

**SOUTH REDFORD  
SCHOOL DISTRICT**

**ELEMENTARY SCHOOL HANDBOOK**

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## **ABSENCE PROCEDURES**

**If your child is must be absent from school, please call the school office prior to 8:30 a.m.** When the office is not open, an answering machine will record your call regarding the absence. **When reporting a child's absence, please give your name, the child's name, grade, teacher, the date the child will be absent from school, and the reason for the absence.** The attendance line is available 24 hours per day for your convenience. If your child arrives after 8:42 a.m., they must get a tardy slip from the office.

## **ACCIDENTS AND ILLNESSES**

The safety of your child is one of our primary concerns. Safety rules and respect for the welfare of others are topics constantly emphasized in our classrooms. Staff members do everything possible to prevent the occurrence of accidents; however, at times they do happen.

Minor injuries are treated in the office. In the event of more serious injuries, every effort is made to notify the parents. If they are unavailable, the alternate named on the emergency form is contacted. If neither is available, the principal or delegate will take the responsibility, which has been granted by the parent/guardian on the child's emergency card, to seek medical help.

In the event that your child is ill, please keep him/her home from school or plan alternative care arrangements. In order to prevent the spread of disease, it is recommended that you wait 24 hours after the fever has ended before your child returns to school.

Should a child become ill during the school day, the parent/guardian or alternate will be contacted to take the child home or to an alternative care arrangement.

## **AFTER-SCHOOL ROUTINE CHANGE**

Advance written notice must be given whenever there will be a change in your child's regular routine, such as, going somewhere other than home after school. If your child is going to another child's home after school, notes from both children's parents are required. These procedures are for the safety and well being of your child. We ask for your full cooperation in following these procedures.

## **ARRIVAL TIME**

The first bell rings at 8:37 a.m. This is the time when staff supervision is

available for your child. For the safety of your children, students who walk or are transported to school are not to arrive before 8:25 a.m.

## **BICYCLES**

Students who are interested in riding bikes to and from school must meet the following guidelines:

### **He/She must:**

1. Be a "Walker",
2. Have a signed parent permission note on file in the office,
3. Lock bike-to-bike rack during school,
4. Wear a helmet.
5. Obey all bicycle safety rules.

## **BREAKFAST PROGRAM**

The breakfast program is not mandatory and families may choose to participate. Information concerning the cost of breakfast will be sent home on the first day of school. Menus are sent home on the first of every month.

## **CLASSROOM VISITATIONS**

Parents are welcome to visit our school. Out of consideration for classroom routine, please plan and schedule your visit with the teacher ahead of time. All visitors to the school must first report to the office, sign in, provide ID, wear a visible nametag while in the building, and sign out when leaving. This is for the safety and security of your children. During school hours, classroom teachers are responsible for supervision and instruction, if you need to speak with a teacher for any length of time please set up an appointment.

## **COMMUNICABLE DISEASE**

Please call the school office when your child will be absent. If the absence is due to illness, please share with us the name of the illness or the symptoms being experienced. All school districts are required to report the occurrence of certain communicable diseases to the Wayne County Health Department on a weekly basis. In addition, we try to keep parents informed by sending notes home when a communicable disease (i.e. chicken pox, head lice, strep throat, etc.) is identified in a classroom. Ill students are excluded from school based on District, County, and State school health guidelines.

Please do not send your child to school with an undiagnosed rash, frequent diarrhea, eye or ear discharge, green nasal discharge, excessive cough, active head lice, or within 24 hours of having had a fever or vomiting. Prior to your child returning to school following any illness, please consider whether he/she is feeling well enough to participate in regular classroom activities.

## **DISMISSAL**

The dismissal bell rings at 3:36 p.m. Students are to immediately depart from school and go directly home.

## **DRESS CODE**

The South Redford School District strongly believes that a friendly, structured atmosphere is conducive to the best learning environment. Appropriate school clothing and footwear contribute to a good learning atmosphere. The following rules will apply for grades PRE K-5:

1. No open-toed shoes.
2. No bare midriffs or tops with thin straps. (Three finger wide straps are acceptable.)
3. No mesh shirts or shirts/pants with inappropriate writing, drawings, or symbols.
4. No hats, bandanas, scarves or sunglasses may be worn in the building.
5. Fingertip length shorts, skirts, or dresses that are loose fitting are allowed.
6. Pants or shorts must be worn above hipbones. (No sagging allowed).
7. Pajamas, sleepwear, or slippers are not allowed.
8. Clothing that is deemed to be a substantial disruption of or a material interference with, the educational process or the learning environment will not be tolerated.

