



Dear Parent:

In order to comply with Federal Regulations regarding Title IX and the Family Educational Rights and Privacy Act (FERPA), Florence One Schools wishes to share with you the following information.

Florence One, like all other educational institutions, is required to inform you that it is our policy not to discriminate on the basis of sex in its educational programs, activities, or employment practices as required by Title IX of the 1972 Education Amendment.

The Family Educational Rights and Privacy Act provides to the parent or guardian of a student under 18 who is not attending a post-secondary institution on a full-time basis, or to the student who is 18 or over and who is attending such an institution, the right:

- To obtain from the Administrative Office, 319 South Dargan Street, Florence, South Carolina 29506, a copy of all policies and regulations designed to protect the confidentiality of students' records.
- To inspect all district records concerning the student and to request changes if the information in the records is believed to be inaccurate, misleading, or in violation of the student's rights. If the district fails to comply with the requested changes, a hearing may be requested before an impartial hearing officer. The results of that hearing would be placed in the student's records. Requests for hearings should be made in writing to the Director of Secondary Education, 319 South Dargan Street, Florence, South Carolina 29506.
- To file written complaints concerning alleged violations of the act with the Family Educational Rights and Privacy Act Office, Department of Education, 600 Independence Avenue, S.W., Washington, DC 20202-4605.
- To file within 15 days after registration a written request that any and all of the following directory information be considered confidential: The student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diploma and awards received, the most recent previous educational institution or agency attended by the student or other such information. Directory information can otherwise be released without notification by district employees who are expected to use good judgment so that the best interests of the student are served. Directory information is not to be released to any individual or agency for commercial purposes. Military Recruiters may obtain directory information unless the parent/guardian requests in writing that the information not be released to them.

During your child's school career, he/she may participate in a variety of academic, athletic, fine arts, or other school sponsored events. While participating in these events, he/she may be photographed and/or interviewed by district staff, school staff, or news media. This information may appear in newspaper articles, on television, in radio broadcasts, on displays, on the Internet, or in school or district promotional pieces. **IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE IN THESE PROMOTIONAL ACTIVITIES, YOU MUST NOTIFY THE SCHOOL IN WRITING WITHIN 15 DAYS OF THE DATE OF THIS LETTER.**

To request an interpreter who speaks the language of the parent, guardian, or eligible student. Requests concerning records should be addressed to the principal of the school the student is now attending or has:

- attended within the most recent nine-week period or the school from which the student was graduated if the request is made within five years of graduation. If the student has been graduated more than five years, has dropped out of school, or transferred to an unknown school prior to the current nine-week period, requests concerning records should be addressed to the Director of Secondary Education, 319 South Dargan Street, Florence, South Carolina 29506

When a student transfers from a Florence One School to one in another district, the student's records will be sent to the receiving school upon the request of the parent, guardian, or eligible student, or upon written request of the receiving school. If a psychological report is in his/her records at the time of a transfer, that report will be sent to Psychological Services, 319 South Dargan Street, Florence, South Carolina 29506, unless otherwise requested by the parent guardian, or eligible student.

School district personnel may disclose personally identifiable information from the education records of a student to appropriate parties in connection with an emergency if the information is necessary to protect the health and safety of the student or other individuals.

Personal information will be transferred to a third party only on the condition that it be considered confidential and is used only as outlined in the Act and its Amendments. A dated written request from a parent, guardian, or eligible student is required for each release of information. Blanket authorizations for release of information are not permissible. Such requests shall specify the types of information to be released and will become a part of the student's records.

A cumulative record folder containing directory information, scholastic information, standardized test data, health records, and similar information is maintained either at the student's school or in the district records office.

A school district employee's personal notes on a student are not considered to be a part of the student's education record as long as the notes are kept solely for that person's own use and maintained separately from school files.

Should you have any questions that require further clarification, contact Florence One Schools (843-669-4141).

Thank you for your indulgence in the review of the above information. May I take this opportunity to wish you and yours a very successful year.

Respectfully,



Richard O'Malley, Ed.D.
Superintendent