



**Annual Notifications**

**2024-2025 School Year**

## ANNUAL NOTIFICATIONS

### Family Educational Rights and Privacy Act (FERPA) – Policy 5309

***Rights Under FERPA*** The federal law known as the [Family Educational Rights and Privacy Act](#) (FERPA) affords parents<sup>1</sup> and students who are 18 years of age or older (“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 30 days after the day the School District receives a request for access.

Parents or eligible students who wish to inspect their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal or designee 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 education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School District to amend their child’s or their education record should submit a written request to the school principal, clearly identifying the part of the record they want changed and specifying why they believe it should be changed. If the School District decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student at the time they are notified of the right to a hearing.

3. The right to provide written consent before the School District discloses personally identifiable information (PII) from 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 educational interests. A designated school official with a legitimate educational interest includes a person employed by the School District as an administrator, teacher, or other person designated by the Board of Education. A school official also includes a liaison officer who, while not employed by the School District, may be granted access to student educational records (including video footage) at the

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<sup>1</sup> The word “parents,” when used in these Annual Notifications includes legal guardians and, where required by law, those acting in the place of parents.

direction and supervision of a school administrator. A school official also may include a contractor or consultant who, while not employed by the School District, performs an institutional service or function (such as design and maintenance of the School District's security camera system) for which the school would otherwise use its own employees and who is under the direct control of the School District with respect to the use and maintenance of personally identifiable information from student education records.

4. The right to refuse to allow the disclosure of "directory information."
  1. "Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:
    - a. student names, addresses, and telephone numbers;
    - b. date and place of birth;
    - c. grade level;
    - d. dates of attendance (e.g., 2013-2017) and graduation;
    - e. participation in officially recognized activities and sports;
    - f. weight and height of athletic team members;
    - g. degrees, honors, and awards received.
    - h. The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

The Board also designates student photographs, videos, or other media containing a student's image or likeness (student images) including photographs and videos depicting a student's participation in school-related activities and classes; as limited directory information for use in official publications, on social media sites, or websites hosted or maintained by, on behalf of, or for the benefit of the District, including the District's internal email system; or for use by District officials who have access, consistent with FERPA, to such information in conjunction with a legitimate educational interest; or for use by external parties contractually affiliated with the District if such affiliation requires sharing limited use directory information.

In the event inconsistency exists between the Board of Education policy defining "directory information" and this annual notification, the policy prevails.

**Each year, the Superintendent, or his/her designee, will provide public notice to students and parents of the School District's intent to make directory information available to students and parents. Common uses for students' directory information, which include, but are not limited to: student publications (yearbook, newsletter,**

school bulletin board, etc.), school programs (theatre playbill, music concert program, etc.), academic honors publications, sports rosters, elementary building student directories, school social media accounts (website, Facebook, Twitter, Instagram, blogs, etc.), parent club requests (fundraising prizes etc.), and outside requests that are academic in nature (ISD summer camp information, scholarship information for high school students, driver's education information, etc.).

Eligible students and parents may refuse to allow the School District to disclose any or all of such directory information upon written notification to the School District within thirty (30) days after receipt of the School District's public notice. Parents may submit written notification to the building principal of their child's school and/or fill out the *Opt-Out Form* in the annual student update. If you need to make changes any time after update is processed please fill out form: [Powerschool/ Opt Out Form Change Request](#)

5. The right to file a complaint with the United States Department of Education concerning alleged failures by the School 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 20202-5280

***United States Armed Forces*** The School District is required to provide United States Armed Forces recruiters with at least the same access to student directory information as is provided to other entities offering educational or employment opportunities to those students as is permitted and/or required by law. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard. An eligible student or the parent may submit a signed, written direction to the School District that the student's directory information not be accessible to United States Armed Forces recruiters. In such case, the information will not be disclosed.

***Other Agencies or Institutions*** As permitted by FERPA, the School District may forward education records, including disciplinary records, without student or parental consent, to other agencies or institutions in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer and upon receipt of a request for a student's school or education records..

***Compliance*** The School District will comply with a legitimate request for access to education records within a reasonable period of time, but not more than thirty (30) days after receiving the request or within a shorter period as may be applicable by law to students with disabilities. The requesting party may be charged a processing fee for the information.