## **DRUGS AND ALCOHOL**

The South Redford School Board policy prohibits the unlawful possession, use, transmission, distribution, or to be under the influence of, any illegal drugs, alcohol or tobacco.

## **FAMILY RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act of 1974 requires school districts to make available to parents/guardians and students the

contents of student records maintained by the school. It restricts the availability of student records to the student, the student's parents/guardians, and those staff members who are working with the students i.e. teacher, counselor, principal.

The display of individual work is part of celebrating student achievement and educational activities. Children's work may be displayed in publications, such as newsletters, web pages and hallway displays. Students' photos may appear in these publications and displays. Information such as names, which would identify individual students, will not be used. For further information, please refer to Appendix A, or the South Redford School District Board of Education Policy Manual.

### **HEALTHY SNACKS AND WELLNESS**

The South Redford School District encourages all students to maintain a healthy lifestyle and eat snacks low in fat, salt and sugar. Please support your child's health and nutrition by sending healthy snacks to school. To view South Redford School District Wellness Policy, please visit [www.southredford.net](http://www.southredford.net). Click on the District tab, then click on documents and files for more information.

### **HOME AND SCHOOL COMMUNICATION**

Parent/guardian involvement and consistent communication between home and school are essential in creating an effective and successful learning environment. To this end, the school attempts to keep you fully informed of school activities through newsletters and regular notices. Communication folders will be send home very Friday.

### **IMMUNIZATION RECORDS**

The School Immunization Program, initiated to enforce Michigan and Wayne County laws related to immunization of children, prohibits day care settings, preschools, and schools from admitting children who are under immunized.

The school office must have a completed record of immunizations in each student's file (immunization wavier information is available). Students without a complete immunization record will be excluded from school until needed immunizations are administered and required written documentation is furnished.

**The following immunizations are required for elementary school entry:**

DTaP ..... minimum of 4 doses, one of which must be

administered on or after the 4th birthday  
IPV ..... minimum of 3 doses, one of which must be  
administered on or after the 4th birthday  
MMR ..... 2 doses, one given on or after the 1st birthday and the  
2nd a minimum of 4 weeks later  
Hepatitis B .... 3 doses, the last of which must be administered at or  
after 24 weeks of age  
Varicella ..... 1 dose administered on or after the 1st birthday **OR**  
laboratory evidence of immunity

**\*\*Rules for minimum intervals between doses of all immunizations apply**

A current green Health Appraisal form, completed by parent (Section I) and physician's office (Sections II-IV), must be provided on or before the first day of school for all kindergarten, 6th and 9th grade students. Please visit [www.southredford.net](http://www.southredford.net) click on district, click on documents, and files.

**KIDS' CARE PROGRAM**

In response to the needs of families whose schedules require them to be away from home during the hours before and after school, the South Redford School District offers a Kids' Care Program, before and after school at the elementary schools, more information can be found at [www.southredford.net](http://www.southredford.net) or you may call student services at 313 – 535-4000 extension 1306 or 1806.

**LOCKERS/STUDENT STORAGE**

Students are provided locker/storage space in the school hallway. Locks are not permitted on lockers. It is important that students do not bring valuable items to school. The school is not responsible for items taken from lockers or storage areas. School personnel may randomly search lockers/storage areas.

**LOST AND FOUND**

Students should be assisted by parents and the school to develop a sense of value and responsibility for their personal property and the property of others. **Marking or labeling all items of clothing and property with your child's name will be of great help.** A Lost and Found area is maintained to assist children in locating misplaced items. All unclaimed items will be donated to charity.



## **LUNCH PROGRAM**

Hot lunches and milk may be purchased daily. Information concerning current prices will be sent home on the first day of school. Menus are sent home on the first school day of every month. Children wishing to bring lunches from home may do so.

