

Adopted: March 12, 2015

Revised:

HARBOR CITY INTERNATIONAL SCHOOL POLICY No. 5.3.3

DIRECTORY INFORMATION

Family Educational Rights and Privacy Act (FERPA)

I. PURPOSE

Under the federal *Family Educational Rights and Privacy Act* (FERPA), certain student information designated as “directory information” may be disclosed without a parent’s written consent. The purpose of this policy is to designate certain student information as “directory information.” HCIS shall annually provide parents notice that the School has designated certain types of student information “directory information”. The notice will also inform parents of their right to refuse to allow the School to designate the information as “directory information” and indicate the period of time within which the parent has to notify the School of the parent’s refusal.

II. POLICY STATEMENT

It is the policy of HCIS to comply with the provisions of FERPA and the Minnesota Government Data Practices Act concerning directory information.

III. DESIGNATION OF DIRECTORY INFORMATION

HCIS has designated the following information as directory information:

- Student’s Name;
- Address;
- Telephone Listing;
- Photograph;
- Degrees, Honors, and Awards Received;
- Date and Place of Birth;
- Most Recent Educational Agency or Institution Attended;
- Dates of Attendance;
- School;

- Grade Level;
- Participation in officially recognized activities and sports;
- Pictures or video images for school district-approved publications, newspapers, or website.

IV. RELEASE OF DIRECTORY INFORMATION TO OUTSIDE ORGANIZATIONS

- A.** Directory information may 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.
- B.** If a parent does not want HCIS to disclose directory information from child’s education records without prior written consent, parents must notify the school by October 1st. To make this request, the parent should call (218) 722-7574..

V. RELEASE OF INFORMATION TO MILITARY RECRUITERS

Under the federal No Child Left Behind Act, military recruiters can request from HCIS the names, addresses, and home telephone numbers of students in 11th and 12th grades. The law states that information released to military recruiting officers may only be used for the purpose of providing information about career and educational opportunities. The information may not be further disseminated to any other person except armed forces recruiting personnel. Schools have 60 days after the date of the request to provide the information to military recruiters. Parents can refuse the release of this information. To make this request, the parent should call (218) 722-7574.

HCIS shall annually notify parents that the school must release names, addresses and home telephone numbers to military recruiters unless the parent refuses. The annual notice may be made in conjunction with the annual Directory Information Notice. A single notice provided through a mailing, student handbook, or other method that is reasonably calculated to inform parents is sufficient to satisfy the parental notification requirements of both FERPA (regarding “directory information”) and §9528 (regarding military recruiter information).

- Legal References:**
- Minn. Stat. §124D.10 (Charter School Law)
 - 20 U.S.C. §1232g *et seq.* and 34 CFR Part 99 (Family Educational Rights and Privacy Act)
 - Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. §7908), as amended by the No Child Left Behind Act of 2001 (P.L. No. 107-110)
 - 10 U.S.C. §503, as amended by §544 of the National Defense Authorization Act for Fiscal Year 2002 (P.L. No. 107-107)
 - Minn. Stat. §13.32 (Education Data Provisions of Minnesota Government Data Practices Act)