

# ANNUAL NOTICES

Hopkins Public Schools

## School Board Policy Notifications

- **2112** Parent & Family Engagement
- **2260** Nondiscrimination and Access to Equal Education Opportunity/Title II ADA
- **2260.01** Section 504/ADA Prohibition Against Discrimination Based on Disability
- **2261.01** Parent & Family Member Participation in Title I Programs
- **2266** Title IX - Nondiscrimination on the basis of sex in education programs or activities
- **2416** Student Privacy and Parental Access to Information
- **2416F2** Request to Inspect Materials used in conjunction with any Survey, Analysis, or Evaluation
- **5517** Anti-Harassment/Title IX
- **5517.01** Bullying Toward Students
- **5530 F2** Drug-Free Schools
- **5771** Search and Seizure
- **8330** FERPA and Student Directory Information
- **8330F9** FERPA and Student Records
- **8330F17** Directory Information Opt-Out Form
- **8431** Preparedness for Toxic Hazard & Asbestos Hazard
- **8431A F1** Pesticide Advisory to Parents
- **8500** Food Services
- **AG8500D** Procedure for the collection & payment for charged meals
- **8510** Wellness
- **8531** Free and Reduced-Price Meals
- **9130F4** Inspection of Instructional Materials
- **9160** Public Attendance at School Events

## 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.

**STUDENT DATA MUST BE  
UPDATED ANNUALLY IN  
FINAL FORMS**

**Sexual Harassment & Sexual  
Assault Information Guide**

## ANNUAL NOTICES

### 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.*

### ASBESTOS AWARENESS UPDATE

On September 20, 2023, 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](mailto:katiyage@hpsvikings.org)

### PROCEDURAL SAFEGUARD NOTICE

The Individuals with Disabilities Education Act (IDEA), the Federal law concerning the education of students with disabilities, requires schools to provide parents of a child with a disability with a notice containing a full explanation of the procedural safeguards available under the IDEA and U.S. Department of Education regulations.

[Form 2260.01A F2](#)

### FERPA

#### 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. 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.

## 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>

### The McKinney-Vento Homeless Education Assistance Act

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](mailto:homeless@serve.org)  
[www.serve.org/nche](http://www.serve.org/nche)

### PROGRAMS FOR ENGLISH LANGUAGE LEARNERS

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

[WWW.SSS.GOV](http://WWW.SSS.GOV)

### BOY SCOUTS OF AMERICA EQUAL ACCESS ACT

### **Safe and Drug Free Schools and Communities Act**

Hopkins Public Schools 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 Schools students and staff.

The use/abuse of drugs and alcohol poses serious health and safety risks to Hopkins Public Schools 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.

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.