

# POLICY

5125.15

## Students

### Directory Information

The district may disclose “Directory Information” in appropriate situations, as determined by the Superintendent, without prior written consent, unless a parent/guardian submits a written communication denying the release of such information without prior written approval.

“Directory Information” means one or more of the following items: student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, grade levels, weight and height of members of athletic teams, dates of attendance, awards received, the most recent previous public or private school attended by the student, photograph and/or videotape not used in a disciplinary matter, and student work displayed at the discretion of the teacher, with no grade displayed.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.

Parents shall be notified of this policy annually and at the time of registration.

(cf. 5125 – Student Records; Confidentiality)

Legal Reference:           Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-221(b) Boards of Education to establish written uniform policy re treatment of recruiters.

Policy Adopted: 6/20/01  
Policy revised and approved- 1/5/11

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut

## INSTRUCTION FOR DENIAL OF PERMISSION TO RELEASE CERTAIN DIRECTORY INFORMATION WITHOUT PRIOR WRITTEN CONSENT

Dear Parent/Guardian:

Please be aware that Brookfield Schools may release directory information listed below unless a parent or guardian denies, in writing, permission to do so. This information may be released to media, colleges, civic or school-related organizations, state or governmental agencies, and authorized school web pages. In addition, directory information may appear in documents relating to school journalistic and literary activities, as well as athletic, music and theater presentations of Brookfield Public Schools.

Directory information includes the following kinds of information:

1. Name of student
2. Address
3. Telephone number
4. Major field of study
5. Participation in officially recognized activities and sports
6. Height and weight of members of athletic teams
7. Dates of attendance
8. Degrees and awards received
9. Most recent school attended
10. Date and place of birth
11. Photograph and/or videotape not used in a disciplinary manner
12. Student work for display at the discretion of the teacher (no grade displayed).

If you wish to deny permission for the Brookfield Public Schools to release Directory Information about your child without your prior written consent, please communicate in writing to the school principal your request and no Directory Information will be released unless you give such written permission.

This communication must be submitted to the principals within 10 school days of receipt of this notice. A separate communication must be submitted annually for each student and is only valid for the current school year.