

BOARD POLICIES & NOTICES FOR STUDENTS/PARENTS

DRUG FREE SCHOOLS NOTICE POLICY #5530-- The Michigan Center School District attempts to provide a safe and healthy learning environment for its student body. In accordance with the Federal Drug Free School Act and the Board of Education policy, the use, possession, concealment, or distribution of drugs and/or alcohol by students on school property or at school activities are prohibited. Any student violating this policy will be subject to disciplinary action, which could result in expulsion. Compliance to these standards by students is mandatory.

Non-students who violate the provisions of the Drug Free School Zone will subject themselves to penalties under the law.

WEAPONS FREE SCHOOL ZONE POLICY #5772-- The Michigan Center Schools Board of Education is concerned with the safety and welfare of its students, staff and visitors. The Board feels that all those concerned operate more efficiently in the absence of threats to their physical well being and safety, by individuals possessing weapons.

Therefore, the Board shall expel a student from the Michigan Center Schools found possessing a weapon, committing arson, or an act of sexual misconduct in a weapon free zone.

ASBESTOS MANAGEMENT PLAN NOTICE -- Michigan Center Schools has conducted an extensive asbestos inspection of all our buildings. Insulation on pipes, furnaces, and hot water tanks are encapsulated. In many cases, the asbestos has been removed according to E.P.A. recommendations. Our survey plan indicates no friable materials in our school buildings.

To ensure the health and safety of students and staff, surveillance by local certified personnel is conducted on a regular basis. Re-inspections by state qualified inspectors are required every three (3) years.

PESTICIDE CONTROL ACT-- During the year, administrators will notify parents/guardians of student attending that school building of any upcoming pesticide application in that school. Notification will include the type of pesticide, the location, and date of application. This information will be printed on a sticker that is posted around the front entrance of each building. Michigan Center Schools has an authorized pest control company check all our buildings once a month. The date will always be around the 15th of the month. If you have any questions regarding this information, please contact Tony Clemons at 764-1440, ext. 5713.

TOBACCO FREE SCHOOLS-- To ensure the safety, health and well being of students, staff, and visitors, the Michigan Center Schools will enforce the Tobacco Free School Law. Staff, students and visitors are not to use tobacco products, at any time, in district buildings or vehicles. Additionally, tobacco products may not be used on any school property.

The use of tobacco products includes:

1. Carrying a lit cigarette, pipe, cigar or other lighted smoking device (this includes electronic, "vapor" or other substitute forms of smoking devices)
2. The inhaling or chewing of a tobacco product
3. The placing of a tobacco product within a person's mouth
4. The smoking of electronic, "vapor" or other substitute forms of cigarettes

NONDISCRIMINATION POLICY-- It is the policy of the Michigan Center Schools that no person shall, on the basis of race, color, religion, national origin, ancestry, age, sex, marital status, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment as required by Title VII, Civil Rights Act of 1954; Section 504 of the Rehabilitation Act of 1973; Title IX of the Educational Amendment of 1972; or the American Disabilities Act of 1990.

STUDENT HARASSMENT POLICY #5517 & 5517.01-- Harassment of student(s) by other students or any member of the staff is contrary to the Board of Education's commitment to maintain a learning and working environment free from harassment of any type. Harassment is in violation of Board Policy, and federal and state law. Anyone found to have violated these policies and/or law shall be subject to disciplinary action up to and including suspension or expulsion from the school district.

SCHOOL TRUANCY PROGRAM-- Michigan Center Schools, along with several other area school districts and the Jackson County Prosecutor have been working in cooperation to keep children in school and prevent truancy. A Truancy Study Group was formed to combat truancy in Jackson County and the group had a very simple statement and position on

this issue – **“To be a successful learner, school attendance is an integral component in assessing educational success for the large majority of students.”**

As a result of this group’s work, and cooperation among Jackson County Schools and the Prosecutor’s Office, the following guidelines will be followed throughout the county:

1. After a student’s 10th absence, the student will be referred to the ISD Truant Officer.
2. Only written doctor’s excuses will be allowed.
3. If truancy continues after 15 days, students will be referred/petitioned to the court system.

However, do not confuse truancy with Jr. High or high school credit. A student could be truant yet receive credit. Example – A student is truant 7 days after the first semester and 3 more days early in the second semester. They may receive credit for the first semester, but still be referred for truancy. There is room for professional discretion in truancy referrals, but the bottom line is students need to be in school to be successful learners.

