



Northville Public Schools

**ANNUAL NOTIFICATIONS  
TO PARENTS  
2008-2009**



Northville Public Schools  
Northville, MI 48167

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Contained in this document are important notifications Northville Public Schools is obligated to communicate to parents/guardians at the beginning of each school year. Please review this information.

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

Education records of students attending the Northville Public School district (the District) are safeguarded by federal legislation entitled, “Family Educational Rights and Privacy Act of 1974” (FERPA). FERPA states the following:

- Parents, guardians, and/or eligible students 18 years of age or older may have access to that student’s educational records.
- Parents who are not married may have access to their child’s records unless specifically prohibited by a court order on file in the child’s school.
- Parents, guardians, and/or eligible students wishing to read a child’s Personal Cumulative File should contact the principal’s office.

While the law does allow for the disclosure of personally identifiable information from education records in certain circumstances, parents, guardians, students over the age of 18, and former students over the age of 18 also have the right to consent to the disclosure of such information. Information from the files may be disclosed without consent in accordance with applicable law.

Examples of when information may be disclosed include:

- Parents, guardians, and/or eligible students request that information be released to specific parties or organizations.
- To certain state and federal officials, courts, etc. under circumstances specified in the school district’s regulations
- To protect the health and safety of the student.
- To officials of another school district, upon request, in which a student seeks or intends to enroll.

Pursuant to federal law and regulation, the District may allow school officials to have access to education records without the consent of a parent, guardian or eligible student. A school official is: any District Board Member or employee or other individual acting on behalf of the district such as: an attorney, a contractor, a volunteer, a consultant, a therapist, a committee member, a vendor, or their employees; whom the District’s administration determines to have a legitimate educational interest in the records. A legitimate educational interest is any interest which furthers the best interests of the student(s) involved, or assists the District in providing educational services.

As an ongoing procedure to protect the rights of students by maintaining educationally relevant information in the files, administrators initiate periodic reviews of file information. These reviews will take place prior to transfer to a new school within or outside of the District, and at high school graduation, and may include the destruction of data which is no longer educationally relevant.



In addition, federal regulations allow a school district to publish certain information without securing specific authorizations each time if parents, guardians and/or eligible students are informed in advance that this information, known as directory information, will be released. If parents, guardians and/or eligible students do not want such information made public, the principal should be informed and the information will be withheld. In Northville Public Schools, directory information includes the following:

The Student's . . .

- Name
- Address and telephone listing
- Electronic mail address
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- Most recent educational agency or institution attended

In addition, the District is required to provide military recruiters, upon request, with names, addresses and telephone listings of secondary students unless parents, guardians and/or eligible students advise the District that they do not want this information disclosed without their prior written consent.

Parents, guardians, and/or eligible students who believe that an educational record is inaccurate, misleading, or violates the student's rights may request in writing that the record be amended or destroyed. If the request is refused, the parents, guardians and/or eligible students have a right to a hearing.

Parents, guardians, and/or eligible students also have the right to file a complaint with the U.S. Department of Education concerning any alleged failure of the school district to comply with the federal FERPA/1974.

The federal government maintains an office which will assist with such complaints. The telephone number is: 202-260-3887. The mailing address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-5280.



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

Each school building has been inspected for asbestos-containing materials. A copy of the Building Inspection and Management Plan for each building is available in the building's main office. The plan may be inspected by the public and employees during normal business hours. A copy of the plan will be made available upon request for a nominal fee. This notice is published in compliance with the Asbestos Hazard Emergency Response Act.

## **Civil Rights**

Parents/guardians who wish to file a complaint or believe any of their Federal or State rights have been violated (including nondiscrimination under Title II, Title VI, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973) should contact the Director of Human Resources at 248-344-8451, or visit the Office of Human Resources at 501 West Main Street, Room 311, during regular business hours (8:00 – 4:30).

## **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 and his/her designee shall 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 in Education**

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of gender, religion, race, color, national origin or ancestry, age, disability, marital status, and/or any other legally protected characteristic, to learn through the curriculum offered by the District. Any parent/guardian/student, who believes their rights under this policy have been violated, should contact the Civil Rights Compliance Officer, (the Director of Human Resources) at 248-344-8451, or visit the Office of Human Resources at 501 West Main Street, Room 311, during regular business hours (8:00 – 4:30).



## **Parental Inspection of Instructional Materials**

Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the 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 in-school storage of student possessions and shall provide storage places, including desks and lockers for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained.

## **Search and Seizure**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles of a student, in accordance with the school Property Policy.

## **Section 504 of the Rehabilitation Act of 1973**

This legislation prohibits discrimination against handicapped individuals. Students, who don't qualify as handicapped under special education law, including those with ADHD, may have rights under Section 504. They may meet the functional definition of handicapped under Section 504 and may require modifications to their regular education program in order to have equal education opportunities.

If you believe your child may qualify under Section 504, please contact Lynne Mossioian, Director Special Services, 248-344-8443.



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

The Board of Education respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the District's curriculum, without prior written notification of the student, (if an adult or an emancipated minor) or, if an un-emancipated minor, his/her parents, 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;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents 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 have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

