



# RIVERSIDE HIGH SCHOOL

A Second Campus of Herron High School

Update: October 12, 2020

## Highlights:

### Upcoming Calendar Highlights

Dear Riverside Families,

I hope you and your family are healthy and well. There are a few important items I want to emphasize as we wrap up Quarter 1 and prepare for the launch of hybrid learning for Quarter 2.

Heading in to fall break, we are organizing a surprise "thank you" for our teachers and staff. I am continually grateful for their hard work; they are fully committed to the success of your scholars and have persevered through this challenging season to make the most of it.

Please take a few moments to complete [this form](#) by writing a "thank you letter" to a teacher/admin/staff of your choice. You can write a letter to as many as you'd like! This will be a wonderful way to brighten up their days as wrap up Q1 grading. Shhh...it's a surprise!

Please have all letters submitted by Tuesday, October 13th @ 5 PM.

Additionally, you should have by now received notification of your student's assignment for Quarter 2:

- 100% Virtual
- Cohort 1 (attending school in-person Monday/Tuesday)
- Cohort 2 (attending school in-person Thursday/Friday)

Just a reminder that we will be able to accommodate students whose families request a switch from hybrid learning TO 100% virtual, but we can no longer place new students in hybrid learning due to staffing and social distancing needs and plans.

As the communication states, we ask that all families with students participating in hybrid to review our **COVID Handbook and Hybrid Instructional Model**, found at <http://tinyurl.com/ICSCovid10-09>.

Then, for families with students who will be on campus, please carefully read, review, and submit the **ICS Hybrid Agreement and Acknowledgement of Risk form** at [tinyurl.com/ICShybrid](http://tinyurl.com/ICShybrid). This must be submitted prior to the student being allowed to attend class in-person.

This form not only includes a review of our most important health and safety precautions including (1) self-screening for COVID-19 symptoms, (2) appropriately wearing a mask at all times except while eating and drinking, and (3) socially distancing from other individuals, it also provides families opportunity to notify us of requests like before and after-school supervision.

I am so eager to have students back on campus, but we must all be committed to the precautions and protocols necessary to keep our entire community safe. Please reach out with any questions as you review and discuss with your student.

Have a great, healthy, and safe Fall Break.

Go Argonauts!

*Katie Dorsey*

Katie Dorsey  
Founding Head of School  
[kdorsey@riversidehighschool.org](mailto:kdorsey@riversidehighschool.org)  
317-231-0010 ext. 16101

### Faculty & Staff Thank You Letters

### Support RHS by shopping at Kroger or Amazon

### Important: Updating Contact Information

### Annual Notice of Important Federally Required Policies

### ENROLLMENT QUESTIONS?

Call Ms. Young at  
317-231-0010 ext.  
16106

## Upcoming Calendar Highlights

### **October**

Wednesday, 14 <sup>th</sup>	Riverside 101 /PSAT /College Planning and Academic Support Day
Thurs 15 <sup>th</sup> – Tues 20 <sup>th</sup>	Fall Break – No School
Saturday, 17 <sup>th</sup>	PSAT for some 10 <sup>th</sup> grade students
Wednesday, 21 <sup>st</sup>	Virtual Office Hours Day
Thursday, 22 <sup>nd</sup>	Classes Resume; Launch of Hybrid; Cohort 2 in-person
Wednesday, 28 <sup>th</sup>	“A” day instead of Office Hours; Cohort 2 in-person
Thursday, 29 <sup>th</sup>	Office Hour Day / PSAT for ½ of 11 <sup>th</sup> grade

### **November**

Tuesday, 3 <sup>rd</sup>	Election Day; Office Hour Day
Wednesday, 4 <sup>th</sup>	“B” day instead of Office Hours; Cohort 1 in-person
Monday, 9 <sup>th</sup>	Picture week at school
Monday, 23 <sup>rd</sup> -Fri 27 <sup>th</sup>	Thanksgiving Break – No School
Monday, 30 <sup>th</sup>	Classes Resume

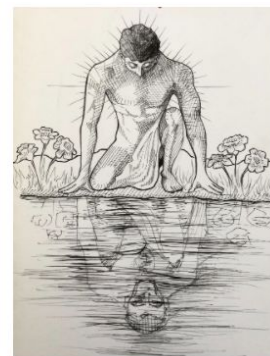
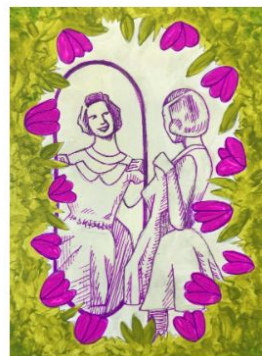
## Important: Updating Contact Information

We must always have updated contact information for parents and guardians of students so that we can quickly be in contact in the case of an emergency, illness, or other school need. If you have recently changed your contact information (home phone, cell phone, email address, physical address, etc), please complete [this form](#) or email the new information to <mailto:studentservices@riversidehighschool.org>.

