

# PROMONTORY SCHOOL SPECIAL NOTICES

## USE OF STUDENT DIRECTORY INFORMATION

The Family Education Rights and Privacy Act (FERPA), is a Federal law that protects the privacy of student education records. This law authorizes the routine release of directory information on students without written consent unless a child's parent/guardian has advised the school to withhold the information. Directory information is generally not considered harmful or an invasion of privacy if released.

Promontory has designated the following information as directory information:

- Student name
- Student grade level
- Student ID number (lunch number)
- Student date of birth
- Student address
- Student telephone number and email (*used to plan fieldwork transportation or for emergency purposes and is not used in school publications*)
- Parent email address, phone number (*used to plan fieldwork transportation or for emergency purposes and is not used in school publications*)
- Participation in officially recognized school activities (*fieldwork trips, etc*)
- Degrees, honors, and awards received
- Most recent educational institution attended by student
- Student photographs/video images (*yearbook, newspaper, social media, school website*)
- Student dates of attendance

The primary purpose of directory information is to allow school districts to include student information or schoolwork in certain school publications. Some examples of how student directory information will be used may include, but are not limited to:

- School publications, such as the school newsletter/magazine, student fieldwork journals, the school yearbook, school social media pages, and the school website, which may include pictures and written accounts of the activities of our students.
- Classroom activities, presentations, or other events sponsored by the school may be photographed, documented, or displayed.
- Books and other projects compiled by students may contain photographs, classwork, and the names of contributing students.
- Teachers may showcase student projects in their classroom and display cases throughout the school or post student photos and class projects on the school's website.
- Local media, such as TV or newspapers, may report or publish stories on our students and the work they are doing.

*Please note that no photograph of a student individually identified by name, or group photo in which students are individually identified by name will be published on the internet.*

Your student's directory information will be used by the school as stated above. Please consider very carefully your decision to withhold the release of "directory information." If you would like to **opt-out** of the sharing of directory information, please send a **written** notification to the school director within the first two weeks of school or within two weeks of a student's enrollment in Promontory School. If you do opt out, please understand that your child will not be included in the yearbook or be recognized in newspapers or school publications.

## **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

In compliance with Section 504 of the Rehabilitation Act ("504") and the Americans with Disabilities Act (ADA), Promontory will provide reasonable accommodations to qualified individuals with disabilities. Students, parents or employees needing accommodations should contact their school ADA/504 Coordinator. In compliance with the Equal Educational Opportunity Act of 1974 and Title VI of the Civil Rights Act of 1964, it is Promontory's policy to provide alternative language services to limited English proficient (LEP) students so that students with language barriers have a meaningful opportunity to participate in Promontory's educational programs. Promontory provides English as a Second Language (ESL) instruction and other effective services to students who are identified as LEP by means of a thorough evaluation process. Parents or guardians who want to request alternative language services for their child should contact Promontory School of Expeditionary Learning.

## **EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY**

It is the policy of Promontory School of Expeditionary Learning to provide equal educational and employment opportunities for all individuals. Therefore, Promontory prohibits all discrimination on the basis of race, color, religion, sex, age, national origin, disability, or veteran's status. This policy extends to all aspects of Promontory's educational programs, as well as to the use of all Promontory facilities, and participation in all school-sponsored activities.

## **CIVIL RIGHTS GRIEVANCE PROCEDURE**

Complaints of discrimination should be filed with the individual's principal or supervisor and/or with the school Compliance Officer/EEO Coordinator according to the provisions of the School Civil Rights Grievance Procedure, copies of which are available at Promontory. If the complaint is against the director or supervisor, the complaint may be filed directly with the Compliance Officer/EEO Coordinator.

Complaints of discrimination should be reported as soon as possible, but no later than 90 days after the incident(s), in order to be effectively investigated and resolved.