Children in grades Pre K-5, living within walking distance of school, will be permitted to walk home for lunch. They will be required to have their parent/guardian sign-in and sign-out the student at the school office. Those students going home should not return to the school grounds until the start of the afternoon session. Children who eat lunch at school are not permitted to leave school grounds during the lunch hour. Please visit [www.southredford.net](http://www.southredford.net) for lunch menus, account balance information as well as the free and reduced meal application.

## **MEDIA CENTER**

The Media Center provides student and teachers with an extensive collection of books, periodicals, audio-visual materials, equipment, computers, and software. The purpose of the media center is to give each student the opportunity to select materials for reading enjoyment and for classroom related activities.

Our collection supports and enriches the school curriculum. A computerized card catalog is maintained to assist children with the selection of books. Books and magazines may be checked out for a two-week period. Kindergarten and first graders can check out one item, second graders – two items, third graders – three items, etc. Our circulation system is computerized, and we find it an accurate way for checking in and checking out materials. It is also the system we use to compute the overdue list and overdue slips.

Overdue slips are given to students with overdue materials. If an item is lost or misplaced, the student may not check out material from the Media Center until that item is paid for or found. If a lost item is later found and returned, the fine will be refunded.

Parents are welcome to use the Media Center to check out materials for home or personal use. Due to the heavy use by students during the day, the best time for parents to visit the Media Center is before and after school.

## **MEDICATIONS AND HEALTH MANAGEMENT**

The policy of the South Redford School District is that, under no circumstances, should any school employee attempt to suggest a diagnosis, or prescribe or give medicine of any kind, including aspirin, to a student. If it is absolutely essential that medication be administered during school hours, exceptions can be made after the following conditions are met:

- A medication authorization form, completed by a physician and signed by both parent and physician, is required for **all medications**; prescription, non-prescription and herbal.
- All medications must be brought to the school office by parent in original pharmacy or over-the-counter container clearly labeled with the student's name, medication name, dosage, and frequency of administration. Please bring only medication amounts to be administered during regular school hours for prescribed period.
- Students may not transport medication to and from school.
- All medications and necessary medical equipment will be stored in the school office. The principal and/or designated individual(s) will administer medication and properly documented on the student's medication log.
- A health management plan completed by parent and physician is required for certain health conditions, which may require staff attention during the school day. (Asthma, diabetes, severe allergic reactions, seizures, etc.)
- Prior to school personnel providing health services which require use of specialized medical equipment (nebulizer, glucometer, etc.), a training session attended by parent(s) and key District personnel shall take place.
- Health management plans and medication authorization forms are available in the school office and must be renewed each school year.

## **MONEY AND VALUABLES**

Parents are encouraged to instruct their children not to bring large amounts of money to school. In most cases, we will call the parent if this situation occurs. When it is necessary for your child to bring money to school, please use the following procedure:

1. Place the money in a sealed envelope.
2. Place the teacher's name and child's name on the outside of

the envelope.

3. Place a note inside the envelope with the purpose of the money.

## **OUTDOOR RECESS**

Outdoor play is an important part of the school day and all children are expected to take part in this activity. These periods provide students with the opportunity for fresh air, exercise and a necessary change of pace from regular classroom routines.

It is imperative that all students are dressed according to weather conditions. Inclement weather or extremely cold wind chill factors are the only reasons for keeping students inside the building during recess or the lunch hour. Requests for children to remain indoors at lunchtime will be honored for one day only. Requests for a longer period of time must be accompanied by a physician's statement or be approved by the building principal.

## **PARENT/TEACHER CONFERENCES**

Parents/guardians are regularly informed of student progress by means of report cards and/or Parent/Teacher Conferences. These conferences are held two times a year and are one of the best ways of reporting student progress, and we believe that it is important that all parents/guardians attend.

These conferences are by appointment only, and you will be notified well in advance. Please make every effort to keep your appointment. If you are unable to attend at the appointed time, contact your child's teacher to reschedule the appointment. If you have special requirements for a conference time, please contact the teacher well in advance. Additional conferences, phone calls, and progress reports are utilized as needed to meet the specific needs of individual children.

Your concerns and questions are important to us. Please contact the school as they arise. If you would like a conference with either the teacher or principal, please call to schedule an appointment that will be mutually convenient.

## **PARENT-TEACHER ORGANIZATIONS**

The parent-teacher organizations are established at each school and work in conjunction with the school. We encourage volunteers in our schools to actively participate. Please visit [www.southredford.net](http://www.southredford.net) for

more information.

