

## **District policies and procedures**

Each year, all school districts are required by state and federal laws to post required district policies and procedures. To meet state and federal laws, the following district policies and procedures are posted below for review:

**Child Internet Protection Act Compliance Notice** – The Children’s Internet Protection Act (CIPA) was signed into law on December 21, 2000. Under CIPA, no school or library may receive federal funds unless it certifies that it is enforcing a policy of Internet safety that includes the use of filtering or blocking technology. This Internet Safety Policy must protect against access, through computers with Internet access, to visual depictions that are obscene, child pornography, or harmful to minors. This law went into effect on July 1, 2001.

This notice is to inform parents of students in the district that although no filtering software is foolproof, The School District of the City of Harper Woods complies with this federal law and applicable State Law (Michigan Public Act 212) and filters all computers that have access to the Internet for all students. The district filters all student internet access by means of the Acceptable Use Agreement, which must be signed by all who have access to district computers with internet access.

**Asbestos in the Schools** – In compliance with the Asbestos Hazard Emergency Response Act (AHERA), The School District of the City of Harper Woods publishes this notice annually to all staff and family of students of the school district. An independent accredited asbestos inspector (for the presence of asbestos containing building materials) has inspected all buildings of The School District of the City of Harper Woods. A final report of the findings of these inspectors has been received by the Board of Education and has been filed with the Michigan Department of Public Health. A copy of the report is also available in the administrative office of the school district, 20225 Beaconsfield, Harper Woods, MI 48225. Any member of the public who wishes to inspect this report should make an appointment with the Superintendent of Schools. The School District of the City of Harper Woods is taking all reasonable steps to remove and contain the known asbestos containing building materials so that students and employees will not be in contact with this hazardous material.

**Statement of Assurance of Compliance with Federal Laws** – It is the policy of The School District of the City of Harper Woods Board of Education that no person on the basis of race, religion, color, national origin, gender, age, marital status, lack of English skills, or disability be excluded from participation and be denied the benefits, or be subject to discrimination under program or activity and in employment; further The School District of the City of Harper Woods Board of Education strictly adheres to provisions of Title VI of the Civil Rights acts of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, and all Michigan Department of Education policies and regulations prohibiting discrimination. Lack of English skills will not be a barrier to admission of participants.

Title II, Title VI, Title IX, Age Act

Contact:

Harper Woods High School Assistant Principal  
20225 Beaconsfield  
Harper Woods MI 48225  
313.245.3084

Section 504

Director of Special Education  
20225 Beaconsfield  
Harper Woods, MI 48225  
313.245.3028

**Schools are Tobacco Free** – All public school districts, including Harper Woods Schools, are tobacco free by State Law. This law was enacted to protect children, school employees, and visitors from the dangerous effects of secondhand smoke during the school day. This law states that a violation requires school personnel to contact local law enforcement personnel and mandates of \$50.00 fine.

However, by district policy, tobacco use is prohibited at all times in all school buildings and vehicles owned by the school district. This policy has been amended to ban the use of tobacco products on school grounds at all times.

For more information regarding this law, contact the Superintendent of The School District of the City of Harper Woods. The School District of the City of Harper Woods is dedicated to drug free schools.

**FERPA** – The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. They are:

- 1) The right to inspect and review the student's education records within 45 days from the day the district receives a request for access.

Parents or eligible students should submit to the Superintendent of Schools a written request that identifies the record(s) they wish to inspect. The Superintendent will make arrangements for access and notify the parent(s) or eligible student of the time and place where the record that they believe is inaccurate or misleading.

- 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 District of the City of Harper Woods to amend a record that they believe is inaccurate or misleading.

If the district decides not to amend the records as requested by the parent or eligible student, the district 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 education interests. A school official is a person employed by the district 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 district 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.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:  
Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.

**Family Education Rights and Privacy Act Directory Information** – It is the policy of The School District of the City of Harper Woods not to release student lists, addresses, phone numbers or most other directory information as defined by the Family Education Rights and Privacy Act (FERPA).

There are occasions, such as the publishing of athletic or activity programs, honor roll, and awards where the school may desire to publish some unlimited information about the student. Annually, the Board gives this notification to parents/guardians of students in the district so directory information may be published from time to time during the school year.

Parents have the right to register objections to the release of such information by the school. Annually, parents must register such complaints by October 15 of the current school year. Parents must register such complaint in writing to the

Superintendent of Schools. In cases where there is a complaint, no information will be released for those students.

