



## DIRECTORY INFORMATION

In order to provide students with appropriate instruction and educational services, it is necessary for the Chardon School District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student (if over 18 years of age) and yet be guarded as confidential information contained in the student's educational record. Exceptions include:

1. by prior written consent
2. under other limited circumstances, as enumerated under administrative regulations
3. as directory information

The school district's board policy designates the following personally identifiable formation contained in a student's educational file as "directory information", which can be disclosed without prior consent.

1. student's name, address, telephone numbers(s) and date/place of birth
2. student's participation in officially recognized sports and activities
3. student's achievement awards or honors
4. student's weight and height, if a member of an athletic team
5. student's major field of study, dates of attendance, date of graduation
6. group photographs/videos of student activities \*

\*For the purpose of school district communication efforts, we highlight student work samples, group photographs and videos taken during school events for local cable TV, news articles, district publications, the district website, and social media including Twitter, Facebook and Instagram.

At the beginning of each school year, a Parent/Guardian/Legal Custodian must notify their child's principal in writing, within 2 weeks of the first day of school, that they deny permission for the school to use this student information.