

CHAPTER 5.00 – STUDENTS

DIRECTORY INFORMATION

5.20

1. Introduction. The School Board of St. Johns County reserves the right to release selected personal information about students (referred to as “Directory Information”) without obtaining prior permission from a student’s parent(s), guardian(s) or adult student for itself and any school or administrative department of the School Board. A student’s parent(s), guardian(s) or an adult student, however, may notify the School Board that Directory Information concerning the student shall not be released. Such notification shall be in writing and filed annually with the principal of the student’s school and with the District office.
2. Designation of Directory Information. Directory Information consists of the following data about a student:
 - a. Name;
 - b. Address;
 - c. Telephone number, if listed;
 - d. Date and place of birth;
 - e. Internally-generated pupil number;
 - f. Participation in officially recognized activities and sports;
 - g. Weight and height, if an athletic team member;
 - h. Most recent previous school or program attended;
 - i. District schools attended and dates of attendance;
 - j. Degrees, awards and honors received;
 - k. Major field of study; and
 - l. Photographs and video.
3. Examples of Disclosure of Directory Information. Examples of where Directory Information may be published by the School Board, any school, or any administrative department of the School Board include:
 - a. A playbill showing a student’s role in a drama production;
 - b. Honor roll or recognition lists;

CHAPTER 5.00 – STUDENTS

- c. Graduation programs;
 - d. Sports activity programs or releases, such as for football, showing weight and height, position played, photographs of team members, and like information;
 - e. School-related activities and competitions such as science fairs, spelling bees, cheerleading, ROTC, dance, drama and other student programs, activities and events;
 - f. News media releases;
 - g. Class, school, or District websites;
 - h. School newspaper; and
 - i. Similar publications.
4. Disclosure at the Request of Third Parties. Directory Information will be disclosed at the request of third parties only to:
- a. Law enforcement agencies, both state and federal (official request only);
 - b. U.S. Armed Forces recruiting officials (secondary student only as required by federal law; limited to name, address and telephone listing);
 - c. College and university recruiters; and
 - d. Yearbook publishers, school ring vendors and school photograph vendors as selected by each school.

Directory Information is also subject to disclosure to the extent it is contained in a student's education records that are subject to disclosure without consent under the provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g ("FERPA").

5. Opt-Out. Directory Information will not be published or released to any governmental agency, third party, commercial vendors or other third party when a student's parent(s), guardian(s) or adult student has given written notice objecting to the release of such information. Such objection must be filed annually with the student's school within 30 days after registration, except when such information is disclosed as part of education records that are subject to disclosure without consent under FERPA.

CHAPTER 5.00 – STUDENTS

6. Notification. Students' parent(s) or legal guardian shall be notified annually in the Code of Student Conduct that the School Board may release Directory Information to the general public and of the opt out procedure in paragraph 6.
7. Delegation of Authority. The Superintendent may adopt guidelines and procedures to interpret and implement this policy.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

**1001.43; 1002.22, F.S.
FAMILY EDUCATIONAL RIGHTS AND
PRIVACY ACT OF 1974, 20 U.S.C. § 1232g**

HISTORY:

**Adopted: 01/10/05
Revised: 04/13/10; 7/14/26**