

# **Annual Notifications**



## **Student Records: Family Educational Rights and Privacy Act (FERPA)**

The federal law known as 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 Lakeview School District receives a request for access.

Parents or eligible students who wish to inspect their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal or designee 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 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 Lakeview School District to amend their child’s or their education record should submit a written request to the school principal, clearly identifying the part of the record they want changed, and specifying why they believe it should be changed. If the District decides not to amend the record as requested, 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 hearing procedures will be provided to the parent or eligible student at the time they are 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 designated school official with a legitimate educational interest includes a person employed by the school district as an administrator or teacher, or another person designated by the Board of Education. A school official also includes a liaison officer who, while not employed by the District, may be granted access to student educational records (including video footage) at the direction and supervision of a school administrator. A school official also may include a contractor or consultant who, while not employed by the school district, performs an institutional service or function (such as design and maintenance of the District’s security camera system) for which the school would otherwise use its own employees and who is under the direct control of the school district with respect to the use and maintenance of personally identifiable information from student education records.

4. The right to refuse to allow the disclosure of “directory information”.

“Directory information” regarding a student may be released to any requesting person or party, in addition to the eligible student, his/her parent, or legal guardian, without written consent. The Board of Education has defined “directory information” to include a student’s:

- Name;
- Address and telephone number;
- Photograph;
- Birth date and place of birth;
- Participation in School District related programs and extracurricular activities;
- Academic awards and honors;
- Height and weight, if a member of an athletic team;
- Honors and awards; and
- Dates of attendance and date of graduation.

**Each year, the Superintendent, or appointed designee, will provide public notice to students, parents, and/or legal guardians of the District’s intent to make directory information available to students, parents, and/or legal guardians.**

**Eligible students, parents, and/or legal guardians may refuse to allow the District to disclose any or all of such directory information upon written notification to the District within thirty (30) days after receipt of the District’s public notice. Parents may submit written notification to the building principal of their child’s school.**

The District is required to provide United States Armed Forces recruiters with at least the same access to student directory information as is provided to other entities offering educational or employment opportunities to those students as is permitted and/or required by law. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard. An eligible student or the parent or legal guardian may submit a signed, written direction to the District that the student’s directory information not be accessible to United States Armed Forces recruiters. In such case, the information will not be disclosed.

5. The right to file a complaint with the United States Department of Education concerning alleged failures by the District 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 SW  
Washington DC 20202-5280

*As permitted by FERPA, Lakeview School District also forwards education records, without student or parental consent, to other agencies or institutions in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer.*

The District will comply with a legitimate request for access to education records within a reasonable period of time, but not more than forty–five (45) days after receiving the request or within a shorter period as may be applicable by law to students with disabilities. The requesting party may be charged a processing fee for the information.

### **Notice of Asbestos in School Buildings**

Each school building within the District has been inspected for the presence of asbestos-containing materials as required by the Asbestos Hazard Emergency Response Act (AHERA). A copy of the Building Inspection and Management Plan for each building is available in the building’s main office. The plans may be inspected by members of the public and by District employees during normal business hours. A copy of the plan will be made available upon request for a nominal fee.

### **Pesticides**

The Board of Education has adopted a Policy to provide students and staff with an environment that is free of pests, pesticides and harmful chemicals to the extent required by law. The Integrated Pest Management Program (IPM) includes routine inspections or surveys of all school facilities and various strategies to prevent pests from becoming a problem. Pesticides are used only as a last resort and parents will be notified prior to a pesticide application in a school building or on school grounds.

### **Drug Free Environment/Protection**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. In accordance with the Federal and State law, the Board establishes a “Drug-Free School Zone” that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, with the Drug-Free Zone or at any District-related event. Further, the Superintendent, or his/her designee, will take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

### **Nondiscrimination**

No person may be denied admission to any school in the District, be denied the benefits of or be discriminated against in any curricular, extracurricular, or other School District program or activity based on the person’s gender, religion, race, color, national origin or ancestry, age, disability, marital status, or any other legally protected characteristic. The Board of Education has adopted a Discrimination and Harassment Policy which prohibits all forms of illegal harassment and discrimination within the District. Any person who believes that s/he has been the victim of discrimination may seek resolution of his/her complaint through the procedures that have been established by the District. A person wishing to pursue a complaint may also contact the Civil Rights Compliance Officer, the Assistant Superintendent for Human Resources at (269) 565-2400, or visit the Office of Human Resources offices at 15 Arbor Street, Battle Creek, MI 49015, during regular business hours (7:30 a.m. – 4:00 p.m.).