**Americans With Disabilities Act** – The School District of the City of Harper Woods complies with the Americans With Disabilities Act of 1990, Public Law 101-336 (ADA), which prohibits discrimination on the basis of disability. The ADA, as applied to school districts, requires that no qualified individual with a disability shall, on the basis of disability, be denied the benefits of school district services, programs or activities.

In accordance with Section 35.105 of the ADA's Title II Regulations, all applicants, participants, beneficiaries, and other interested persons are advised that further information may be obtained from The School District of the City Harper Woods and from the Office of Americans With Disabilities Act, Civil Rights Division, U.S. Department of Justice, Washington DC 20035-6118, (202) 514-0301 (voice) or (202) 514-0381 (TDD).

Braille, audiocassette, and computer diskette versions of this public notice are available from the Superintendent's office of The School District of the City of Harper Woods, 20225 Beaconsfield, Harper Woods, MI 48225.

**Possession of Electronic Equipment** – A student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at after-school activities and at school-related functions provided that during school hours and on a school vehicle the cell phone or other ECD remains off.

Also, during school activities when directed by the administrator or sponsor, cell phones and other ECDs shall be turned off and stored away out of sight.

The use of cell phones and other ECDs in locker rooms is prohibited.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of the policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD.

**Pesticide Application** – Public Act 451 of 1976, amended, requires school districts to inform parents/guardians regarding the application of pesticides made in school and on school properties. As a part of The School District of the City of Harper Woods' pest management program, pesticides may be applied in district buildings. Applications of pesticides by certified applicators occur randomly on an "as needed" basis during non-school hours or when persons are not using the treated areas. This application will take place in all schools in the following areas: kitchens, multipurpose

rooms, cafeterias, teacher workrooms, offices and kitchen storage areas. There will also be maintenance applications of pesticides applied as necessary after school hours.

Parents or guardians have the right to be informed prior to any pesticide application made to school grounds and/or buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following such application. (Please print and send the completed form below to the Superintendent's office for The School District of the City of Harper Woods.)

### **Request for prior notification of pesticide application**

Parent/Guardian Name: \_\_\_\_\_  
Student's Name: \_\_\_\_\_  
School Student Attends: \_\_\_\_\_  
Street Address for Mailing: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

I wish to be notified prior to a non scheduled pesticide application during school hours:

Check one:

- Inside of school building
- On the grounds of school buildings
- Both of the above

**Blood-Borne Pathogens** – The School District of The City of Harper Woods is subject to federal and state regulations to restrict the spread of the Hepatitis B Virus (HBV) and Human Immune-Deficiency Virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the district request the person who was bleeding to consent to be tested for HBV and HIB. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. For further information, contact the Superintendent's office at 313-245-3016.

**Grievance Procedure for Nondiscrimination** – Any person who believes that s/he has been discriminated against based on race, religion, color, national origin, gender, age, marital status, or disability, or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator.

Principal  
Harper Woods High School  
20225 Beaconsfield  
Harper Woods, MI 48225  
313-245-3084

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/he may initiate formal procedures according to the following steps:

- 1) A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within the five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within the five (5) business days.
- 2) If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.
- 3) If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

The District's Coordinator will provide a copy of the District's grievance procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based, may be found in the Civil Rights Coordinator's office.

**Dress Code for All Students** – Since January 2007, staff, students and community members had the opportunity to give their opinions about having a more “uniformly dressed” dress code. Parents and community members who attended the monthly Superintendent's Advisory Committee (SAC) meetings worked together to unanimously recommend a “uniformly dressed” dress code to the Superintendent.

At the April 2007 Board of Education meeting, the Board approved a resolution that charged the Superintendent with adopting and enforcing a “uniformly dressed” dress code for all students

The dress code that is in effect for all students in grades K-12 is available for review in the Middle School and High School Handbooks.

**Policy on Drug Free Schools** – In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school-related event. Drugs include any alcoholic beverages, anabolic steroid, and dangerous controlled substance as defined by state statute or a substance that could be considered a “look-a-like” controlled substance.

Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action in accordance with the due process guidelines as specified in the student handbook, up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials. The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which they receive help through programs and services available in the community.

Students and/or their parents should contact the school principal or counseling office whenever help is needed.