors. This booklet provides you with information about those rights. This booklet includes opt-out forms that you should submit to your child's school principal if you do not want your student to participate in a given activity. If you are a student over the age of 18 or an emancipated minor, you should submit these forms on your behalf if you do not want to participate in a given activity. **If you have no objection to the activities described in this booklet, DO NOT sign or submit any of the forms.**

## Surveys

**Consent to Surveys:** You have the right to consent before your student participates in any federally funded survey asking about any of the following: political affiliation or belief of the student or parent; mental or psychological problems of the student or family; sexual behavior or attitudes; illegal, antisocial, self-incriminating, or demeaning behavior; critical appraisals of others with whom student has close family relationships; legally privileged or analogous relationships such as those with lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of student or parent; and income (other than required to determine program eligibility).

**Survey Inspection and Opt-Out Rights:** You have the right to inspect any survey dealing with the above topics, regardless of funding source, and to opt your student out of participation. You also may inspect instructional materials used in connection with such surveys.

**Survey Schedule for 2007-08:** As of this booklet's publication, FCPS is tentatively planning to administer a survey regarding student behaviors or beliefs in spring 2008. If a survey is initiated, parents will be notified and will have the opportunity to inspect the survey, as well as the opportunity to approve or disapprove a child's participation at that time. All FCPS surveys protect student privacy. The current versions of FCPS Policy 1475 and Regulation 1475, which were developed in consultation with parents, provide more detail about survey policies.

## Instructional Materials

**Inspection of Instructional Materials:** You have the right to inspect any instructional materials used as part of the educational curriculum. The current versions of FCPS Policies and Regulations 3002-3011 provide more detail about instructional materials. You may direct your request to inspect instructional materials to your child's principal.

## Physical Examinations

Federal law requires that parents be permitted to opt the student out of certain physical examinations if the examinations are not authorized by state law. Except in emergencies, FCPS does not require any physical examinations that are not authorized by state law. Consequently, this booklet does not provide an opt-out form for physical examinations.

## Student Records

**Inspection of Student Records:** You have the right to inspect and copy all records relating to your student within 45 days of the school's receipt of your request. You should submit a request, identifying the records you want to inspect, to your student's principal. The principal will notify you of the time and place at which records may be inspected. You may be charged a fee if you request copies.

**Amendment of Student Records:** You have the right to request an amendment of any education records that you believe are inaccurate or misleading. You should write the school principal, clearly identify the part of the record you want to have changed, and specify why it is inaccurate or misleading. If FCPS decides not to amend the record as requested, FCPS will notify you, advise you of your right to a hearing regarding the amendment request, and provide additional information regarding the hearing procedures.

**Maintenance and Retention of Student Records:** Student records are maintained in accordance with retention schedules established by the current versions of Policy 6470 and the FCPS Records Management Manual. Parents of students who are or have been enrolled in a special education program should be aware that your child's special education records will be maintained for five years after the student leaves school, graduates, or reaches age 22, whichever comes first. After five years, these records will be destroyed. Because information from such records may be needed by the student or the parents for Social Security or other benefits, parents should plan accordingly to request copies of any needed records.

**Disclosure of Student Records:** You have the right to consent before FCPS discloses personally identifiable information from your student's education records, unless federal law or state law specifically authorizes release without consent. Student records are released without parental consent only in accordance with the provisions of FERPA and the current versions of Policy 2701 and Regulation 2701. The FCPS Management of Student Records Manual and the current version of Regulation 2601 (Student Responsibilities and Rights [SR&R] Handbook) provide more detail about student record policies.

Please note that consent is not required for disclosures to school officials with legitimate educational interests. A school official is a person employed by FCPS such as an administrator, a supervisor, an instructor, or a support staff member (including school nurses, clinic room aides, and school resource officers); a person serving on the School Board; a person, organization, or company with whom FCPS has contracted to perform a special task (such as an attorney, an auditor, a medical consultant, or a therapist); or a parent or another volunteer serving on an official committee or helping another school official perform his or her tasks. "Legitimate educational interest" means the need to review the record in order to fulfill a professional responsibility.

Consent also is not required to release education records to officials of another school or school division if your child seeks or intends to enroll there. FCPS forwards such records at the request of the other school or school division. Parents with questions about FCPS' student records procedures should contact the FCPS Office of School Counseling, 571-423-4400.

