



2023-2024 School Year

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Richland County School District One, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Richland County School District One may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Richland County School District One to include this type of information from your child's education records in certain school publications. Examples include playbill, showing your student's role in a drama production, the annual yearbook, honor roll or other recognition lists, graduation programs, school television shows and newsletters, podcasts, school promotional activities and sports activity sheets, showing weight and height of team members.

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, and publicity/media releases (interviews, photographs, video, etc.) which may include newspapers, television, and the Internet. In addition, two federal laws require local educational agencies (LEAS) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—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.

In the event that conditions necessitate that schools transition into adopting a virtual platform our teachers will sometimes use this as a way to facilitate the creation of classes, post assignments, and organize information for students. While this is a major step in supporting instruction, it does present additional considerations for parents around their child's privacy. Please carefully read the attachment to the letter "Virtual Classroom and Related Services Group Participation Confidentiality Notice and Parent Consent Form" which must be signed if you do not give your consent for your child to participate in group video and/or audio conferencing for the purposes of virtual learning.

Finally, if you do not want Richland County School District One to disclose any directory information from your child's education records without your prior written consent, you must notify your child's school in writing by September 30, 2023. Richland County School District One has designated the following information as directory information: student's name, address, telephone listing, photograph, date of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent educational agency or institution attended. Richland One also considers the voice, image, and likeness of a student in pictures, videotape, film, or other medium, as well as student work intended for publication or display to be directory information.

Sincerely,

Craig Witherspoon, Ed.D

“Virtual Classroom and Related Services Group Participation Confidentiality Notice and Parent Consent Form”

As we transition into this new school year, our teachers will be using a virtual platform as a way to at times facilitate the creation of classes, post assignments, and organize information for students. Please note that through the platforms, all students participating will be able to see each other's names and student email address.

Teachers and therapists will also be using a live video feed at times, such as Microsoft Teams, Google Meet, Webex or Zoom to interact with all students, including students with disabilities. This could occur with individual students, in small groups, or with whole classrooms. By joining a virtual group, you agree to participate and acknowledge that your child's name (first and last) will be accessible to other student participants. With live video feeds, we are also unable to control who else may be in the room when a student is receiving these services remotely. The parent or guardian of students participating may also be present, supporting them in their remote classroom time at home. Staff for student review purposes may record these sessions later. If your child is participating in-group instruction utilizing online platforms, please note that it may be possible for parents of other children in the group to see your student. Please maintain confidentiality and respect the privacy of all students during this period of remote learning. Unauthorized audio or video recordings (including screen captures, photos, etc.) of these sessions may be unlawful. Any recordings must be made and used in accordance with the Family Educational Rights and Privacy Act (FERPA) and state law. We will be taking all reasonable measures to preserve your privacy and the privacy of your student(s). **If at any time, you are not comfortable with having your child participate in a Virtual Meet using an online platform such as Microsoft Teams, Google Meet, or Zoom, please reach out to your child's teacher or related service provider to review other options of program delivery.**

Richland One expects that all families review and implement the following guidelines and expectations to ensure that the confidentiality rights of all students are protected when live videos are used.

1. Parent or Guardian shall make every effort to ensure that no one other than the student scheduled to participate can see or hear the live virtual session.
2. The parent, guardian, or student of virtual live sessions will make no recordings.
3. If parental or other third-party involvement in a virtual live session is necessary to enable a student to participate, the individual assisting the student shall not re-disclose any personally identifiable information about any student participating.
4. When participating in a group intervention, please be mindful of the educational environment and eliminate distractions that may divert the students' attention away from learning.

If you do not give your consent for your child to participate in group video and/or audio conferencing for the purposes of virtual learning, please sign the FERPA Parent Form below and please contact your child's teacher/provider/principal. Thank you for your support.

Richland County School District One

FERPA PARENT FORM

2023-2024 School Year

**DO NOT COMPLETE THIS FORM UNLESS YOU HAVE
READ AND UNDERSTAND THE FERPA LETTER.**

ONLY return this form to your child (ren)'s school(s) if you **DO NOT** want your child's directory information released to the public and/or to the military.

If you choose to return this form, please return it by September 30, 2023

Student's Full Name(s)	School	Grade

Sign below if you do not wish to release ANY information on your child(ren).

As indicated in the letter, if you sign below, **your child's name will not be included** in certain school publications. Examples include playbill, showing your student's role in a production, the yearbook, honor roll or other recognition lists, graduation programs, school television shows, newsletters, podcasts, school promotional activities and sports activity sheets, showing weight and height of team members. Please refer to the letter for more specifics on what constitutes directory information and the types of release allowed if you do not sign below and return this form.

- A. I request directory information **not be** released to the public regarding the student(s) listed above.

Parent/Guardian Signature

Address

Telephone No.

- B. **Sign below if you do not want information released to the military on your child(ren).**

I request directory information **not be** released to Armed Forces recruiters regarding the student(s) listed above.

Parent/Guardian Signature

Address

Telephone No.

- C. I **do not give** consent for my child to participate in group video and/or audio conferencing for the purposes of virtual learning, and will contact my child's teacher/provider/principal.

Parent/Guardian Signature

Address

Telephone No.