

## 2019-20 Annual Notice

# Survey, Records, Curriculum, Privacy, and Related Rights and Opt-Out Forms

## Grades K-8 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 or guardian **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) to their child's school**.

- 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, website, social media, or broadcast events
- Student participation in the school counseling program
- Release of information for commercial purposes

Fairfax County Public Schools  
Office of the Superintendent  
8115 Gatehouse Road  
Falls Church, VA 22042

# 2019-20 Annual Notice of Survey, Records, Curriculum, Privacy, and Related Rights

## Parental 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 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 student's family; sexual 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; and income (other than is required by law to determine program eligibility).

**Opt-Out Rights:** You have the right to opt your student out of participation in any survey, regardless of funding source, that requests information about the topics listed above or that requests medical information, information on student health risk behaviors related to alcohol, tobacco or illegal drugs, other information on controlled substance use, or any other information that the School Board deems to be sensitive in nature.

**Notice and Rights to Survey Inspection:** FCPS will provide you with written notice, at least 30 days in advance, of any survey that may be administered to your child that addresses any of the subjects discussed above. You also may inspect the survey and any instructional materials used in connection with the survey.

## 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 (posted on the FCPS website at [www.fcps.edu](http://www.fcps.edu)) provide more detail about instructional materials. You may ask your child's principal to inspect instructional materials.

## 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 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, misleading, or otherwise in violation of your child's privacy rights. You should write the school principal, clearly identify the part of the record you want to have changed, and specify why it is inaccurate, is misleading, or violates your child's privacy. 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 graduates, completes a Virginia Board of Education program, transfers, or withdraws from school, 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.

**Commercial Use of Student Information:** FCPS collects personal information on students, identified as directory information, and discloses this information to businesses selected by FCPS to provide products or services to FCPS or its students. For students in grades K-8, these student-based products or services include enrollment and degree verification services. If you do not want your child's personal information disclosed for commercial purposes, complete the opt-out form on page 13. Your selection is for the 2019-20 school year and applies only to the 2019-20 school year. If, however, your child withdraws or graduates from FCPS, FCPS will continue to honor the last opt-out selection you made while your child attended FCPS unless you notify FCPS that your choice is rescinded.

**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 Scholastic Record Manual and the current version of Regulation 2601 (Student Rights and Responsibilities [SR&R] booklet) 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 education and resource officers, school nurses, clinic room aides, and other Health Department personnel providing services to students as part of the school program); 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 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 enrolls there or 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 office of the regional assistant superintendent responsible for your child's school. Contact information for the regional assistant superintendents can be found at [www.fcps.edu](http://www.fcps.edu).

**FCPS Student Identification Numbers:** FCPS does not disclose to the general public the identification numbers it assigns to students (FCPS student ID). FCPS student IDs are used only by FCPS to manage students' education records and to allow students to access certain FCPS electronic systems when used in conjunction with passwords in combinations unique to each student. Certain instructional applications, however, such as Google Apps For Education, provide a directory listing of individual user names that are available to all other FCPS students using the application. The purpose of the directory is to allow the students to contact each other, within the application, to work together on class projects. This user name is your child's FCPS student ID. If you do not want your child's FCPS student ID to be published in these applications' online directories, complete the Opt Out form on page 10 and check either the Comprehensive Opt Out Option, which will prevent the disclosure of any information about your child as directory information, including student yearbooks and graduation programs, or, Choice D, which will opt out only of inclusion of his or her FCPS student ID in online directories for instructional applications. Either choice does not exclude your child from being required to log into essential instructional applications using his or her FCPS student ID or to participate in online class projects with members of his or her own class.

Please note that the FCPS student ID, by itself, 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 password or verification by staff that the person accessing the records is authorized to have them). Please also note that the FCPS student ID is not used for any purpose outside of FCPS. Unlike Social Security numbers, the FCPS student ID is

not used by other institutions that may impact the student's personal, social, medical, or financial records.

**Student Photographs and Video Images:** Your child may be photographed or video recorded by FCPS staff members or by vendors working for FCPS for use within FCPS for FCPS education-related activities, for example, student identification pictures or video recordings of classroom activity used for teacher training or student evaluation purposes. In addition to these internal uses, FCPS may disclose photographs of your child to the public as directory information for such uses as school yearbooks. FCPS also may disclose your child's image, name or voice in FCPS photographic productions or other FCPS-sponsored publicity.

If you select the Comprehensive Opt-Out Option, any photograph or video recording featuring your child that is maintained by FCPS will not be released outside of FCPS unless you have provided written consent or the release is otherwise authorized by federal or state law. If you choose this option, your child's photograph will not appear in the school yearbook. If you select choice C, your child's image, name and voice will not be used in FCPS photographic productions or other FCPS-sponsored publicity. Your child will be included in the school yearbook.