**Rights of Adult Students:** The right to inspect records, to request the amendment of records, and to consent to the disclosure of student records as described above transfers from the parent to the student when the student reaches age 18 or becomes emancipated. Parents, however, retain the right to inspect records and to receive student record information so long as the student remains a dependent.

## 2007-08 Opt-Out Choices

**Directory Information:** Federal law permits the disclosure of “directory information” from a student’s record without the parent’s prior written consent—unless the parent has opted out of such disclosure. **Directory information is routine information that is generally not considered harmful to disclose.** Consequently, unless you have opted out, this kind of information may be included in school publications and disclosed to outside requesters. **FCPS defines “directory information” as including (but not limited to):**

- Name, including nickname.
- Participation in officially recognized activities and sports.
- Height and weight, if a member of an athletic team.
- Birth date.
- Attendance record.
- Awards and honors.
- School and grade.
- Photographs and other images.
- Name of parent or guardian or individual with whom student lives.
- Student gender and primary or home language (for limited purposes only—see below).
- Address and phone number (for limited purposes only—see below).

**Public disclosure of directory information may be made in various ways.** The information items designated as directory information may be provided to requesters outside FCPS, for example, the media, school-related organizations, such as PTAs, and state and county agencies. Directory information may also be included in FCPS publications that frequently are made available to the public, such as:

- School yearbooks (photos).
- Team rosters and class lists.
- Graduation, theater, athletic, and music programs.
- Videos of performances, school activities, and athletic events.
- Articles about school activities and athletic events.
- Lists of those receiving honors, awards, and scholarships.

Please note that directory information items that FCPS has designated as “for limited purposes” may be disclosed only to certain identified organizations within the community, unless you opt out of the disclosure. These items of directory information (student gender, primary or home language, address and phone number) will not be included in FCPS publications and will not be disclosed to anyone other than the identified organizations unless the disclosure is otherwise authorized by federal or state law. Please see choices A and B of the Limited Opt-Out Options on page 7 for more information.

## Your Right to Opt Out of the Disclosure of Directory Information

Directory information may be made available to the general public (including the media) unless you complete the opt-out form on page 7 and return it to the school principal. **Your selection is for the 2007-08 school year and applies only to the 2007-08 school year.** Your options to limit all or some disclosures of directory information are explained below. Please note that if you want your child to be included in the school yearbook, **DO NOT choose the Comprehensive Opt-Out Option.** Your selection of any of the Limited Opt-Out Options will not affect your child’s inclusion in the school yearbook; it will only limit the specific disclosures described.

## Directory Information Opt-Out Options (Comprehensive and Limited)

**1. Comprehensive Opt-Out Option:** Withhold all directory information about your child. This means that FCPS will not provide the information items defined as directory information to any requester outside FCPS (including school-related organizations, such as PTAs, and state and county agencies) unless the disclosure is otherwise allowed by federal or state law. This also means that your child will be excluded from all school publications available to the public, **including school yearbooks**, award lists, photographs, and video productions. Please note that by choosing the Comprehensive Opt-Out Option, you are opting out of the disclosures described in choices A, B, and C of the Limited Opt-Out Options.

**2. Limited Opt-Out Options:** Unless you select the Comprehensive Opt-Out Option, the information items defined as directory information may be provided to requesters outside FCPS and may be included in school publications available to the public, including school yearbooks, award lists, photographs, and video productions. Please note that this also means that the directory information items identified as “for limited use” (student gender, primary or home language, address, and phone number) may be disclosed to the organizations identified in choices A and B below. If you do not want these organizations to receive these additional items of directory information, please select choice A or B, or both. Choice C allows you to exclude your child from photographic productions and other types of FCPS-sponsored publicity and media coverage.

- **Choice A.** Unless you opt out, FCPS may provide student addresses and phone numbers to PTAs and other school-related organizations. Typically, those organizations use such information to publish student directories and to contact your family about school-related activities. **Check choice A if you do not want your child’s address or phone number to be provided to school-related organizations.**
- **Choice B.** Unless you opt out, FCPS may provide information about your child’s gender, primary or home language, address, and phone number to state and county agencies if FCPS determines that such information will help provide services to students or the school community. **Check choice B if you do not want state and county agencies to receive this type of directory information about your child.**
- **Choice C.** FCPS produces and participates in television, videotape, motion picture, audio recordings, web site, and still photograph productions that may use your child’s name, likeness, or voice. Such productions may be sold or used for educational purposes and may be copyrighted, edited, and distributed by FCPS. Also, news media cover Fairfax County schools and sometimes photograph, videotape, or broadcast likenesses of students during school hours. **Check choice C if you do not want your child’s image, name, or voice featured in such productions.** (Please note that the selection of choice C will not exclude your child from the school yearbook.)