### **McKinney-Vento Homeless Assistance Act**

The District, in accordance with the McKinney-Vento Homeless Assistance Act, will ensure that homeless children and youth in transition have access to a free and appropriate public education, including preschool, and be given a full opportunity to participate in state and district-wide assessments and accountability systems. A student may be considered eligible for services if he/she is presently living:

- In temporary shared housing, a shelter, or transitional living program;
- In a hotel/motel, campground, or similar situation due to lack of alternatives;
- At a bus station, park, car, or abandoned building; or
- In a temporary or transitional foster care placement.

The Board of Education has designated the Student Services Coordinator as the School District's Coordinator under the Homeless Assistance Act. For questions or assistance, please contact the Student Services Coordinator at (269) 565-2420 or visit 15 Arbor Street, Battle Creek, MI 49015 during regular business hours (7:30 a.m. – 4:00 p.m.).

### **Parental Inspection of Instructional Materials**

Parents have the right to inspect, upon request, any instructional material used as part of the District's educational curriculum. Parents will be provided access to instructional materials within a reasonable period of time after the request is received by the building principal. The term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

### **School Property**

The Board acknowledges the need for a reasonable degree of in-school storage of student possessions and will provide storage places, including desks and lockers, for that purpose. Where lockers are provided, students may lock them against incursion by other students, but lockers remain School District property. Students do not have a reasonable expectation of privacy with respect to District personnel or their designees in lockers or other in-school storage places provided by the District.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices. Canines are used to determine the presence of drugs in locker areas and other places where such substances may be concealed. Canine detection is usually conducted in collaboration with law enforcement authorities or other certified organizations and is not used to search individual students without legally sufficient suspicion, a warrant or parental permission has been obtained.

### **Search and Seizure**

School authorities are authorized to take reasonable steps to safeguard the safety and well-being of the students by, among other things, implementing the District's Student Code of Conduct. Within the discharge of their responsibilities, District personnel may search students, student property and school property in the manner permitted by law.

### **Special Education and Section 504 of the Rehabilitation Act of 1973**

The District is required, by law, to locate, identify and evaluate all children with disabilities, including children with disabilities attending private schools located within the District, as well as homeless children. The process of locating, identifying and evaluating children with disabilities is known as child find.

Child find extends both to children who may be eligible for special education under the federal Individuals with Disabilities Education Act (IDEA) and those who may be eligible under Section 504 of the Rehabilitation Act of 1973 (Section 504).

If you believe your child may qualify under either the IDEA or Section 504, please contact the District's Director of Special Services, [opdyckeb@calhounisd.org](mailto:opdyckeb@calhounisd.org).

### **Personal Curriculum**

The Personal Curriculum (PC) is a Michigan Department of Education (MDE) endorsed process, permitting modification of specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the Michigan Merit Curriculum (MMC) requirements and students who need to individualize learning requirements to meet the MMC requirements.

MDE Information about Personal Curriculums:

[http://www.michigan.gov/mde/0,1607,7-140-6530\\_30334\\_49879---,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_30334_49879---,00.html)

### **Student Privacy and Parental Access to Information**

Under the federal Protection of Pupil Rights Amendment (PPRA), no student will be required as a part of the school program or the District's curriculum, without prior parental consent, to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or his/her parents;
- Mental or psychological problems of the student or his/her family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom students have close family relationships;
- Legally-recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- Religious practices, affiliations or beliefs of the student or his/her parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will be given access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

### **Title I Funds: Parent Involvement**

School(s) within Lakeview School District receive Title funding. In accordance with law, the Board of Education has adopted a parent involvement policy. The District is committed to establishing and maintaining positive relationships with families and the community. To that end, the District will provide a variety of opportunities for families and other members of the community to become involved in children's education.