## Riverside High School Virtual Museum

Visit the RHS Virtual Museum at <https://sites.google.com/riversidehighschool.org/rhs-fine-arts/home?authuser=2>

This site is a collection of current 2020-2021 Art students work at Riverside High School. The site will continue to be updated throughout the year as we create new artwork together.



## Stitches Club Yarn Donations

Riverside High School is collecting yarn donations in order to begin making hats and scarves for those in need as the colder months approach. If you have any yarn that you would be willing to donate to support the cause, please send it to Riverside High School, C/O Chasten Bear. For more information, email Mr. Bear at <mailto:cbear@riversidehighschool.org>.

## Vaccination requirements for the 2020-21 school year

The Indiana State Department of Health requires two valid doses of hepatitis A vaccine for all grades beginning in the fall of the 2020-2021 school year. The hepatitis A vaccine is a two-dose series that is routinely recommended beginning at 12 months of age. This two-dose series requires at least six

months between doses. This vaccine series is safe and effective at preventing hepatitis A, a highly contagious viral liver infection.

Riverside High School requires that all students receive the first dose of hepatitis A by October 31, 2020, and the second dose by April 30, 2021.

In addition, seniors are required to receive two doses of MCV4 (meningitis) by October 31, 2020.

Parents of students who are not in compliance with immunizations requirements, according to the records we have on file, will be notified by email.

Records may be submitted by fax to 317-231-3759, by email to [ttroutman@riversidehighschool.org](mailto:ttroutman@riversidehighschool.org), or submitted to Student Services.

### **Guest Teachers**

As we prepare for the transition to hybrid, we know that we will need to increase our Guest Teacher pool. Our best guest teachers are often ICS family members! If you or someone in your community is interested in learning more about the criteria and role, please reach out to Cheri West at [cwest@indianapolisclassicalschoools.org](mailto:cwest@indianapolisclassicalschoools.org)

### **Breakfast and Lunch Served**

Meals are currently available on Mondays and Wednesdays between 11 a.m. and 1 p.m. Students, or a family member of a student, may pick up meals at the Rotunda doors on a drive-through basis. Students may receive two breakfasts and lunches on Mondays and three breakfasts and lunches on Wednesday. Meals will be charged the same as in the school year. All families are encouraged to complete the Free and Reduced Lunch application.

### **Virtual Info Sessions for Prospective Families**

Tell your family and friends to join us every Thursday at 7 p.m. to learn more about Riverside High School. Sign up at <https://www.riversidehighschool.org/enroll/open-house-events/>

### **Federal Eviction Moratorium**

We wanted to pass along this resource in case it is of benefit to our families:

[https://prosperityindiana.org/resources/Documents/COVID-19%20Resources/Federal%20Eviction%20Moratorium\\_9-4-2020.pdf](https://prosperityindiana.org/resources/Documents/COVID-19%20Resources/Federal%20Eviction%20Moratorium_9-4-2020.pdf)

### **Mental Health Partnership with Eskenazi**

We are pleased to announce a strengthened partnership with Eskenazi Health to provide mental health services to Riverside and Herron students. Students can be referred for services by contacting their school counselor or via [guidance@riversidehighschool.org](mailto:guidance@riversidehighschool.org) or [guidance@herronhighschool.org](mailto:guidance@herronhighschool.org). See the flyer at <http://www.indianapolisclassicalschoools.org/wp-content/uploads/2020/09/semhc-child-adolescent-services.pdf> for more information.

### **Where Can I Find???**

Looking for something on the school website? Here are the links to some frequently requested resources:

- [Advising page](https://sites.google.com/herronhighschool.org/rhsadvising/home) - <https://sites.google.com/herronhighschool.org/rhsadvising/home>
- [Family resources](https://www.riversidehighschool.org/families/) - <https://www.riversidehighschool.org/families/> from here you can link to our orientation recordings and slides, classroom tools, school fees, student meals and more
- [E-Learning info](https://www.riversidehighschool.org/e-learning/) - <https://www.riversidehighschool.org/e-learning/>
- [News + Announcements](https://www.riversidehighschool.org/news-announcements/) - <https://www.riversidehighschool.org/news-announcements/>

Also, please keep in mind that our website has a very robust search engine. If you're unable to find something, click the spyglass on the upper right side of the website menu and type in the information you want to find

### **Technology Needs – MS Office**

If you need Office on your personal devices, please follow the link to sign up for the free version offered to students here: <https://www.microsoft.com/en-us/education/products/office/default.aspx?tab=schools&ms.officeurl=education&rtc=1>

You will need to use your school email address.

