Subject: Family Educational Rights and Privacy Act (FERPA)
Effective Date: May 24, 2013
Approved By: Board of Directors
Policy: 3011.1

In accordance with the provisions of the federal guidelines as outlined in the Family Educational Rights and Privacy Act (FERPA), the Harbor Springs Charter School Board of Directors adopts the following policy:

1. Parents, legal guardians, and eligible students shall be notified of any third party surveys and will have the right, upon request, to inspect a third party (non-U.S. Dept. of Education) survey before the survey is administered to students.
2. Parents, legal guardians, and eligible students shall have the right to inspect, upon written request, instructional material used as part of the educational curriculum for students. Instructional materials include material provided to a student regardless of format and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.
3. HSCS will not provide personal information collected from students for purposes of marketing or selling.
4. All HSCS personnel, including the Board of Directors, will receive mandated FERPA trainings annually.
5. Annual notice of FERPA rights will be sent at the beginning of each school year to the guardian of all active students and to students who are 18 years and older. Notification will be sent through postal mail or electronically. In the case of electronic notification, the parent or guardian must submit a signed acknowledgment of receipt of the notice to the school. [Assembly Bill No. 2262)]
6. FERPA violation complaints may be made through the school's Uniform Complaint Procedure or to the U.S. Department of Education (Family Policy Compliance office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605).