## **PERSONAL ITEMS**

Our school policies and behavior codes have been developed to ensure a safe and effective learning environment. Items that disrupt or threaten the welfare of our students or the learning climate will NOT be tolerated. Items such as laser pointers, game boys, and game cards, weapons, radios, CD players, knives, toy weapons, skate-boards and roller blades are not be brought to school. The District does not support or encourage the use of cell phones during school hours or on the bus. Any cell phone displayed on school property, including the school bus will be confiscated and returned to the parents only. The District is not responsible for lost or stolen property.

## **PETS**

No pets, of any kind, are allowed at school without permission. The principal may give special permission for pets to be brought to school as part of a special display or activity. However, under no circumstances is a potentially dangerous pet to be brought to school. In order to keep our students safe, please do not bring your dog to arrival or dismissal of school.

## **REGISTRATIONS**

- A. **NEW STUDENTS** Parents/guardians of students new to the district will be required to sign a residency affidavit and provide additional proofs of residency. The registration process begins at the South Redford School District administrative office. All requirements must be met before a child will be allowed to enter school. To enter 1st grade, all children must be at least six (6) years old on December 1 of the year in which they are enrolled. Parents/guardians are required to provide birth certificate and immunization records.
- B. **KINDERGARTEN** Children entering kindergarten must be five (5) years of age on or before November 1, for the 2013-2014 school year. Dates for Kindergarten Round-Up will be announced each spring in a school notice, district website, the local newspaper, and on the local cable station.
- C. **MOVING OUT OF DISTRICT** The school office must be notified by parents/guardians of children who are moving out of the district. This will allow time for records to be prepared and sent to the receiving

school upon request.

## **SAFETY DRILLS**

In accordance with state and local requirements, safety drills are held at regular intervals; this may include fire, tornado, lockdown, and any other safety drills. The purpose of these drills is to instruct children in safety procedures to follow in the event of an emergency.

## **SAFETY IN SCHOOLS – STATE LAW**

State law requires the expulsion of any student found carrying a dangerous weapon, (firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches long, pocketknife opened by a mechanical device, explosives, including firecrackers, iron bar or brass knuckles) in a school building or on school grounds, or commits rape or arson in a school building or on school grounds. A ninety 90-day expulsion is mandatory. The student will also be referred to the Family Independence Agency and the criminal justice system.

## **SCHOOL CLOSING PROCEDURES**

In the event of severe or threatening weather, parents are urged to tune to am radio and television stations, district website [www.southredford.net](http://www.southredford.net) and the Cable 10 station for information concerning possible school closings:

- RADIO WJR 760WWJ 950 WXYT 1270
- TELEVISION WJBK (TV2) WDIV (TV4) WXYZ (TV7)

The stations listed above will also be used to broadcast information in the event it becomes necessary to close schools after classes have begun. Parents and students are urged to not call the radio or television stations, the police, or the schools. This will help keep phone lines open for essential information.

Schools will remain in session if at all possible. Changes in the school schedule will be made by the Superintendent's office and only when conditions develop that may be detrimental to the health and safety of students and staff.

## **SCHOOL SUPPLIES**

All books and necessary school supplies are provided by the school district at no charge to the students. Children may supplement these items by bringing their own supplies. **Labeling** such personal items is

advisable. A list of recommended school supplies is available in the district website at [www.southredford.net](http://www.southredford.net).

## **SCHOOL USE BY THE COMMUNITY**

The community has the use of South Redford Schools, in many different ways, after normal school hours. Some of these uses include Boy Scouts, Girl Scouts, Redford Township Junior Athletic Association, Redford Soccer Club, PTO activities, and Board of Education Meetings. Applications for after hours use must be applied for through Central Office (313) 535-4000.

**SEXUAL HARASSMENT POLICY AND COMPLAINT PROCEDURE** Students, teachers, support staff, administrators, and members of the Board of Education are urged to read this statement carefully and to immediately report suspected cases of sexual harassment to either their building principal or the Superintendent of Schools. The following policy is intended to comply with state and federal guidelines.

