



FOREST HILLS PUBLIC SCHOOLS

REQUIRED ANNUAL NOTICES SEPTEMBER 2016

Dear Forest Hills Families,

Public school districts are required to send to the parents/guardians of our students a vast array of annual notices. These notices are the products of various laws, rules, orders, and rulings of the state and federal government. Should you have questions about anything you read here, please do not hesitate to contact us at **616-493-8800**, and we will be happy to assist you.

Sincerely,

Forest Hills Public Schools

BULLYING POLICY

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Bullying behavior is distinct from behavior in which a conflict may be present between two or more parties. Conflicts, differences of opinion, and other forms of disagreement occur in school settings. The District desires a civil resolutions to such conflicts but such conflicts are not automatically synonymous with bullying behavior.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

CIVIL RIGHTS COMPLIANCE OFFICER (EQUAL EDUCATION OPPORTUNITY)

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, religion, national origin, sex, disability, age, height, weight, marital status, genetic information, or any legally protected characteristic in its programs and activities, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Christine Annese
Assistant Superintendent for Human Resources
Forest Hills Public Schools
6590 Cascade Road SE, Grand Rapids, MI 49546
616-493-8800
cannese@fhps.net

The Compliance Officer can provide additional information concerning equal access to educational opportunity. Complaints will be investigated. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

Any person who believes that s/he has been discriminated against may also at any time contact the U.S. Department of Education Office for Civil Rights listed below:

U.S. Department of Education
Office for Civil Rights
1350 Euclid Avenue; Suite 325
Cleveland, OH 44115
Telephone: (216) 522-4970
Facsimile: (216) 522-2573
[Email: OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

STUDENT DIRECTORY INFORMATION

Each year the district will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as "student directory information" the following: a student's name; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received and honor rolls. Directory information will not be released for purposes of solicitation or to outside organizations or individuals.

Parents, guardians and adult students may refuse to allow the district to disclose any or all of such "directory information" upon written notification to the district within 10 days after receipt of this public notice. Notification should be sent to the school principal.

The district must provide at least the same access to the high school campus and to student directory information of the students enrolled in the high school as is provided to other entities offering educational or employment opportunities to official recruiting representatives of all of the following for the purpose of informing students of educational and career opportunities available in the armed forces of the United States and the service academies of the Armed Forces of the United States.

FEDERAL LAW REQUIRES RELEASE TO MILITARY RECRUITERS

In addition, two federal laws require local school districts to provide military recruiters, upon request, with three directory information categories which Forest Hills does not otherwise provide to anyone – student addresses, telephone listings, and birth dates – unless parents have advised the district that they do not want their child's information disclosed without their prior written request.

If you do not want Forest Hills Public Schools to disclose name, address, telephone and birth date to military recruiters, you must notify the Principal in writing by September 12, 2016.

Male students age eighteen (18) or older are required to register for the selective service within 30 days of their 18th birthday.

“Armed Forces of the United States” means the Armed Forces of the United States and their reserve components and the United States Coast Guard.

SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines. During the times when school is in session, all visitors are required to report to the main school office to check in prior to visiting any other location in the school.

The superintendent or the principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Parents/Guardians, who are registered sex offenders and wish to participate in their child's school activities, may be allowed on campus at the discretion and under the direction of the principal. Conditions may be imposed, including but not limited to the following: must have prior permission, must check in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session. Non-staff access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be non-obtrusive to the educative process and learning environment and should not occur on an excessive basis.

HANDICAPPED ACCESS

Forest Hills Public Schools will make reasonable accommodations for any disabled person wanting to participate in events. Service animals used by persons requiring this type of assistance shall be permitted in all District facilities and at all school events. The person may be asked to provide evidence of the animal's certification for that purpose. Certain restrictions may be applied when necessary due to allergies, health, safety, disability other issues of those attending the event. The goal shall be to provide all attendees with the same access and participation provided to other members of the public. Confirmation of disability, need for a service animal to access/participate in the school event, and current certification/training of the service animal may be required.

TITLE I PROGRAM INFORMATION

Parents/Guardians in Title I schools have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught; the current licensing status of your child's teacher; and baccalaureate/graduate certification/degree. You also may request the qualifications of an instructional paraprofessional who serves your child in a Title I program. You may request this information from the Human Resources Department by calling 616-493-8800 or sending a letter of request to the Human Resources Department, 6590 Cascade Road SE, Grand Rapids, MI 49546.

