

ANNUAL NOTIFICATIONS 2017.18

❖ **Family Educational Rights and Privacy Act (FERPA)**

Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Benzie Central Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Benzie Central may disclose appropriately designated "directory information" without written consent, unless you have advised to the contrary in accordance with Benzie Central's procedures. The primary purpose of directory information is to allow Benzie Central to include 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.

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 or organizations that provide driver's training education. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent [These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c)].

Disclosure of "Directory Information"

Except as otherwise stated in Board Policy 8330 (student records), school officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of directory information.

If you do not want Benzie Central to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify Benzie Central in writing. The Board designates the following as directory information:

- Student name and address
- Telephone numbers
- Student's date and place of birth
- Student's major field of study
- Student's participation in official recognized activities and sports
- Student athletes' height and weight
- Dates of attendance
- Date of graduation
- Student honors, awards, degrees and scholarships earned
- Student honor roll designations
- Photographs and videos of students participating in school activities, events or programs
- Other information generally found in yearbooks

❖ Concussion Awareness

To provide for the safety of student athletes, all athletic programs of the district shall comply either with the concussion protocols of the Michigan High School Athletic Association, or the protocols set forth in AG 5340.01, which shall meet all the requirements of state law and Department of Community Health guidelines regarding concussion awareness training and protection for youth athletes. The district shall comply with whichever standards are more protective.

The Michigan High School Athletic Association is providing athletic participants at each MHSAA member junior high/middle school and high school with insurance that is intended to pay accident medical expense benefits resulting from concussion. The suspected concussion must be sustained while the athlete is participating in an MHSAA in-season covered activity (practice or competition). This program intends to assure that all eligible student-athletes in MHSAA member schools in grades 7 through 12, male and female, in all levels of all sports under the jurisdiction of the MHSAA, receive prompt and professional attention for head injury events even if the child is uninsured or under-insured. Accident medical deductibles and co-pays left unpaid by other policies may be reimbursed under this program. For additional information, please contact the Benzie Central Athletic Director.

❖ Pesticide Application

Benzie Central Schools utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. IPM utilizes a multiple technique approach including pest exclusion, biological, and other non-chemical pesticide controls. However, as with most pest control programs, certain circumstances may require that chemical controls also be utilized.

In non-emergency situations, Michigan law now requires the notification of parents or guardians of school students prior to the application of a pesticide at their school. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students and staff. However, you will be notified as soon as possible following any such application.

Advance notification of pesticide applications, other than a bait or gel formulation, will be given by at least two methods. The first method will be by posting at the main entrance to the school. The second method will be by one of the following: email; telephone call where direct contact is made or a message is recorded on an answering machine; or by providing students with a written notice to be delivered to their parent or guardian.

Please be advised that parents or guardians are entitled to receive advanced notice of a pesticide application, other than a bait or gel formulation, by first class mail postmarked at least three days prior to the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please submit the form below to our Central Business Office at 9300 Homestead Rd. Benzonia, MI 49616

Benzie Central Schools Pesticide Treatments US Mail Notification Request

Please be advised that you WILL receive notice via the methods identified in the advisory notice above and should only complete this form if you are requesting notification by first-class mail.

- ❖ School: _____
- ❖ Parent/Guardian Name: _____
- ❖ Student's Name: _____
- ❖ Street Address: _____
- ❖ City: _____
- ❖ Telephone Numbers: (Day) _____
(Evening) _____
- ❖ Please Check One:
 - I wish to be notified prior to a scheduled pesticide treatment inside of the building.
 - I wish to be notified prior to a scheduled pesticide treatment on the outside grounds of the school.
 - Both of the above
- ❖ Signature: _____

❖ **Asbestos**

In compliance with the parent/guardian and staff notification requirements specified in the Environmental Protection Agency's (EPA) Asbestos Containing Materials in Schools: Final Rule and Notice, as directed by the Asbestos Hazard Emergency Response Act (AHERA) of 1986, the following information regarding asbestos can be found in the AHERA Management Plan Book located in your building principal's office:

- Building Inspection
- The Management Plan
- The Response Actions
- Periodic Surveillance Schedule
- Re-inspection Schedule

Asbestos activities in the last year include: Regular six-month surveillance and scheduled re-inspection were performed for all sites. Normal operations and maintenance was performed at each site. Projects include removal of old floor tile at Benzie Central High School. Activities are determined from regular six-month periodic surveillance, inspections and scheduled projects. For more information, you may contact our director of operations at 231-882-9653.

❖ **McKinney-Vento Homeless Assistance Act**

Children who meet the Federal definition of "homeless" will be provided a free appropriate public education in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness as set forth in district policy 5111.01. For more information, please contact our McKinney Vento Liaison, Dave Clasen at (231) 882-4497.

❖ **Nondiscrimination**

The government has made legal provisions to ensure that no person is discriminated against on the basis of the protected classes of race, color, national origin, gender, sex (including sexual orientation or transgender identity), age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes") in its programs and activities, including employment opportunities. In order to protect these rights and assure compliance, Traverse City Area Public Schools has appointed Cindy Berck as Coordinator of Title VI, Title IX, Section 504, the Age Discrimination Act, and Title II.

Inquiries concerning the application of, or grievances for, any of these regulations or concerns that the rights of an individual may have been violated should be directed to:

Mr. Matthew Olson Superintendent Benzie Central Schools 9300 Homestead Rd. Benzonia, MI 49616 (231) 882-9653 olsonmp@benzieschools.net

Any person who feels that the rights of an individual may have been violated in relationship to the provision of equal opportunity in any education programs, activities, or services may contact the same individual noted above. All board policies, administrative guidelines and forms regarding harassment can be found at neola.com/benzie-mi

❖ **Immunizations**

Pursuant to the provisions of the Michigan Department of Community Health and Michigan Department of Licensing and Regulatory Affairs (LARA), the board requires that all students be compliant in regard to immunizations. The only exception to be non-compliant would be a parent/guardian submitting a signed waiver of immunization. All waivers are to be administered by a local health care provider and made available to the school to remain on file. Waivers need to be submitted yearly.