



# Annual Parent Notifications

- **NCLB Title I Parent Notification**

Parents may find information about the State Accountability Program on the Louisiana Department website at: [www.louisianaschools.net](http://www.louisianaschools.net)

Parents have a right to know about their child's school performance and the qualifications of their child's teacher or paraprofessional. Parents may access their child's teacher's qualifications through Teach Louisiana: [www.teachlouisiana.net](http://www.teachlouisiana.net) or contact the child's school.

Parents will be notified if their child is placed in a program for Limited English Proficient (LEP) students, or if they will be taught for four or more consecutive weeks by a teacher not meeting the NCLB definition of highly qualified.

- **Family Educational Rights and Privacy Act (FERPA) Notice for Postsecondary Institutions and Directory Information**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of postsecondary institution ("School" or "Institution")] receives a request for access. A student should submit to the registrar, dean, head of the academic department, [or other appropriate official,] a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write

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the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If [School] decides not to amend the record as requested, [School] will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before [School] discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

[School] discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by the [School] in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the [School].

[Optional] Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO POSTSECONDARY INSTITUTION: FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request or the disclosure is initiated by the student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

**[Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.]**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Calcasieu Parish School Board, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Calcasieu Parish School Board may disclose appropriately designated "directory information" without written consent, unless you have advised the Calcasieu Parish School Board to the contrary in accordance with Calcasieu Parish School Board procedures. The primary purpose of directory information is to allow the Calcasieu Parish School Board to include information from your child's education records for the purpose of providing students with opportunities for public recognition and participation in school-sanctioned activities.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

You shall notify the Calcasieu Parish School Board in writing if you do not want Calcasieu Parish School Board to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent.

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Calcasieu Parish School Board has designated the following information as directory information:

- **Full Name**
  - **Age**
  - **City and state of residence**
  - **Place of birth**
  - **School(s) attended**
  - **Grade level and classification**
  - **Major field of study**
  - **Participation in officially recognized activities and sports, e.g. membership in FFA, track team**
  - **Height and weight of members of athletic/sports teams**
  - **Dates of attendance in Calcasieu Parish schools**
  - **Degrees and awards received**
  - **Photographs and videos**
  - **Academic/school honors/recognitions, e.g. honor/banner roll, scholarships, class ranking, graduation information, test achievement awards**
  - **Activity and Athletic honors/recognitions, e.g. ranking at state or regional tournaments and rallies, sports honors**
  - **Student club membership, honors and recognitions**
  - **Confirmation of academic eligibility, e.g. to colleges and college level athletic teams**
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- **Notice To Secondary School Students and Parents/Guardians of Secondary Students Military Recruiters' Request for Student Information**

The federal No Child Left Behind Act requires the Department of Education (DOE) to provide to military recruiters, upon their request, the name, address, and telephone number (including unlisted number) of secondary school students. Although military recruiters focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from the broad category of "secondary" students. Secondary school students are defined as students enrolled in middle, intermediate and high schools. It also applies to students in grades 7 through 12 in combination elementary/secondary schools (e.g., K-7, K-8, K-9, K-11, K-12, 7-12).

If any secondary student or the parent/guardian of a secondary student does not want the DOE to provide the requested information to military recruiters, the secondary student or the parent/guardian must "opt out" of providing such information. To do this, a legible, signed written request needs to be submitted to the school office. The request must contain the school name and the student's name and birth date.

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If the secondary school student or the student's parent/guardian does not opt out or request non-disclosure, student information will be provided to the military recruiters as required by law.

- **ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS**

The Calcasieu Parish School Board shall require that all communications between employees and students be appropriate and in accordance with state law. All electronic or any other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.

All electronic communication, including electronic mail, by an employee to any student enrolled in a public school in this school district relative to the educational services provided to the student shall use a means provided by or otherwise made available by the school system for this purpose and the School Board shall prohibit the use of all such system means to electronically communicate with a student for a purpose not related to such educational services, except communication with an immediate family member if such communication is specifically authorized by the School Board.

Any electronic communication made by an employee to any student enrolled in a public school in this school district or that is received by an employee from any student enrolled in a public school in this school district using a means other than one provided by or made available by the school system shall be reported by the employee in a manner deemed appropriate by the School Board. Records of any such reported communication shall be maintained by the School Board for a period of at least one (1) year.

The School Board may authorize a school principal, or his/her designee, to permit an employee at the school to contact one or more specifically identified students enrolled at the school and be contacted by such student or students using a means other than one provided by or made available by the school, provided the employee has requested and received permission from the principal, or his/her designee, to do so and has provided documentation in writing to the principal, or his/her designee, stating the purpose or purposes for such contact. Such purposes may include but need not be limited to necessary communications relative to extracurricular activities, student athletic activities, community-based youth activities such as scouting, and faith-based activities such as a youth group sponsored by a religious organization.

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