In this version, you get:

- Web versions of Word, PowerPoint, Excel, OneNote, and Outlook
- Desktop version of OneNote
- Microsoft Teams, a digital hub that integrates the conversations, content, and apps your school needs to be more collaborative and engaged
- Class and Staff notebooks
- Professional Learning Community (PLC) groups
- Self-grading quizzes with Forms
- Digital storytelling with Sway
- Inform and engage with communication sites and team sites throughout your intranet using SharePoint
- Compliance solutions with a unified eDiscovery center

### **The Indianapolis Classical Schools (ICS) Fund**

As a public charter school, Riverside High School and Herron High School receives a just a portion of the funds necessary to provide a world-class education - with an incredible faculty, dedicated one-on-one attention for every student, enrichment opportunities like field trips, extracurricular clubs & athletics, and global travel opportunities... and, it's not enough.

We need you! With your gift, you will support our ability to attract and retain the best teachers! Your generosity also helps keep our historic campuses, not only beautiful but functioning. Through your giving, you are ensuring tuition-free access to award-winning classical, liberal arts curriculum at ICS.

Make your gift online at <https://www.indianapolisclassicalschoools.org/give>

*If you have any questions, please contact Jennifer Neher Sommers, Vice President and Chief Development Officer, at [jsommers@indianapolisclassicalschoools.org](mailto:jsommers@indianapolisclassicalschoools.org)*

## Shop and Earn Donations for Indianapolis Classical Schools

Indianapolis Classical Schools takes part in the **Kroger Community Rewards Program** and **AmazonSmile**. Through these initiatives, Kroger and Amazon will donate a percentage of your Shopping bill to our school **every time** you use your Kroger Plus Card or shop at [Smile.Amazon.com](https://www.smile.amazon.com) – at NO cost to you! The programs will not cost you anything or affect your rewards in any way. Please take a few moments today to sign up for these programs:



### To Enroll in Kroger Community Rewards:

- Go to <https://www.kroger.com/i/community/community-rewards>
- Once you've established or signed into your online Kroger account, link your Card to Indianapolis Classical Schools.
  - Search for **Indianapolis Classical Schools** OR our Kroger organization number, **MD414** in the "Find an Organization" window.
- Next, click the "Enroll" button under Indianapolis Classical Schools, and you're enrolled!
- Any transactions moving forward using the Shopper's Card number associated with your digital account will be applied to the program, at no added cost to you. Kroger donates annually to participating organizations based on your percentage of spending as it relates to the total spending associated with all participating Kroger Community Rewards organizations.

**Be sure to scan your Kroger Plus Card or enter your Alt ID with every purchase!**



### To Participate in AmazonSmile:

- Go to [www.smile.amazon.com](https://www.smile.amazon.com) on your web browser or activate AmazonSmile on your Amazon Shopping app on your iOS or Android phone (**found under settings on your app**). On your browser, you may also want to add a bookmark to [smile.amazon.com](https://www.smile.amazon.com) to make it even easier to return and start your shopping at AmazonSmile. When you're using the app, always check for the "AmazonSmile" logo to ensure you're activated for AmazonSmile.

On your first visit to [smile.amazon.com](https://www.smile.amazon.com), you will need to select "**Indianapolis Classical Schools**" as the charitable organization to receive donations from eligible purchases. Amazon will remember your selection, and then every eligible purchase you make through AmazonSmile will result in a donation.



**HAVE YOU FOUND RIVERSIDE ON THE WEB?**  
Visit our website: [www.riversidehighschool.org](http://www.riversidehighschool.org)

Follow us on Instagram:

[@rhsadmin](https://www.instagram.com/rhsadmin)

[@herronhighindy2](https://www.instagram.com/herronhighindy2)

Like us on Facebook:

[Riverside High School, Indianapolis](https://www.facebook.com/RiversideHighSchoolIndianapolis)

Follow us on Twitter:

[@RiversideHSIndy](https://twitter.com/RiversideHSIndy)

RHS Athletics:

[@RHSArgonauts](https://twitter.com/RHSArgonauts)

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## Annual Notice of Important Federally Required Policies

### Indianapolis Classical Schools Herron High School / Riverside High School Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires [School District] to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out of–*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect*, upon request and before administration or use –

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

**Indianapolis Classical Schools** has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Indianapolis Classical Schools** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **Indianapolis Classical Schools** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **Indianapolis Classical Schools** will make this notification to parents at the beginning of the school year if the school has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

**Indianapolis Classical Schools**  
**Herron High School and Riverside High School**  
**ANNUAL NOTICE OF RIGHTS UNDER FERPA**

FERPA (Family Educational Rights and Privacy Act) is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department.