**Commercial Use of Student Information:** You have the right to opt your child out of any collection of personal information if that information will be marketed or sold by FCPS or if FCPS collects it for others to sell. FCPS provides names and addresses of seniors to commercial photographers and videographers who photograph each senior during the graduation ceremonies and then contact the graduates by mail to sell the photographs. FCPS also provides names and addresses of students who have graduated to alumni directory services. If you **DO NOT want to receive a solicitation from a commercial photographer or videographer** to purchase photos of your student graduating, **or from an alumni directory service, complete the opt-out form on page 9.**

**Military Recruiters:** Federal law requires secondary schools to release the names, addresses, and telephone numbers of secondary school students to military recruiters who request this information. You or the student (even if the student is not 18 or emancipated) may prohibit the release of this information to military recruiters. **Opt out by completing the form on page 9.**

## School Counseling

The school counseling program provided in FCPS is in compliance with the regulations of the Virginia Board of Education and Fairfax County School Board policy. The guidance component of the program is part of the comprehensive education provided to all students that focuses on teaching positive approaches toward school and lifelong learning and the knowledge and skills for life and employment. It includes:

- **Academic guidance**, which helps students and their parents acquire information about required curriculum choices and testing and choose appropriate courses leading to graduation and a transition to college, career, and other educational opportunities.
- **Career guidance**, which helps students acquire information and skills in order to plan for work, jobs, apprenticeships, postsecondary education, and career opportunities.

The counseling component of the program helps students develop an understanding of themselves and of the rights and needs of others; learn to resolve conflicts; and set individual goals reflecting their interests, abilities, and aptitudes. Personal or social counseling may be provided in groups (e.g., all ninth graders) in which general issues of social development are addressed (e.g., peer relations) or in structured individual or small-group multisession counseling that focuses on the specific concerns of the participant(s) (e.g., social skills, grief, or anger management). Parents and guardians shall receive written notification of short-term personal or social counseling of an individual or a small group. Parent or guardian consent is not required for short-term personal or social counseling and/or crisis intervention that is needed to maintain order, discipline, or a productive learning environment.

**You may excuse your child from academic or career guidance or from personal or social counseling of a general nature at any time by completing the opt-out form on page 11.** An opt-out request will remain in effect from the day it is received by the school throughout the student's K-12 career in FCPS, unless the opt-out request is rescinded by the parents in writing. Parents who opt to have their child excused from academic or career guidance shall have sole responsibility to ensure that all academic and graduation requirements are fulfilled. Parents may review materials to be used in guidance or counseling components at their child's school by contacting the school counselor. Information can also be found on the FCPS web site at: [www.fcps.edu/DSSSE/StudentServices/Guidance/Guidance.htm](http://www.fcps.edu/DSSSE/StudentServices/Guidance/Guidance.htm).

**Complaints:** If you have a complaint regarding any of the above rights, you may contact the school principal, following the complaint procedure in SR&R (current version of Regulation 2601). If you have a complaint regarding the treatment of your child's education records, you may contact the Office of Student Services at 571-423-4200. In addition, if you believe that your rights in regard to surveys, educational materials, commercial use of information, physical examinations, military recruiters, inspection or amendment of student records, directory information, or privacy of student records have been violated, you may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

## School Board Directives

**Inspection Procedures:** All School Board policies and regulations, including the Student Responsibilities and Rights booklet, are available on the FCPS web site: [www.fcps.edu](http://www.fcps.edu). To locate them, use the drop-down menu in the upper right-hand corner labeled "What do you want to do?" and then choose "Find a Policy or Regulation." A search mechanism, including a topical and numerical index, is provided. If you do not have Internet access and would like a print copy of any policy or regulation, please direct your request to your child's school principal.

