



# Harambee Institute of Science & Technology Charter School

*Gregory G. Shannon, CEO*

*Dr. Deleah Archer, Assistant Principal of Specialized Services*

## ANNUAL NOTIFICATION

### RIGHTS PERTAINING TO STUDENT RECORDS; COLLECTION AND USE OF DIRECTORY INFORMATION AS WELL AS PHOTO AND VIDEO IMAGES

#### Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

A summary of these rights follows:

1. **The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access:** Parents/guardians or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian 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/guardian or eligible student believes are inaccurate or misleading:** Parents/guardians or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should submit a written request to the school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent/guardian or eligible student, the School will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in 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 administrator, supervisor, professional, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.



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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. The School also discloses educational records without consent to officials of other agencies or institutions that have requested the records and in which the student attends or seeks or intends to enroll.

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

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

### **Consent for Collection and Use of Student Photos/Video Images**

From time to time, students may be involved in a wide variety of activities that may involve photo and/or video recording for the purpose of promoting their school, school-sponsored programs or activities, or Harambee Institute of Science and Technology Charter School. It is an established practice to publicize and promote many of the positive and newsworthy activities that occur throughout the year. Publication of student photos and videos for public relations/promotional purposes could be in places such as, among others, the School calendar, the School website, School-sponsored social media, presentations to the Board of School Directors, and other promotional materials shared with the local community for the purposes stated above. The collection, use or sharing of any images/videos collected, used, or otherwise shared (which are not considered student records) will be done in a way that ensures that confidential information about your child's educational program is not revealed. **If you do not consent to the use of your child's photographic or video images by the School as outlined above, you must indicate so in writing at the time of enrollment. Please send these requests to the attention of Department of Operations, contact Ms. Ericka Washington (Assistant Principal of Operations) and include your child's name and grade level.**