

# ANNUAL NOTICES

Hopkins Public Schools

## **School Board Policy Notifications**

- **Students with Limited English Proficiency** - Article II, Section 8
- **Family Involvement** - Article III, Section 2
- **Wellness** - Article III, Section 17 - Assessment
- **Parental Participation in Title I Programs** - Article III, Section 4
- **Non-Discrimination** - Article III, Section 18
- **Student Discrimination & Harassment Title IX** - Article IV Section 12
- **Bullying** - Article IV, Section 13
- **Search and Seizure** - Article IV, Section 15
- **Education Records (FERPA)** - Article IV, Section 17
- **Toxic Hazard & Asbestos Hazard Emergency Response** - Article VII, Section 1
- **Pest Management** - Article VII, Section 2  
Pesticide Advisory to Parents
- **Alcohol & Drug-Free Workplace** - Article VII, Section 4
- **Food Service Programs** - Article VII, Section 11

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

**Parent Portal for  
SchoolMessenger & PowerSchool**

**Sexual Harassment & Sexual Assault  
Information Guide**

**School Provided  
Accident Coverage for Athletes**

Available to purchase  
**Student Insurance Options**

## **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.

**TITLE I Parent Information**  
Video  
Informational Slides

## ANNUAL NOTICES

### DIRECTORY INFORMATION

The Board may disclose appropriately designated "directory information" without written consent, unless the parent or adult student advises the Board to the contrary by filling out [this form](#).

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.

### 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.

### 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 Kyle Bockheim, Custodial, Grounds, & Maintenance Supervisor at 269-793-7121 or [kylebock@hpsvikings.org](mailto:kylebock@hpsvikings.org)

### 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.

### FERPA

#### Federal Education Rights and Privacy Act

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

1. Connie Brenner 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:
  - a. Obtain a hearing with District officials, or
  - b. 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;
  - participation in officially recognized activities and sports;
  - height, if member of an athletic team;
  - weight, if a member of an athletic team which requires disclosure to participate;
  - grade level, and date of actual or expected graduation;
  - awards or honors received;
  - photographs;
  - videos of students participating in school activities, events or programs.
5. A copy of the Board of Education's policy and the accompanying District regulations are available at Hopkins Public School District. There will also be a person available to answer any questions concerning the policy or regulations.

## 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.

### PROGRAMS FOR ENGLISH LANGUAGE LEARNERS

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

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.

**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

The District shall not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity or gender expression, age, religion, height, weight, marital or family status, disability, military status, genetic information, or any other legally protected category in its programs and activities, including employment. Sexual harassment is a form of sex discrimination and shall likewise not be permitted with respect to students or employees. The District shall not retaliate against a person who reports or opposes improper discrimination or retaliation. The District shall fully comply with all applicable federal and state civil rights statutes, including, without limitation, Title IX of the Civil Rights Act of 1964. 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.