Policy Statement The South Redford School District reaffirms its policy that all applicants, employees, and students have a right to be free from sexual harassment by any other employee or student of the School District or by third parties. **“Sexual harassment” shall be defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communications of a sexual nature.**

Such actions are prohibited when:

- Submission to such conduct is made as an expressed or implied condition of obtaining employment or public education;
- Submission to or rejection of such conduct or communication is used as a factor in decisions affecting such individual's employment or public education; or
- Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education or creating an intimidating, hostile, or offensive work or educational environment. It shall be a violation of this policy for any Board member, employee, or student to harass any employee or student of the School District through conduct or communications of a sexual nature as defined in this policy.

Sexual harassment may include, but is not limited to, the following types of conduct: Verbal harassment or abuse of a sexual nature;

Requests or pressure for sexual activity or favors; Repeated comments of a sexual or sexually demeaning nature; Unwelcome touching; sexual jokes, cartoons, pictures, or posters.

Any student or employee who alleges sexual harassment by a Board member, employee, or student in the South Redford School District must notify the School District of his or her complaint by following the Complaint Procedure, which can be found in the District Policy Manual and the Student Sexual Harassment guidelines, are available in the school office. Filing a complaint or otherwise reporting sexual harassment will not affect or reflect upon the individual's status, grades, or future employment with the School District. If you have any questions or concerns, please contact the building principal.

### **SMOKE FREE ENVIRONMENT**

State law prohibits the use of any tobacco products on school grounds. This includes the parking lot and play fields. District policy prohibits the use of any tobacco products by any person in attendance at a school event. This includes field trips off the school grounds. Violators will be subject to a fifty-dollar (\$50) fine.

### **STUDENT EMERGENCY FORMS**

Every fall each student is given an emergency form to be filled out by his/ her parent/guardian and returned to the school. **WE MUST HAVE CURRENT INFORMATION** as to whom to contact in case of illness, accident, or other emergency situations. It is imperative that we have your correct address and of working phone numbers such as; home, work, cell, and relatives' emergency telephone numbers. STUDENT EMERGENCY INFORMATION NEEDS TO BE CONTINUALLY UPDATED AS CHANGES OCCUR. Please provide any additional information for the protection and well being of your child, such as, medical information, custodial rights, other special needs, etc.

### **STUDENT INSURANCE**

Each fall, Student Accident Insurance is offered on a voluntary basis to all students in grades K-12. This insurance will cover accidents to students while in school, or for 24 hours. This insurance is relatively inexpensive and parents/guardians are encouraged to investigate this program and participate, if they so choose.

### **STUDENTS LEAVING FROM OR RETURNING TO THE BUILDING**

Advance notice from a parent or guardian is necessary if a child must be excused during the school day. No child may be released directly from a classroom. Please report to the school office to sign out your child. At this time, you will be asked for your name, the child's name, and the time of departure. Children returning must also be signed in by the parent/ guardian at the office.

## **SUSPENSION FROM SCHOOL**

As stated in the South Redford School District Board of Education Policy Manual:

A. Definition: Suspension is defined as the exclusion from classes, from school property, and/or from participation in any activity sponsored by the school, unless altered by the administrator of the school involved. Refusal of an administrator to permit a student to attend extracurricular activities shall not constitute a suspension from school.

B. Types of Suspension:

In School – an “in-school suspension” is exclusion from regular classes for a period not to exceed ten (10) days when, in the judgment of the principal, the suspension should be served in a closely supervised area in the school.

Out-of-School – an “out-of-school suspension” is exclusion outside of the school property for a determined amount of days.

Short-term – a “short-term suspension” is exclusion for a period not to exceed ten (10) school days.

Extended – an “extended suspension” is exclusion for a period in excess of ten (10) days, but not greater than thirty 30- school days.

C. Authorization: The Board of Education delegates to the principals and/or assistant principals and/or Director of Student Services and/or Superintendent of Schools or his designee of South Redford Schools, the authority to suspend any student guilty of persistent disobedience, or violation of the school behavior rules and other procedures set forth in this handbook or policies contained in the Board of Education Policy Manual when, in the administrator's judgment, the interest of the school may demand it.