DRUG PREVENTION

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. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, “drugs” shall mean: all dangerous controlled substances as so designated and prohibited by Michigan statute; all chemicals which release toxic vapors; all alcoholic beverages; any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy; “look-alikes,” anabolic steroids, and any other illegal substances so designated and prohibited by law. The Board prohibits the use, possession, concealment, or distribution of any drug at any time on District property or at any District-related event.

PERMANENT EXPULSION POLICY

State law requires the permanent expulsion of any student who physically assaults a school employee, or who commits an act of rape or arson on school property, at a school event, or on school transportation. Students also may be expelled for assault, drug violations or other disciplinary reasons.

DANGEROUS WEAPONS, FALSE ALARMS AND BOMB THREATS

The Board of Education will not tolerate the possession of weapons by anyone while on school property or at a District-related event. In implementing this policy, the District will comply with Public Act 2111 which prohibits students from possessing, "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices capable of inflicting bodily harm while in attendance at school or a school activity, or on a school bus.

This policy shall also encompass such actions as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

SEARCH AND SEIZURE

The Board of Education charges school authorities with the responsibility of safeguarding 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 Policy 5771.

VIDEO SURVEILLANCE CAMERAS IN SCHOOLS AND ON SCHOOL SITES

For the safety and security of all students, staff, family members, and volunteers, video surveillance cameras are used in all schools and all school sites. Personal information and activities recorded are collected and may be disclosed for disciplinary and/or law enforcement purposes.

NOTICE OF NONDISCRIMINATION POLICY

Forest Hills Public Schools is committed to a policy of nondiscrimination on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, genetic information, or any legally protected characteristic in its programs and activities, including employment opportunities.

Any questions concerning compliance issues with Title IX of the Educational Amendments of 1972, including athletic issues, which prohibit discrimination on the basis of sex, or inquiries related to Section 504 of the Rehabilitation Act of 1972, which prohibits discrimination on the basis of handicap, should be directed to:

Christine Annese
Assistant Superintendent for Human Resources
Forest Hills Public Schools
6590 Cascade Road SE, Grand Rapids, MI 49546
616-493-8800

NOTIFICATION OF RIGHTS 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 are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 them 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 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. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]
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 20202-4605

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA): 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 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).

The Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, 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.

Additionally, 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 material within a reasonable period of time after the request is received by the building principal. The term instruction 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), but does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

NOTIFICATION OF ASBESTOS PLAN

As required in 1989, our school district conducts an asbestos survey of all buildings. Based on these findings, a comprehensive management plan was drafted. This plan details the response actions the district would take regarding any asbestos materials found in our buildings.

Every three years, we conduct a full inspection of any remaining asbestos containing material. This inspection is required under the Asbestos Hazard Emergency Response Act.

This plan is available for inspection at our offices without cost or restriction during normal business hours. If you want a personal copy, please notify the Operations Department, 493-8780, and it will be mailed to you. Please contact the Operations Department, 493-8780, with any questions.

PESTICIDE APPLICATION

ADVISORY TO ALL PARENTS/GUARDIANS

Forest Hills Public Schools has adopted an Integrated Pest Management program. Inherent with this are the District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort. This program does not rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pest from becoming a problem.

You will receive advanced notice of the application of a pesticide, other than a bait or gel formulation at your child's school. This advance notice of the application will be given 48 hours before the application. The law requires us to do this notification by using two methods. The first method required by the law is the posting at entrances to your child's school. The second method we are going to use is the posting in a common area located by the main office of the school. Parents are also entitled to receive this notice by first-class United States mail postmarked at least 3 days before the application. If you would like to be notified by mail please contact the Operations Department at 616.493.8780. Please give the Operations secretary your name, mailing address and what school your child attends.

In an emergency (for example, bees nest), pesticides may be applied without prior notice, but you will be provided notice following any such application.

You may review our IPM program or pesticide application records for your child's school by calling or emailing Ron Boezwinkle, FHPS Director of Operations at phone number 616.493.8780 or e-mail address (rboezwinkle@fhps.net). This number or e-mail may also be used when school is not in regular session. You may review our IPM program or pesticide application records for your child's school by calling the Operations Department at 616-493-8780.