Parents may request information regarding the professional qualifications of the student's classroom teachers in writing submitted to the Department of Human Resources. The request may include:

- Whether the teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which s/he provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- The teacher's baccalaureate degree(s) major, any other graduate certification or degree(s) held, and the field of discipline of the certification or degree; and
- Whether the student is provided services by a paraprofessional and, if so, the paraprofessional's qualifications.

### **Programs for English Language Learner Students**

The parents/guardians of limited English proficient (LEP) students participating in a language instruction program will be notified, no later than 30 days after the beginning of the school year, of the following:

- Placement and reason why their child was identified as LEP;
- The student's academic achievement level and level of English proficiency (including method of measurement);
- The methods used for language instruction;
- How the language program will meet the student's instructional needs;
- How the program will help the child to learn English and meet the academic standards required for promotion or graduation;
- The exit requirements for the language program; and
- An explanation of parental rights, including the parent's right to enroll or remove a child from the language instruction program.

### **Child Nutrition Program**

Lakeview School District participates in the National School Lunch Program, School Breakfast Program and Special Milk Program. The participation policy for families unable to pay the full price of meals served under the School Lunch Program may be found in the office of each school building, as well as in the District's main office. The Policy may be reviewed by any interested party.

To apply for reduced-price or full-price meals at any time during the school year, please visit [www.lakeviewspartans.org](http://www.lakeviewspartans.org) or fill out and submit the attached application to Food Services Director at 15 Arbor Street, Battle Creek, MI 49015. Please be sure to include all required information; Lakeview School District cannot approve incomplete applications. Households receiving benefits from SNAP, FDPIR and TANF may submit an application which contains only each Student's name, appropriate SNAP or TANF case number, or FDPIR case number or other FDPIR identifier, and the signature of an adult household member.

Students are eligible for reduced-price or full-priced meals during the 2018-2019 school year if their households receive SNAP, FDPIR, TANF or if the total household income falls at or below the following:

### Reduced-Price Meals

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	22,459	1,872	936	864	432
2	30,451	2,538	1,296	1,172	86
3	38,443	3,204	1,602	1,479	740
4	46,453	3,870	1,935	1,786	893
5	54,427	4,536	2,268	2,094	1,047
6	62,419	5,202	2,601	2,401	1,201
7	70,411	5,665	2,943	2,709	1,355
8	78,403	6,534	3,267	3,016	1,508
For each additional family member, add . . .	7,992	666	333	308	154

### Free Meals

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	15,782	1,316	658	607	304
2	21,398	1,784	892	823	412
3	27,014	2,252	1,126	1,039	520
4	32,630	2,720	1,330	1,255	628
5	38,246	3,188	1,594	1,471	736
6	43,362	3,656	1,828	1,687	844
7	49,478	4,124	2,062	1,903	952
8	55,094	4,592	2,296	2,119	1,060
For each additional family member, add . . .	5,616	468	234	216	108

Students whose parents become unemployed during the school year are eligible for reduced-price or full-price meals during the period of unemployment, provided the household income during that period is within the income eligibility range. Students in households participating in WIC may be eligible for reduced-price or full-price meals. Please fill out an application for eligibility determination which can be obtained from Food Services at (269) 565-3758 or at the following link: [www.lakeviewspartans.org](http://www.lakeviewspartans.org). Head Start enrollees and foster, homeless, migrant and runaway children are categorically eligible for free meals. Please contact your Student's school for additional information. Any information included on the application may be verified by Lakeview School District at any time.

If you disagree with the district's decision about your application, you may ask for a hearing by contacting Food Services Director at (269) 565-3757.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability.

**School Wellness Policy**

The Lakeview School District is committed to creating a school environment that enhances lifelong wellness practices. As required by law, the Board has adopted a Wellness Policy, which is periodically reviewed. The Board's policies can be found at: [www.lakeviewspartans.org](http://www.lakeviewspartans.org).