PERSONAL COMMUNICATION DEVICES POLICY #5136 – Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g. extra-curricular activities) and/or at school related functions unless prohibited by the administrator or sponsor in charge. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (not just placed into vibrate or silent mode) and stored out of sight. Use of PCDs in locker rooms is prohibited.

A “personal communication device” is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. Examples of PCDs are computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers”; e.g., Kindles and similar devices), and cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), pagers/beepers, personal digital assistants (PDA), Wi-Fi enabled or broadband access devices, 2-way radios or video broadcasting devices and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text or other information.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The matter may also be referred to law enforcement if the violation involves an illegal activity. At no time shall Michigan Center School District be responsible for preventing theft, loss, damage or vandalism to PCDs brought onto its property, or the unauthorized use of such devices.

O.S.H.A. REGULATION -- The Michigan Center Schools is subject to federal regulation from the Occupational Safety & Health Administration (OSHA) to restrict the spread of Hepatitis B virus (HBV) and Human Immune Deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated body fluids while performing their job duties. Because of the seriousness of HBV and HIV, the district will take the necessary precautions to protect both students and staff from its spread in the school environment. Part of the federally mandated procedures include the requirement that the district request the person who is bleeding to consent to be tested for HBV or HIV. The information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents or guardians to grant permission for the examination of their child’s blood, but it does require the district to request the consent. Although we expect the incidents of exposure to be low, we want parents to be aware of these requirements ahead of time. Should the situation arise, hopefully parents will understand the reason for the request.

CIPA – CHILDREN’S INTERNET PROTECTION ACT -- In order to be in compliance with this act, the Michigan Center School District has adopted **Policy 7540.03** – Student Technology Acceptable Use and Safety. The Board has designated the Superintendent and Principals as the administrators responsible for initiating, implementing and enforcing this policy and its accompanying guidelines as they apply to the use of District Technology Resources for instructional purposes.

HEALTH EDUCATION CURRICULUM INSTRUCTION -- The Michigan Center Schools has established a health curriculum, based on the Michigan Model, which includes HIV/AIDS and other serious communicable disease prevention education and sexuality education.

According to the State School Aid Act of 1994, parents/guardians have the right to review the materials and contents to be used in health education as well as sex education. The school district, in compliance with this statute, has made the materials and curriculum guides available for parental review. If you wish to review the materials, contact the building administrator to arrange a time for review.

This statute also allows parents to excuse their child from participation in the classes which include health education, sex education, or HIV or other serious communicable disease instruction, if they so desire. If parents wish to exercise the right to excuse their child from instruction without penalty, please contact your building administrator in writing.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) –

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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.

Michigan Center School District will develop and adopt a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **(See Policy #2416)**

Michigan Center School District will directly notify parents and eligible students of these policies at least annually in the August News & Views and after any substantive changes. The Michigan Center School District will also directly notify parents and eligible students, such as through U.S. mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- *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/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-4605

STUDENT RECORDS POLICY -- All parents and guardians of students under eighteen (18) years of age and all students eighteen (18) years of age or over have the right, pursuant to the Family Educational Rights & Privacy Act of 1974, to examine the official records of the school district directly related to the student. They also have the right to challenge any contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge have been established by the Board of Education and are available upon request. FERPA rights are as follows:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal, or appropriate school official, a written request that identifies the record(s) 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 or misleading.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal or appropriate official, and clearly identify the part of the record as requested by the parent or eligible student. The school will notify the parent 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 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, instructor, 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 (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.

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.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. Directory Information -- The Family Educational Rights and Privacy Act (FERPA)

A Federal law requires that Michigan Center School District, with certain exceptions, obtain parental written consent prior to the disclosure of personally identifiable information from your child's education records. However, Michigan Center School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Michigan Center School District to include this type of information from your child's education records in certain school publications. Examples include:

- *A playbill, showing your student's role in a drama production;
- *The annual yearbook;
- *Honor roll or other recognition lists;
- *Graduation programs; and
- *Sports activity sheets, such as for wrestling, showing weight and height of team members.

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 or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the Michigan Center Jr/Sr. High School – Attn: Principal

Lisa Falasco and/or Brady Cook, they do not want their student's information disclosed without their prior written consent.

If you do not want Michigan Center School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 30 days of the day of receiving this information. Michigan Center School District has designated the following information as directory information:

- *Student's name
- *Address
- *Telephone listing (if available)
- *Photograph
- *Date & place of birth
- *Grade level

5. **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 Ave., S.W.
Washington, DC 20202-4605