Please note that the Comprehensive Opt-Out Option and choice C apply to limiting FCPS disclosure of photos featuring your child that are maintained by FCPS. Neither Opt-Out prohibits FCPS from creating photographs or videotapes when it has an educational or business need to do so. Please also note that FCPS does not control the disclosure or use of photographs or video taken by participants at events that are open to parents, community members, and/or the media.

These activities and events include, but are not limited to, school performances, graduation and awards ceremonies, class parties, and athletic events. To the extent that FCPS controls media access during school hours, it will deny the media access to photograph, video record, or broadcast likenesses of any student whose parents have selected the Comprehensive Opt-Out Option or choice C.

## 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.
- Attendance record.

## 2019-20 Opt-Out Choices continued

### Grades K-8

- Degrees, awards, and honors.
- School and grade.
- Photographs and other images.
- Name of parent or guardian or individual with whom student lives.
- Birth date.
- Parent e-mail address(es) (for limited purposes only—see below).
- Student’s identification (ID) number (for limited purposes only).

Please note that, in certain situations, federal and state laws may permit or require the disclosure of the information listed above to authorized persons or entities **even if you have opted out of its disclosure** as directory information. For example, state and federal laws authorize disclosures without parent consent to the U.S. and Virginia Departments of Education to allow those agencies to evaluate FCPS compliance with program requirements.

Please also note that FCPS may require a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that has been designated as directory information in this notice. A parent or eligible student may not use their opt-out rights to prevent FCPS use of directory information on such student ID cards or badges.

**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 booster organizations, and state and county agencies. Directory information also may 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.
- Photographs and 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; if you opt out of the disclosure, the information will not be provided at all unless you provide written consent or the disclosure is otherwise authorized by federal or state law. Please see choices A and B of the Limited Opt-Out Options on page 10 for more information.

**Your selection is for the 2019-20 school year and applies only to the 2019-20 school year.** If, however, your child graduates or withdraws from FCPS, FCPS will continue to honor the last opt-out selection you made while your child attended FCPS unless you notify FCPS that your choice is rescinded.

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 or graduation program, **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 or graduation program; 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 booster organizations, state and county agencies, and commercial users) unless the disclosure is otherwise allowed by federal or state law. This also means that information directly related to or featuring your child will be excluded from school publications available to the public, **including school yearbooks, graduation programs**, 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, C, and D of the Limited Opt-Out Options, as well as the Objection to Release of Information for Commercial Purposes.

**2. Limited Opt-Out Options:** 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" (parent e-mail address(es)) 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 information directly related to your child from photographic productions and other types of FCPS-sponsored publicity.

- **Choice A.** FCPS may provide parent e-mail address(es) to PTAs, booster organizations, and other school-related organizations. Typically, those organizations use such information to publish student directories (either electronic or paper) and to contact your family about school-related activities. You will continue to receive e-mail messages from FCPS and your child's school through the Blackboard Connect (e-Notify) system. **Check choice A if you do not want your parent e-mail address(es) to be provided to school-related organizations.**

- **Choice B.** FCPS may provide parent e-mail address(es) 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, video and audio recordings, websites, social media (such as Facebook), 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. **Check choice C if you do not want your child's image, name, or voice featured in such productions. (The selection of choice C will not exclude your child from the school yearbook.)**

Please note that the Comprehensive Opt-Out Option and choice C apply to limiting FCPS disclosure of photos featuring your child that are maintained by FCPS. FCPS does not control the disclosure or use of photographs or video taken by participants at events that are open to parents, community members, and/or the media. These activities and events include, but are not limited to, school performances, graduation and awards ceremonies, class parties, and athletic events. To the extent that FCPS controls media access during school hours, it will deny the media access to photograph, video record, or broadcast likenesses of any student whose parents have selected the Comprehensive Opt-Out Option or choice C.

Regardless of whether you select the Comprehensive Opt-Out Option or choice C, your child may be photographed or video recorded by FCPS staff members or by vendors working for FCPS for use within FCPS for FCPS education-related activities, for example, student identification pictures or video recordings of classroom activity used for teacher training or student evaluation purposes. If you have opted out, however, any photograph or video recording featuring your child that is maintained by FCPS will not be released to anyone who is not an FCPS school official unless you have provided written consent or the release is otherwise authorized by federal or state law.

- **Choice D.** FCPS applications may use a student ID as the user name/logon ID for student access. These applications may also provide directories of individual user names that are available to other student and staff users of those applications. **Check choice D if you do not want your child's user name (student ID) listed in such directories within FCPS applications.** (The selection of choice D will not exclude your child from accessing these applications with their student ID/user name.)

