

# Charlton Heston Academy

## School Policy Notices

Please contact David Patterson-Superintendent for all questions relative to school policies.

### Disclosure of Personal Information

If you do not want the following information available to the public, notify your building principal **before November 9, 2012.**

#### Designation of "Directory Information"

In accordance with the Family Education Rights and Privacy Act (FERPA) (20 USC 1232[g]), Charlton Heston Academy has designated the following information as directory information: a student's name; the image or likeness in pictures, videotape, film or other medium; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; finally, degrees and awards received. While other information concerning students of the school district remains confidential and will be released only in accordance with the school district's Student Record Policy, the above "directory information" will be released to a requesting party unless a parent/guardian or an adult student advises the school district that such information should not be so released with respect to that particular student. If a parent or adult student desires that the above "directory information" or any part thereof, concerning a particular student not be released, he/she should contact the student's building principal.

#### Drug-Free Schools

In accordance with federal law, the board of education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substances as defined by state statute, substance that could be considered a "look-alike" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials. The district is concerned about any student who a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the superintendent.

#### Disclosure of Personal Information to the Military

The Family Educational Rights and Privacy Act (FERPA) provides for disclosure of a student's personal information to military recruiters upon request unless parents have advised us that they do not want their student's information disclosed without their prior written consent. If a parent or adult student does not want Charlton Heston Academy to disclose personal information from a student's education records to military recruiters without prior written consent, the building principal must be notified in writing no later than November 9, 2010.

#### Student Privacy & Parental Access to Information

Charlton Heston Academy 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 consent of the student (if an adult or an emancipated minor), or, if an unemancipated 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).

#### Right to Inspect Instructional Materials

Parents and students may inspect, request, suggest, complain, or file a grievance as it relates to instructional materials such as textbooks, library books, reference works, and other instructional materials used in the district; however, the following procedure must be followed: Provide a written request to review materials or course content and submit it to the main office or to the superintendent directly.

#### Nondiscrimination in Education

Charlton Heston Academy hereby agrees that it will comply with federal laws prohibiting discrimination and with all requirements imposed by or pursuant to regulations of the U.S. Department of Education. Therefore, it shall be the policy of the schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, or marital status shall be discriminated against, excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any federally funded program or activity for which Charlton Heston Academy is responsible for or which it receives federal financial assistance. This policy of nondiscrimination shall also apply to otherwise qualified handicapped individuals.

#### Use of Pesticides

The Michigan Department of Agriculture now requires schools to notify parents when pesticides, herbicides, insecticides, etc. are being applied on school grounds. Charlton Heston Academy normally applies these chemicals during the summer vacation and other vacation periods and/or after schools hours during the week. Occasionally, in emergencies, we may be required to apply these chemicals when school is in session. You have the right to be informed prior to any pesticide application made on the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you want prior notification, please contact the superintendent's office at (989) 632-3390 by November 9, 2012.

#### Notification of Rights under FERPA For Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("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 of the day the school 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 is inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 advise him/her of his/her 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 (such as an 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.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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 20202-4605

### Harassment/Bullying

Harassment, sexual harassment, bullying, and hazing of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, board members, parents, guests, contractors, vendors, and volunteers. It is the policy of Charlton Heston Academy to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school-sponsored activities, whether on or off school property. Any student that believes she/he has been or is the victim of harassment should immediately report the situation to a teacher, counseling office, the building principal or may report it directly to the Superintendent, at (989) 632-3390. Complaints will be investigated in accordance with District Guidelines. Every student should, and every staff member must, report any situation that they believe to be harassment of a student. Reports may be made to those identified above. Compliance with this policy is mandatory. If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion of students, up to discharge for employee(s), exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for board members. When required by state law, the district will also notify law enforcement officials.