

ANNUAL NOTICES

Hopkins Public Schools

School Board Policies

SEVERE WEATHER

When severe weather or other emergencies make it necessary to suspend school, local TV stations and most radio stations will report the fact. We also use a school messenger system that contacts families by phone message.

Parents and students should not call school officials to see if there will be school since their phones must be kept open for emergency calls.

In the event of severe weather, the plan outlined below will be followed:

- 1. TORNADO WATCH** – If a tornado “watch” is announced prior to or during the regular dismissal time, students will normally be dismissed at the regular dismissal time for all schools.
- 2. TORNADO WARNING** – If an official tornado “warning” is announced or if a tornado appears, children will be retained in school in predetermined shelter areas until the warning is lifted.
- 3. AFTER HOURS AND SCHOOL AND COMMUNITY ACTIVITIES** – If a severe weather “warning” is announced during afternoon school hours, all after school activities will be CANCELLED.

Make sure that students understand and follow these procedures. Arrange for an alternate shelter-home where students can go if you will not be home. For safety’s sake, review your family’s plan with your children on a regular basis.

DRUG FREE SCHOOLS Form 5530F2

INSPECTION OF INSTRUCTIONAL MATERIALS

Form 8330F9 - Inspect, Review & Request Amendments to Student Educational Records

Form 9130F4 - Inspection of Instructional Materials

The Principals of Hopkins Public Schools are responsible for coordinating inspections of instructional materials at the schools. Offices are located at:

**Hopkins Elementary School
Sycamore Elementary School
Hopkins Middle School
Hopkins High School**

Members of the public have the right to inspect instructional materials, including but not limited to print and non-print materials, teacher’s manuals, films, tapes and any other supplementary materials, used as part of the educational curriculum.

HANDICAPPED ACCESS

Board Policy 9160

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child’s educational program or meetings pertinent thereto.

ASBESTOS AWARENESS UPDATE

On January 3, 2020, DeLisle Associates LTD completed a regularly scheduled inspection of all remaining asbestos-containing materials in district facilities. This inspection and routine six month inspections performed by district personnel are part of our Management Plan.

Asbestos materials were confirmed in all Hopkins Public Schools Buildings. They were found to be in good condition and present no danger to students, staff, or visitors.

If and when any changes occur, employees and parents will be promptly notified.

Parents who wish to review the district’s Management Plan may do so by contacting Katie Jager, Director of Finance & Operations at 269-793-7261 or katiyage@hpsvikings.org

ANNUAL NOTICES

PESTICIDE APPLICATION

Policy 8431 Form 8131A F1

Hopkins 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, 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.

As required by Michigan law, you will receive advanced notice of non-emergency application of a pesticide (insecticide, fungicide, or herbicide), other than bait or gel formulation, which is made to the school, school grounds, or buildings. This advance notice of a pesticide application will be given 48 hours before the application by the following two methods:

- 1) Posting at the primary entrances to your child's school. The entrances that will be posted are the main entrance and those that have a sidewalk that leads directly to a parking lot.
- 2) Posting in the common area located by the main office of the school.

Please note that notification is not given for use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be promptly notified following any such application, via the two posting methods identified (above).

You may review the school's Integrated Pest Management program and records of any pesticide application upon request by contacting Katie Jager at 269-793-7261 or katijage@hpsvikings.org

Parents or guardians of children attending the school are also entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation at least 3 days before the application, if they so request. If you would like to be notified please contact Katie Jager, Director of Finance & Operations at

Title IX Coordinators

Board Policy 2266

The Board of Education designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

*Adam Valk
Athletic Director
333 Clark Street
Hopkins, MI 49328
adamvalk@hpsvikings.org*

*Katie Jager
Director of Finance & Operations
400 Clark Street
Hopkins, MI 49328
katijage@hpsvikings.org*

Locker Search Policy Policy 5771

Student Privacy & Parental Access to Information Policy 2416

FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Policy/Guideline 8330 Form 8330F9

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act ("FERPA") or the Protection of Pupil Rights Amendment ("PPRA"), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.

Bullying Toward Students Policy 5517.01

PROCEDURE FOR THE COLLECTION AND PAYMENT FOR CHARGED MEALS

Guideline 8550D

It is the responsibility of the parents to provide for lunch for their children while at school. However, it is important to provide that children receive the nutrition they need to stay focused during the school day. This procedure shall apply in the event that a child neither has a lunch nor the funds to purchase a lunch.

An elementary student (Grades K - 5) may charge three (3) meals in succession and five (5) alternative meals. An alternative meal consists of a cheese or peanut butter sandwich, fruit, and milk. Prior to meal service the student's teacher will be given a note to let the student know they will be receiving an alternative lunch that day and to allow them to attempt to contact their parent one (1) more time. This will eliminate any surprises on the child's part and provide the parent with one (1) more opportunity to pay the student's charge balance. An elementary child will be sent to the front office for assistance after the eighth charge.

A middle school student (Grades 6 - 8) may charge only three (3) meals at any time until their charges are paid. There will be no charges allowed for high school students or for adults. Disabled and handicapped students at all grade levels will continue to receive their school meals with no interruption while their parents are being contacted for payment.

A student's parents, teacher, and Principal will all be notified of the delinquency in the student's account each time it is necessary for the student to charge a meal to give the parents time to send a check or cash to school with their child to give to the Food Service Department.