## **SHORT-TERM SUSPENSION PROCEDURE**

- A. Notice and Hearing – At an informal hearing between the student and the principal and/or assistant principal, the student shall be informed orally or in writing of the charges brought against him/her. If the student denies the charges, he/she shall be given an explanation of the factual basis or evidence supporting the charges. At this hearing, the student shall also be given the opportunity to respond to the charges with any defense or explanation he/she may have. The hearing shall be held prior to suspension of the student unless, in the judgment of the principal or assistant principal, the student's presence poses a continuing danger to persons or property or an on going threat of disrupting the academic process, in which case, the student may immediately be removed from school, with the notice and hearing to follow as soon as possible.
- B. Notice to Parents/Guardians – The student's parents/guardians shall be verbally notified as soon as possible by phone, or personal contact of a student's suspension from school. If the suspension exceeds a period of five (5) school days, the verbal communication shall be followed by written communication stating the reason for, and the conditions of, the suspension, including notice of the right to appeal.
- C. Right to Appeal – In suspensions of five (5) school days or less, the principal's or assistant principal's decision is final. If the suspension exceeds five (5) school days, the student and/or his/her parent/ guardian may appeal the decision. The appeal shall consist of a conference between the superintendent and the student and/or his/ her parent/guardian. This conference need not duplicate any matters or procedures accomplished at a prior hearing. The decision of the superintendent or his designee shall be final.

## **EXTENDED SUSPENSION OR EXPULSION**

Student discipline that results in an extended suspension or expulsion from school will be governed by the procedures contained in the Board of Education Policy Manual.

## **TARDINESS**

School begins promptly at 8:42 a.m. for grades Pre K-5. When children are tardy, it is very disruptive for the classroom and interferes with the other children's learning. Please make every effort to have your child be on time to school each day. If your child arrives after 8:42 a.m.; they must get a tardy slip from the office.

### **TECHNOLOGY POLICY**

The South Redford School District believes that technology must be available and properly used in the school setting for educational growth. All use of technology must be consistent with the various components of Vision 2000. All parents, students and staff will be required to sign an acceptable use policy prior to being allowed access to the district's computers.

### **TELEPHONES**

The office phone is a business phone and is not to be used to call home for lunch money, assignments, band instruments, gym shoes, etc.

### **VISITORS**

We encourage parents to visit the school and to be an active participant in their child's education. For the safety of all the children in our school, all visitors are **REQUIRED** to sign-in at the office and to wear a nametag while on the premises. For safety measures, all school entrances are locked; we ask that you ring the bell to enter the building. If you are dropping something off to your child such as a backpack, lunch, homework, etc. please drop items off at the office and the office staff will make sure your child receives the needed items.

## **APPENDIX A STUDENT RECORDS**

Student education records are maintained at all schools of the South Redford School District to assist school officials in helping students with their academic, physical, personal, social, and vocational decisions and to satisfy legal requirements.

An “education record” is distinguishable from material in the sole possession of the maker in that the latter consists of data collected for the use of the maker only and is not subject to these rules.

Personally identifiable information from the education records of students will be disclosed, without the written consent of the parents of the student or the eligible student, to school officials of South Redford School District who have legitimate educational interests as those described in paragraph one (1) above. For the purpose of this policy, school officials are defined as the Board of Education and those employed by the South Redford School District who have responsibility in the areas of instruction, special services, and administration, research/evaluation, or student records.

The South Redford School District will destroy student records pursuant to Michigan’s Schedule for the Retention and Disposal of Public School Records (Bulletin No. 522, Revised, dated October, 1981) except where such records are deemed by the District to be necessary for present and/ or future educational planning.

Parents of a student under age 18 or eligible students over age 18, who is attending or who has attended South Redford schools, shall have the right to inspect and review all educational records of the student by submitting a written request to the South Redford school official responsible for the record. A response to this request is to be made within 45 calendar days from the day the request is received. The response is to include date, time, and place for the inspection of the records. An official of South Redford schools will be present to assist the parent/eligible student with any interpretation that may be needed. The School District will honor a request by either parent to review his/her child’s education record, except in those cases in which the District has received legal evidence governing such matters as divorce, separation, or custody, which specifically revokes rights under the Family Educational Rights to Privacy Act (FERPA). Copies of a student’s education record will be made available upon request by

parents of a student or by eligible students.

The South Redford School District retains the right to charge a fee for the reasonable cost associated with the reproduction of records made for parents and/or eligible students provided that such fee does not effectively prevent them from exercising their right to copies.

