Explanation of Directory Information and Directory Information Form

DIRECTORY INFORMATION
Federal and state laws safeguard student records from unauthorized inspection or use as well as provide parents and “eligible” students with certain rights. Virtually all information pertaining to individual student performance such as individual test scores, grades, discipline records, medical records, etc. is considered confidential and is not released without a parent's consent. However, certain student “directory information” is public unless parents make an annual request in writing.

C-FB ISD has designated the following as “Directory Information”: student’s name, address, telephone listing, electronic mail address, photograph, and date and place of birth, as well as major field of study; degrees, honors and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams. (Board Policy FL LOCAL)

Under Texas Education Code Sec. 26.013, parents have the right to decide who can have access to their student’s directory information. For example, parents can choose to restrict access to their student’s directory information by any outside third parties. Third parties may be vendors, companies or others who are interested in asking you or your student to purchase products or services. (Board Policy FL LEGAL)

Release of Directory Information for School-Sponsored Purposes Only
Parents can choose to allow a limited release of directory information for school-sponsored purposes only. These school-sponsored purposes include campus and district publications (such as the yearbook or student newspapers), student recognition activities, printed programs for extracurricular activities, campus and district websites, and the district's cable TV channel.

C-FB ISD students are occasionally asked to participate in school and/or District publicity, publications, and/or public relations activities. A student’s name, picture, voice, verbal statements, or portraits (still or video) may appear in an individual school’s publicity, or district publications, videos or website if the parent has not denied permission through the directory information procedure. These may or may not personally identify the student. These items may also be used for instructional use through such activities as District staff training sessions. The District may use the pictures and/or videos in subsequent years.

Explanation of Directory Information Form
Your “Directory Information” Form is following this explanation. If you wish to have your student's directory information marked "private," you must fill out the form and return to your student's school within the required time. If you do not fill out the form within the required time, then your student's directory information will not be marked “private,” and will be available to anyone who asks for it. Please note that you must fill out and return a new form each school year, even if you have done one in prior years.

Instructions for filling out the “Directory Information” Form:
Parents who do not want their student's directory information released to third party requestors (including companies who may solicit products or services) should select the option on the form for keeping this information private. That option is the entitled: “Do Not Release of Directory Information to Third Parties.” By checking this option, your family will not receive materials from organizations that may be soliciting products or services.

If a parent checks “do not release” in the second option “Do Not Release Directory Information for School-Sponsored Purposes,” the student will not be included in school-sponsored projects such as the school yearbook, newspaper or student recognition activities. If a parent approves of the student being included in district and campus publications and positive publicity, then the parent should not check the second option.

Video and Audio Recordings, News Media Coverage
State law does allow the district to videotape or record students for purposes of classroom instruction, safety, media coverage, or purposes related to co-curricular or extracurricular activities without parental permission.

Print or electronic news media may report on campus activities as well as student achievements. Pictures and activities may appear in print or electronic news media. Additionally, from time to time, various members of the news media may film, record, or write about school activities and students. Students and their schoolwork may be individually identified or shown in such films, recordings, or writings.

C-FB ISD has no control over the form, content, use, or distribution of materials produced by outside news media. Parent consent is not required for such news media coverage; the district does not assume responsibility for maintaining a record of such coverage.