## School Counseling

School counseling programs are provided in Fairfax County Public Schools (FCPS) in compliance with the regulations of the Virginia Board of Education and Fairfax County School Board policy. The school counseling program is part of the comprehensive education provided to all students through activities that focus on teaching positive approaches to school and lifelong learning and the knowledge and skills for life and employment. It includes:

- **Academic counseling**, which helps students and their parents or guardians to acquire knowledge of the curriculum choices and testing and choose appropriate courses leading to graduation and a transition to college, career, and other educational opportunities.

- **Career counseling**, which helps students to acquire information and skills in order to plan for work, jobs, apprenticeships, and postsecondary educational and career opportunities. The school counseling program also helps students develop an understanding of themselves and of the rights and needs of others; learn to resolve conflicts; and set indi-



vidual goals reflecting their interests, abilities, and aptitudes.

- **Social or emotional counseling** may be provided in large groups (e.g., all fifth graders in a classroom lesson) in which general issues of social development are addressed or in structured individual or small-group multisession counseling that focuses on the specific concerns of the participant(s). Parents or guardians shall receive written notification of short-term social or emotional counseling of a small group nature. Parental or guardian consent is not required for short-term social or emotional counseling and/or crisis intervention that is needed to maintain order, discipline, or a productive learning environment.

**You may excuse your child from academic, career, or social or emotional counseling at any time by completing the opt-out form on page 12.** 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 or guardians in writing. A parent or guardian who opts to have their child excused from academic or career counseling shall have sole responsibility to ensure that all academic and graduation requirements are fulfilled. Parents or guardians may review materials to be used in school counseling programs at their children's school by contacting the school counselor. Information can also be found on the FCPS website at <http://www.fcps.edu>.

## Complaints

If you have a complaint regarding any of the above rights, you may contact the school principal, following the complaint procedure in the Student Rights and Responsibilities booklet (the 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 the regional assistant superintendent responsible for your child's school. 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 Policies, Regulations, and Commonly Used Forms

**How to Access Policies and Regulations:** All School Board policies and regulations, including the Student Rights and Responsibilities booklet, are available on the FCPS website. To locate them, go to [www.fcps.edu](http://www.fcps.edu) and search for Policies and Regulations. A search mechanism, including a topical, alphabetical, and numerical index, is provided. If you do not have Internet access and would like a print copy of any policy or regulation, please ask 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 go to [www.fcps.edu](http://www.fcps.edu) and search for Opt-Out Booklets.

## Objection to Release of Directory Information to the Public (details p. 5)

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

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

Grades K-8

You have the right to choose whether your student's directory 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 the school office or your child's teacher by the second week of school. This selection is for the 2019-20 school year and applies only to the 2019-20 school year.** If, however, your child graduates or withdraws from FCPS, FCPS will continue to honor the last opt-out selection you made while your child attended FCPS unless you notify FCPS that your choice is rescinded.

\_\_\_\_\_ **Comprehensive Opt-Out Option: Do not release any directory information about my child.** I understand this means that information about and photographs featuring 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 and booster organizations, to state and county agencies, or to commercial users unless I provide written consent or the disclosure is otherwise authorized by federal or state law. In addition, my child will not be featured in any television, video or audio recording, broadcast, website, social media, 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 four 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 parent e-mail address(es) to PTAs, booster organizations, and other school-related organizations. I will continue to receive e-mail messages from FCPS and my child's school through the e-Notify system.

\_\_\_\_\_ Choice B. You **may not** provide parent e-mail address(es) to state and county agencies.

\_\_\_\_\_ Choice C. You **may not** feature my child's name, likeness, or voice in any television, video or audio recording, broadcast, website, social media, 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.**)

\_\_\_\_\_ Choice D. You **may not** list my child's FCPS student ID in any application directory that is available to other students within FCPS. (This choice does not exclude your child from being required to log into essential instructional applications using his or her FCPS student ID or to participate in online class projects with members of his or her own class.)

(-continued-)

Please note that, in certain situations, federal and state law may permit or require the disclosure of the information listed above to authorized persons or entities even if you have opted out of its disclosure as directory information.

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

Grades K-8

Parent Signature

Date

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## School Counseling Opt-Out Form (for details see page 8)

Complete and **return this form to the school office or your child's teacher by the second week of 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 become effective 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 counseling that is provided by his or her school.

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

\_\_\_\_\_ Social or emotional 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 counseling, 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)

## Objection to Release of Information for Commercial Purposes

(details on page 3)

(If you wish to opt your child out of the release of information for commercial purposes, complete this form **and return it to the school office or your child's teacher by the second week of school.**)

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

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

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

I object to the release for commercial purposes of personal information about my child, including information identified as directory information. This means that FCPS will not provide my child's personal information to companies offering student-based products or services including enrollment and degree verification services.

I understand that my selection is for the 2019-20 school year and applies only to the 2019-20 school year. I also understand that if my child withdraws or graduates from FCPS, FCPS will continue to honor the last opt-out selection I made while my child attended FCPS unless I notify FCPS that I am rescinding my choice.

**Parent Signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_