A parent of a student or an eligible student who believes that information contained in the education record of the student is inaccurate, misleading, or violates the privacy or other rights of the student has the right to request the record be amended. This request is to be made to the official responsible for the record within ten (10) school days from the date when the records were examined. Disputes regarding the contents of student education records that cannot be resolved at this level shall be subject to appeal to the Superintendent of the South Redford School District, or designee, who shall notify the parent or eligible student in writing within five (5) business days of the results of the appeal. Parents or eligible students have the right to request a hearing in accordance with designated procedures stated in 45 CFR Section 99.21 and 99.22, which are federal regulations adopted pursuant to 20 U.S.C. Section 1232g. A copy of the hearing procedures will be made available upon request of the parent or eligible student. The parent/eligible student has the right to insert into the records a written explanation respecting the contents of the education record. South Redford School District officials shall not disclose personally identifiable information from the education records of a student to any individual, agency, or institution without the written consent of the parent of the student or the eligible student except as permitted by 45 CFR Section 99.31 or 20 U.S.C. Section 1232g. In accordance with Michigan statute P.A. 1976, No. 442: MCL 15.243, Section 13(e), personally identifiable information from student records is exempt from disclosure as a public record.

In compliance with 45 CFR Section 99.31 and CFR Section 99.34, adopted pursuant to 20 U.S.C. Section 1232g, the South Redford School District may disclose personally identifiable information from the education records of a student without the written consent of the parents of a student or the eligible student to school officials of an educational institution which the student attends, seeks, or intends to enroll when such officials have legitimate educational interests. School officials are to submit a written request, which is to include the educational need for obtaining information from a student's

education record.

A log shall be maintained of all individuals or agencies requesting information from a student's educational record except those received from parents of a student or eligible students. This log shall remain in the student's education record for as long as the education record is kept. The log shall include all requests including those that have been denied access. Only the school official responsible for the education record and the parent of the student or an eligible student or an eligible student may inspect the log.

This policy will be included in the student handbook for each school in the South Redford School District. A copy of this policy will be given upon request, free of charge, to residents of South Redford School District.

The South Redford School District has defined the following "Directory Information": name of student, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, photograph, sex of student, name of school student currently attends, field of study, teachers' names, class assignment, and parents' names. A parent or eligible student has the right to refuse to permit personally identifiable information described above to be designated as directory information with respect to that student provided that such a request is reduced to writing and submitted to the Superintendent or his designee within ten (10) days of the student's enrollment at South Redford schools.

Parents of students or eligible students have the right to file a complaint with the Family Educational Rights and Privacy and Privacy Act Office, Department of Health, Education and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201, concerning alleged failure by the South Redford School District to comply with the requirement of the Family Educational Rights and Privacy and Privacy Act of 1974.

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors ("eligible students") certain rights regarding the School district's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the rights to:

**Consent to federally funded surveys concerning “protected information.”** If the U.S. Department of Education finds a survey in whole or in part, a student’s parents or an eligible student must consent in writing before the student may provide information relating to the following categories:

1. political affiliations;
2. mental or psychological problems of the student or student’s family;
3. sexual behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of student’s family members

**Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

1. privileged or similar relationships recognized by law, such as with attorneys, doctors, or ministers;
2. religious practices, affiliations, or beliefs of the student or parents; or
3. incomes other than as required by law, to determine program eligibility.

A survey that concerns any of these points is called a “protected information survey.”

**Opt out of certain surveys and exams:** Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:

1. activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others.
2. any protected information survey – regardless of funding; and
3. any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and act necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under the law.

**Inspect certain material:** Parents and eligible students have the right to inspect the following, upon request, before the District administers or uses them:

1. protected information surveys of students (including any instructional materials used in connection with the survey)
2. documents or instruments used to collect personal information from students for any of the above marketing sales, or other distribution purposes; and
3. instructional materials used as part of the educational curriculum.

**Receive notification of District policy:** The School District will develop and adopt a policy, in consultation with parents, regarding these rights and make arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing sales, or other distribution purposes. The School District will directly notify parents and eligible students, via U.S. mail or e-mail, of this policy at least annually at the start of each school year and after any substantive changes are made.

**Report violations:** Parents and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office U.S. Department of Education  
400 Maryland Avenue, S.W. Washington, D.C. 20202-4605