Parents may also pay for school meals via the Internet through the District's Nutrition Services website.

At the discretion of each Principal, a school or private service fund may be established to pay for student's charged meals, rather than to offer the alternative meal. The Nutrition Services Manager will work with each Principal to determine a payment schedule for these meals.

ANNUAL NOTICES

The Right to Request a Personal Curriculum Modifying Michigan Merit Curriculum Requirements for Graduation

What is a personal curriculum?

The personal curriculum (PC) is a process to modify specific Michigan Merit Curriculum (MMC) high school credit requirements and/or content expectations based on a student's unique learning needs and post-secondary goals. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize MMC requirements to earn a high school diploma.

Who may request a personal curriculum?

A personal curriculum may be requested by the parent or guardian of a student for whom a personal curriculum is sought, or the student if the student is of the age of majority, or an emancipated minor may request a personal curriculum, a teacher who is currently teaching the student (who currently teaches in, or whose expertise is in, a subject area proposed to be modified by the PC, or who is determined by the principal to have qualifications otherwise relevant to developing a PC), or a school counselor or school employee qualified to act in a counseling role.

If the request for a PC is made by the student's parent or legal guardian or, if the student is at least age 18 or is an emancipated minor, by the student, the school district shall develop a PC for the student pursuant to the parameters outlined in 380.1278b(5).

When may a personal curriculum be requested?

If the student has an Individualized Education Program (IEP), the personal curriculum request may be submitted prior to 9th grade. (Note: Any resulting PC may not be implemented until the student begins/enters 9th grade.) If the student does not have an Individualized Education Program (IEP), the personal curriculum request may be requested after the student has completed 9th grade.

For more information on the Personal Curriculum (PC), or to make a request for a PC, please contact the building principal or visit the district's website at <http://neola.com/hopkins-mi/search/policies/po5460.htm>

HOPKINS PUBLIC SCHOOLS

PERMISSION TO PUBLISH/DISTRIBUTE STUDENT'S IMAGES AND/OR WORK

1. Students who attend Hopkins Public Schools may occasionally be asked to participate in school and/or District publications and/or public relations activities. These activities may include videotaping, recording and/or photographs which may be published, displayed, distributed, or broadcast outside by the District or third parties with District consent. Publications also may include use of the student's name, photograph, art, written work, voice, verbal statements or portrait (video or still) in school publicity, District publications, videos, digital or electronic media or on the District website. For example, pictures and articles about school activities may appear in local newspapers or District publications.

2. *If you do not want to allow your child's name, likeness or work to be published as part of District publication activities, please sign this form, and return it to the District. We ask that you complete a separate form for each student you have in the District.*

3. The District will assume your consent to your child's participation in District publications unless assigned non-participation affidavit is returned to the Superintendent's office.

4. The District does not anticipate commercial use or sale of your student names, picture, art, written work, voice, verbal statements, portraits (video or still). However, to the extent works described in this form result in any profits, by signing this form you and your student agree to waive any and all rights to any copyright interest in such works and any royalties that may be paid. Any profits generated by the works described in this form will be used to benefit the Hopkins Public Schools and its programs.

5. By signing this form, you agree:

- No monies or other compensation will be or become due to you, your student or your heirs, agents or assigns at any time because of participation in publication activities.
- Consent for your student's participation in district publication activities may be rescinded at any time by written notice to the school principal.

SCHOOL YEAR: 2021-2022

STUDENT'S NAME (PLEASE PRINT)

PARENT/GUARDIAN NAME (PLEASE PRINT)

PARENT/GUARDIAN SIGNATURE

DATE

ANNUAL NOTICES

DIRECTORY INFORMATION

Policy 8330 Form 8330F9

Request That a Directory Information not be Released to Recruiters Without Prior Written Consent

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 or adult student's prior written consent. In addition, two (2) Federal laws require the District to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings - unless parents or adult students have advised the District that they do not want their student's information disclosed without their prior written consent (complete form [8330 F13](#)).

The District has designated the following information about each student as "directory information":

The Board designates as student "directory information" a student's name; address; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; honor rolls; scholarships.

Directory Information and Opt-Out Form

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student has opted-out of provision of this information in some or all circumstances by filling out, signing and returning the Opt-Out Form ([8330 F17](#)) or notifies the School in writing within fourteen (14) days from the date of this notification that s/he will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purposes.

Almost all male US citizens and male immigrants, who are 18 through 25, are required to register with Selective Service.

<https://www.sss.gov/register/>

INFORMATION FOR SCHOOL-AGED YOUTH

If you live in any of the following situations:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

You may qualify for certain rights and protections under the federal McKinney-Vento Act.

Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference and is feasible.
- If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.
- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to the students' needs.

If you believe you may be eligible, contact the local liaison to find out what services and supports may be available. Kammy Leep is the local liaison for Hopkins Public Schools and can be reached at 269-793-7261.

If you need further assistance with your educational needs, contact the National Center for Homeless Education: 1-800-308-2145
homeless@serve.org
www.serve.org/nche

The Board of Education complies with all federal and state laws prohibiting discrimination on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities, including employment opportunities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:
Superintendent of Schools, Hopkins Public Schools, 400 Clark Street, Hopkins, MI 49328 - 269-793-7261.