**Additional Information and Forms:** If you want to inspect any of the materials described in this notice, please contact your child's school principal. For more information about the forms, contact your child's school. If you need more than one form, photocopy the form or download the form from: [www.fcps.edu/mediapub/publicat/familygram/optout/hsoptout.pdf](http://www.fcps.edu/mediapub/publicat/familygram/optout/hsoptout.pdf).

## Objection to Release of Directory Information to the Public (details pg. 4)

Student's Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Grades 9-12

You have the right to choose whether your student's information is released or not. If you want to limit the disclosure of directory information about your child, please check the appropriate choice(s) below and return this form to your student's school. **This selection is for the 2007-08 school year and applies only to the 2007-08 school year.** (If the student is over age 18 or is emancipated, the student should complete this form.)

\_\_\_\_\_ **Comprehensive Opt-Out Option: Do not release any directory information about my child.** I understand this means that information about and photographs of my child will be **excluded** from school documents that typically are made public, such as **yearbooks, graduation programs, honor roll and other recognition lists, sports activities, and theatrical programs.** It also means that directory information about my child will not be released to school-related organizations, such as PTAs, or to state and county agencies unless otherwise authorized by federal or state law. In addition, my child will not be featured in any videotape, television, motion picture, audio recording, broadcast, web site, or still photograph production produced by and available to the public from FCPS or (to the extent that access is within FCPS control during school hours) the media.

**By choosing the option above, you have automatically selected all three choices below. You do not need to proceed to the limited opt-out options section.**

**Limited Opt-Out Options:** You **may release** directory information about my student, **except** (check any or all below):

\_\_\_\_\_ **Choice A.** You **may not** provide address and telephone information to PTAs and other school-related organizations.

\_\_\_\_\_ **Choice B.** You **may not** provide information about my child's gender, home or primary language, address, and telephone number to state and county agencies.

\_\_\_\_\_ **Choice C.** You **may not** feature my child's name, likeness, or voice in any videotape, television, motion picture, audio recording, broadcast, web site, or still photograph production that will be produced by and available to the public from FCPS or (to the extent that access is within FCPS control during school hours) the media. (**This choice does not exclude your child from the yearbook.**)

**STOP! Do not sign below unless you have read and understand the choices above.**

Parent Signature

Date

\_\_\_\_\_

\_\_\_\_\_



Grades 9-12

**Objection to Release of Information for Graduation Photos for Commercial Purposes** (details on page 5)

Student's name: \_\_\_\_\_

School name: \_\_\_\_\_

Regarding: (student's name—please print) \_\_\_\_\_

I object to the release of my student's name and address to commercial photographers for purposes of marketing graduation ceremony photographs or for other commercial purposes.

Parent Signature

Date

\_\_\_\_\_

**Denial of Access to Military Recruiters** (details on page 5)

Student's name: \_\_\_\_\_

School name: \_\_\_\_\_

I object to the release of the name, address, and/or telephone number of (print name of student) \_\_\_\_\_ to military recruiters during this school year. I understand that once this form has been signed by either the student or a parent, only a parent may change it. I also understand that if I want to change it, the parent must notify the principal in writing that the form is no longer in effect and that student information may be released.

Signature of student or parent: \_\_\_\_\_

Name of signing student or parent—please print: \_\_\_\_\_

Date: \_\_\_\_\_



## School Counseling Opt-Out Form (for details see page 6)

Grades 9-12

Complete and return this form (to your child's school) only if you **DO NOT** want your child to participate in an aspect of the school counseling program.

A request to **opt-out of counseling will be in effect on the day it is received by the school and will remain in effect throughout the student's K-12 career in FCPS**, unless the opt-out request is rescinded by his or her parent in writing.

I request that my child \_\_\_\_\_, in grade \_\_\_\_\_, **NOT** participate in the following:

\_\_\_\_\_ Academic or career guidance that is provided by his or her school.

\_\_\_\_\_ Personal or social counseling that is provided by his or her school.

I understand that parental permission is not required for counseling and/or crisis intervention that is needed to maintain order, discipline, or a productive learning environment. I understand that, in opting to have my child excused from academic or career guidance, I shall have sole responsibility to ensure that all academic and graduation requirements are fulfilled.

Signature of parent or guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Student's name: \_\_\_\_\_  
(please print)

Student's school: \_\_\_\_\_  
(please print)