Hagar Township S/D #6 FERPA Policy

1. Purpose

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, protects the privacy of student education records. This policy outlines the rights of students and parents regarding educational records and the responsibilities of Hagar Township S/D #6 to safeguard these records in accordance with federal law and applicable Michigan statutes.

2. Scope

This policy applies to all students enrolled in Hagar Township S/D #6 and all employees, contractors, or agents who handle student education records.

3. Definitions

- **Education Records:** Records directly related to a student maintained by the school or a party acting on behalf of the school.
- **Parent:** A parent or legal guardian of a student under 18 years of age.
- **Eligible Student:** A student who has reached 18 years of age or is attending a postsecondary institution.
- **Directory Information:** Information not generally considered harmful or an invasion of privacy if disclosed, such as student name, grade level, or participation in activities.

4. Student and Parent Rights

Under FERPA, parents and eligible students have the right to:

1. Inspect and review the student's education records within 45 days of the request.
2. Request amendment of records they believe are inaccurate, misleading, or in violation of privacy rights.
3. Provide written consent before the disclosure of personally identifiable information, except as allowed by law.
4. File a complaint with the U.S. Department of Education concerning alleged violations of FERPA.

5. Disclosure of Records

[School/District Name] may disclose education records without prior consent in the following circumstances:

- To school officials with legitimate educational interests.
- To other schools where the student seeks or intends to enroll.
- To authorized representatives for audit or evaluation purposes.
- To comply with judicial orders or subpoenas.
- In connection with a health or safety emergency.

Directory information may be disclosed unless the parent or eligible student opts out by submitting a written objection within [insert timeframe, e.g., 14 days from notice].

6. Protection and Security

All student education records must be stored securely. Access is limited to authorized personnel only. Electronic records must be password-protected and comply with district cybersecurity protocols.

7. Training and Compliance

All staff members are required to complete FERPA training annually. Violations of this policy may result in disciplinary action, up to and including termination.

8. Michigan-Specific Considerations

In addition to FERPA, Michigan law (e.g., MCL 380.1135a) may govern the retention, disclosure, and privacy of student records. The district will ensure compliance with both federal and state requirements.

9. Policy Review

This policy will be reviewed at least every three years or upon updates to FERPA or relevant Michigan laws.

Contacts for FERPA Questions or Concerns:
Principal

*Downloaded from chatgpt and adopted with Riverside Policies