

## Annual Required Notifications

The following notices are required by law for the Armada Area Schools to publish annually to its community. The notices make community members aware of their rights in regard to directory information, education records, pupil rights, etc.

### Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Armada Area Schools with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Armada Area Schools 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 Armada Area Schools 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 (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (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.<sup>1</sup>

If you do not want Armada Area Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by within fourteen (14) days of receipt of this notice. Armada Area Schools has designated the following information as

- Student's name
- Address
- Date of graduation
- Scholarships
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

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<sup>1</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. §503(c).

### **Educational Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Armada Area Schools receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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 provide written consent before the school discloses personally identifiable information (PII) from 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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 are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

### **Nondiscrimination/Equal Employment Opportunity/Anti-Harassment**

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, 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 accordance with Federal Regulations, Armada Area Schools has designated the following individuals as District Compliance Officers (a/k/a Civil Rights Coordinators) to handle complaints under Title VI and VII of the Civil Rights Act, Title IX (34 C.F.R. §106.8), Section 504 (34 C.F.R. §104.8), the Americans with Disabilities Act (28 C.F.R. §35.107), and the Age Discrimination Act (34 C.F.R. §110.25): 1.) Phillip Jankowski, Assistant Superintendent of Instruction & Curriculum, 74500 Burk Street, Armada, MI 48005-3314; 586.784.2136;

pjankowski@armadaschools.org. 2.) Cathy Campbell, Executive Administrative Assistant, 74500 Burk Street, Armada, MI 48005-3314; 586.784.2112; ccampbell@armadaschools.org.

### **Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) affords parents 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.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Armada Area Schools has developed and adopted policies regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Armada Area Schools shall exempt from disclosure information, as requested for purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. This section serves as the Armada Area Schools annual notification of parents about this policy. The following is a list of the specific activities and surveys covered under this requirement:

- 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 who believe their rights have been violated may file a complaint with:* Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5901.

### **Public Pesticide Application Notice**

Per Public Act 171 of 1976, notice is hereby given to the community along with the parents, students, staff of the Armada Area School District that during the months of April, May, June, July, August, September, and October 2014, the Armada Schools will be spraying unwanted vegetation around buildings, fence rows, etc. Applications will be made by a licensed and certified employee of Armada Schools or a Licensed Contractor. Work shall take place before or after school hours. If further notification is desired, please notify Armada Area Schools, c/o Department of Buildings and Grounds, 74500 Burk Street, Armada, MI 48005, in writing of your request to receive a phone call in advance of the application by providing such phone number.

### **Student Immunizations**

Michigan law requires that any student enrolling in a Michigan school for the first time must show proof of immunization against the following diseases: diphtheria, hepatitis B, measles, mumps, rubella, tetanus, or provide a statement that there is a religious or other objection to the immunization at the time of registration or not later than the first day of school. New enrollees, including kindergartners, will not be allowed to attend without the required immunizations or waiver.