FERPA gives custodial and noncustodial parents alike certain rights with respect to their children's education records, unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. Otherwise, both custodial and noncustodial parents have the right to access their children's education records.

When a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA also permits a school to disclose personally identifiable information from education records of an "eligible student" (a student age 18 or older) to his or her parents if the student is a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent income tax statement, the school may non-consensually disclose the student's education records to both parents. In general, Indianapolis Classical Schools assumes our seniors and any other eligible student as defined by FERPA are "dependent students," and will continue to release educational records to both parents through graduation.

For students under the age of 18, Indiana State Law also requires schools to provide equal access to educational records to both custodial and non-custodial parents, unless there is a copy of a court order denying access to the student's educational records in the student's file.

*IC 20-33-7, Chapter 7. Parental Access to Student Records, section 2 states:*

### **IC 20-33-7-2**

#### **Custodial and noncustodial parents; equal access; exceptions**

Sec. 2. (a) Except as provided in subsection (b), a nonpublic or public school must allow a custodial parent and a noncustodial parent of a child the same access to their child's education records.

(b) A nonpublic or public school may not allow a noncustodial parent access to the child's education records if:

(1) a court has issued an order that limits the noncustodial parent's access to the child's education records; and

(2) the school has received a copy of the court order or has actual knowledge of the court order.

*As added by P.L.1-2005, SEC.17.*

\*\* Under certain limited circumstances, an eligible student may be asked to sign a *Consent to Release Educational Records* form. For example, in the case of divorced parents when the eligible student is listed as a dependent on one of the parent's IRS forms, and the eligible student wishes to restrict the non-supporting parent's access to educational records and PowerSchool login, the student will be asked to indicate which parent will receive access to educational records. Without a signed Consent to Release form from an eligible student, both parents will continue to receive access to PowerSchool records and afforded all the rights provided for by FERPA.

## **Indianapolis Classical Schools - Annual Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Indianapolis Classical Schools ("School") receives a request for access.

Parents or eligible students should submit to the school's Registrar a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Indianapolis Classical Schools to amend a record should write the school Registrar, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an ad-



administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as Google as our cloud based services provider, PowerSchool, an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Indianapolis Classical Schools, as part of its accountability and compliance program with its authorizer, also shares student level data with the Office of the Mayor of Indianapolis under the provisions of 34 CFR 99.3.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Indianapolis Classical Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

For further information about *FERPA*, contact the Department's Family Policy Compliance Office, or visit online at:

FERPA for parents: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html>

FERPA for Students: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

*Revised 7.2017*

**Indianapolis Classical Schools  
Herron High School / Riverside High School  
Family Educational Rights and Privacy Act (FERPA)  
Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Indianapolis Classical Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Indianapolis Classical Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the Indianapolis Classical Schools to include this type of information from your child's education records in certain school publications.

Examples include, but are not limited to:

- A playbill, showing your student's role in a drama production;
- Recognition in the newsletter for an activity or award;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation/Commencement programs and scholarship awards;
- Sports activity sheets which may include weight and height of team members;
- Indianapolis Classical Schools promotional materials and social media
- Carpooling databases organized by partner organizations.

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 publish yearbooks or take class photos. 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 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.

If you do not want Indianapolis Classical Schools to disclose directory information from your child's education records without your prior written consent, you must notify the Indianapolis Classical Schools in writing within 30 days of receipt of this notice. You must do this each year your student attends Indianapolis Classical Schools.

**Please be advised that your written notice “opting-out” of directory information disclosures will apply to ALL areas of school media and publications including the school yearbook.**

Written notice of opt-out decisions must be submitted to the Office of the Registrar within 30 days of receiving this notice.

Indianapolis Classical Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph(s)
- Date and place of birth
- Grade level
- Participation in officially recognized extracurricular clubs, activities and sports
- Degrees, honors, and awards received
- Weight and height of members of athletic teams
- Senior acceptance into colleges and universities
- Merit scholarships awarded by colleges and universities
- Alumni directories

If you choose to opt-out of Indianapolis Classical Schools' Directory Information, your letter must state:

- Name and birth date of student
- Statement that you have read and understand Indianapolis Classical Schools' Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information statement
- Statement that you choose to opt-out from all directory information media and publications

Please send your opt-out letter to:

Office of the Registrar  
Indianapolis Classical Schools  
110 E. 16<sup>th</sup> Street  
Indianapolis, IN 46202

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