

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 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.

INSPECTION OF INSTRUCTIONAL MATERIALS

Board Policy 2416

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

Parents have the right to inspect, upon request, any instructional materials used as part of the educational curriculum.

STUDENT RECORDS & SPECIFIC EVENTS/ACTIVITIES

STUDENT DATA MUST BE UPDATED IN FINAL FORMS ANNUALLY

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.

Federal law requires nearly all male US citizens and male immigrants, 18 through 25, register with Selective Service.

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

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PESTICIDE APPLICATION

Policy 8431

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, Director of Finance & Operations 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 complete Form 8431A F1 or contact Katie Jager, Director of Finance & Operations at 269-793-7261 or katijage@hpsvikings.org.

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.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent of Schools, Hopkins Public Schools, 400 Clark Street, Hopkins, MI 49328 - 269-793-7261.

Bullying Toward Students Policy 5517.01

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 katijage@hpsvikings.org

Safe and Drug Free Schools and Communities Act

Hopkins Public School District recognizes and abides by the standards of the Safe and Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

These standards prohibit the unlawful manufacture, possession, use, sale, distribution, or concealment of illegal drugs and alcohol in school programs, school vehicles, school premises, and at school-sponsored activities on and off school property. Drugs include all controlled substances as defined by law, as well as "look-alike" drugs, steroids, and alcohol.

These standards apply to all Hopkins Public School District students and staff.

The use/abuse of drugs and alcohol poses serious health and safety risks to Hopkins Public School District students. We urge students, parents, guardians, and care providers to work hand-in-hand with our district to ensure that these important standards are upheld.

Form 5530F2

Directory Information

Request That a Directory Information NOT be Released to Recruiters Without Prior Written Consent Policy 8330

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 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; and scholarships.

Directory Information and Opt-Out Form Form 8330F17

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student has opted out of the 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.

Section 1 of Article VIII of the state constitution of 1963

"Religion, morality, and knowledge being necessary to good government and the happiness of mankind, schools and the means of education shall forever be encouraged."

Section 10 of the Revised School Code

"It is the natural, fundamental right of parents and legal guardians to determine and direct the care, teaching, and education of their children. The public schools of this state serve the needs of the pupils by cooperating with the pupil's parents and legal guardians to develop the pupil's intellectual capabilities and vocational skills in a safe and positive environment."

Federal Education Rights and Privacy Act (FERPA)

In compliance with Federal regulations, Hopkins Public School District has established the following guidelines concerning student records.

1. Kathryn Jager is the Records Control Officer for the District and is responsible for the processing and maintenance of all student records. His/her office is located at 400 Clark Street, Hopkins, MI 49328, or can be reached by calling 269-793-7261.

2. Each student's records will be kept in a confidential file located at the Name of School District Building. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by Federal law or District regulations.

3. If not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act, a parent, guardian, or adult student has the right to request a change or addition to a student's records, and to:

- Obtain a hearing with District officials, or
- File a complaint with the U.S. Office of Education.

4. The District has established the following information about each student as directory information and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Office in writing within 10 days from the date of this notification that they will not permit the distribution of any or all information:

- Name, address, and telephone number;
- Date and place of birth;
- Photograph;
- Major field of study;
- Participation in officially recognized activities and sports;
- Height and weight, if a member of an athletic team;
- Dates of attendance, date of graduation, and awards received;
- Any other information the District considers would not be harmful or an invasion of privacy, if disclosed.

5. A copy of the Board of Education's policy and the accompanying District regulations are available at Name of School District. There will also be a person available to answer any questions concerning the policy or regulations.

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.

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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>

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. Karmin Bourdo 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

Locker Search Policy Policy 5771

Student Privacy & Parental Access to Information Policy 2416 [Form 2416F2](#)