

12675 Burt Road
Detroit, MI 48223-3314

School Policy

Notices

Policies included satisfy notification requirements of State and/or Federal Law.

For questions regarding all academy policies, please contact your building administrator.

Disclosure of Personal Information

If you do not want the following information available to the public, notify your building administrator before _____

Designation of "Directory Information"

In accordance with the Family Education Rights and Privacy Act (FERPA) (20 USC 1232[g]).

While other information concerning students of the academy remains confidential and will be released only in accordance with the school's Student Record Policy, the above "directory information" will be released to a requesting party unless a parent/guardian or an adult student advises the academy that such information should not be released with respect to that particular student.

If a parent or adult student desires that the above "directory information" or any part thereof, concerning a particular student not be released, he/she should contact the student's building administrator.

Drug-Free Schools

In accordance with federal law, the board of directors prohibits the use, possession, concealment, or distribution of drugs by students on academy grounds, in academy or academy approved vehicles, or at any academy-related event. Drugs include any alcoholic beverages, anabolic steroid, dangerous controlled substances as defined by state statute or substance that could be considered a "look-alike" 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 due process as specified in the student handbook, up to and including expulsion from the academy. When required by state law, the academy will also notify law enforcement officials.

The academy is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school administrator whenever such help is needed.

Disclosure of Personal Information to the Military

The Family Educational Rights and Privacy Act (FERPA) provides for disclosure of a student's personal information to military recruiters upon request unless parents have advised us that they do not want their student's information disclosed without their prior written consent.

If a parent or adult student does not want the academy to disclose personal information from a student's education

records to military recruiters without prior written consent, the building administrator must be notified in writing.

Student Privacy & Parental Access to Information

No student shall be required as a part of the academy program or curriculum, without prior written consent of the student (if an adult or emancipated minor), or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning political affiliations or beliefs of the student or his/her parents; mental or psychological problems of the student or his/her family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close, family relationships; legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Right to Inspect Instructional Materials

Parents and students may inspect, request, suggest, complain, or file a grievance as it relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the district; however, the procedure must be followed: Complete a "Request for Review of Materials or Course Content" form which is available at the academy

office. Submit the form to the academy administrator who will respond to your request.

Nondiscrimination in Education

The academy hereby agrees that it will comply with federal laws prohibiting discrimination and with all requirements imposed by or pursuant to regulations of the U.S. Department of Education.

Therefore, it shall be the policy of the schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, or marital status shall be discriminated against, excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any federally funded program or activity for which the school is responsible or for which it receives federal financial assistance. This policy of nondiscrimination shall also apply to otherwise qualified handicapped individuals.

Use of Pesticides

The Michigan Department of Agriculture now requires schools to notify parents when pesticides, herbicides, insecticides, etc. are being applied on school grounds. The academy normally applies these chemicals during the summer vacation and other vacation periods when school is not in session. Occasionally, in emergencies, we may be required to apply these chemicals when the academy is in session.

You have the right to be informed prior to any pesticide application made on the academy grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you want prior notification, please contact the building administrator's office.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the academy to amend a record that they believe is inaccurate. They should write the building administrator (or appropriate academy official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the academy decides not to amend the record as requested by the parent or eligible student, the academy will notify the parent or eligible student of the decision and advise him/her of his/her 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 academy officials with legitimate educational interests. An academy official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the academy board; a person or company with whom the school 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 academy official in performing his or her tasks. An academy 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 academy 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

Harassment/Bullying

Harassment, sexual harassment, bullying, and hazing of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the academy environment, including employees, board members, parents, guests, contractors, vendors, and

volunteers. It is the policy of the academy to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on academy property and to all academy-sponsored activities, whether on or off academy property. Any student that believes she/he has been or is the victim of harassment should immediately report the situation to a teacher, counseling office, or the building administrator. Every student should, and every staff member must, report any situation that they believe to be harassment of a student. Reports may be made to those identified above. Compliance with this policy is mandatory. If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion of students, up to discharge for employee(s), exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for board members. When required by state law, the district will also notify law enforcement officials.

Search and Seizure

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by an Academy official.

Coordinators for Affirmative Action and Review of Federal Requirements

SECTION 504 and AMERICAN DISABILITIES ACT

x Sharon McPhail, Superintendent

SCHOOL LUNCH

x Sharon McPhail, Superintendent

TITLE IX, TITLE VI, AND CIVIL RIGHTS

x Sharon McPhail, Superintendent