### **Notice of Asbestos in School Buildings – Policy 3407**

Each school building within the School District has been inspected for the presence of asbestos-containing materials as required by the [Asbestos Hazard Emergency Response Act](#) (AHERA). A copy of the Building Inspection and Management Plan for each building is available in the building’s main office. The plans may be inspected by members of the public and by School District employees during normal business hours. A copy of the plan will be made available upon request for a nominal fee.

### **Pesticides – Policy 3406**

The Board of Education has adopted a policy to provide students and staff with an environment that is free of pests, pesticides, and harmful chemicals to the extent required by law. The Integrated Pest Management Program (IPM) includes routine inspections or surveys of all school facilities and various strategies to prevent pests from becoming a problem. Pesticides are used only as a last resort and parents will be notified prior to a pesticide application in a school building or on school grounds.

### **Drug-Free Environment/Protection – Policy 4210**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. In accordance with the federal and state law, the Board establishes a “Drug-Free School Zone” that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia, including alcohol and marijuana, at any time on School District property, within the Drug-Free Zone or at any School District-related event. Further, the Superintendent, or his/her designee, will take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

### **Discrimination and Harassment – Policies 3115, 4101, 4102 & 5202**

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District’s applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education’s Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator  
Assistant Superintendent  
8375 20th Ave. Jenison, MI 49428  
(616) 667-3241  
[asstsuperintendent@jpsonline.org](mailto:asstsuperintendent@jpsonline.org)

Second Title IX Coordinator  
Sandy Hill Elementary Principal  
8375 20th Ave. Jenison, MI 49428  
616-457-8890  
[jmroz@jpsonline.org](mailto:jmroz@jpsonline.org)

Designated Section 504 Coordinator  
Director of Student Services  
8375 20th Ave. Jenison, MI 49428  
(616) 667-3241  
[jroby@jpsonline.org](mailto:jroby@jpsonline.org)

Designated Civil Rights Coordinator/Employment Compliance Officer  
Assistant Superintendent  
8375 20th Ave. Jenison, MI 49428  
(616) 667-3241  
[asstsuperintendent@jpsonline.org](mailto:asstsuperintendent@jpsonline.org)

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at [JPS Board Policies](#).

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

### **McKinney-Vento Homeless Assistance Act – Policy 5307**

The School District, in accordance with the [McKinney-Vento Homeless Assistance Act](#), will ensure that homeless children and youth in transition have access to a free and appropriate public education, including preschool, and be given a full opportunity to participate in state and District-wide assessments and accountability systems. A student may be considered eligible for services if he/she is presently living:

- In temporary shared housing, a shelter, or transitional living program;
- In a hotel/motel, campground, or similar situation due to lack of alternatives;
- At a bus station, park, car, or abandoned building; or
- In a temporary or transitional foster care placement.

The Board of Education has designated the District Registrar as the School District’s Coordinator under the Homeless Assistance Act. For questions or assistance, please contact the Registrar at (616) 457-8839 or visit the Administrative Building at 8375 20<sup>th</sup> Avenue, during regular business hours 7:30 a.m. – 4:30 p.m.).

### **Parental Inspection of Instructional Materials – Policy 5407**

Parents have the right to inspect, upon request, any instructional material used as part of the School District’s educational curriculum. Parents will be provided access to instructional materials within a reasonable period of time after the request is received by the building principal. The term “instructional material” means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

### **Grades – Policy 5418 and Form 5418-F**

The Superintendent or designee will develop and implement student grading guidelines to be used by teachers. The objective of grades is to quantify and report each student’s academic achievement.

The District will publish grade-change procedures, if any, in the student handbook. All procedures must be consistent with Board Policy.

Consistent with Policy 5418, the Superintendent establishes the following procedures to address requested grade changes:

- A. Grade changes will only be considered within 10 school days of the completion of a reporting period.
- B. The grade change request will first be submitted to the student’s teacher of record. If the teacher declines to provide written grade change authorization as requested, the student’s Parent may appeal the teacher’s denial in writing to the building administrator or designee.
- C. The building administrator or designee will review the grade change request in light of applicable Board policies (e.g., attendance, discipline) and applicable grading guidelines.
- D. The building administrator or designee will further review the request in light of extenuating personal or academic circumstances asserted by the student or Parent.
- E. Following the above review, the building administrator will take action upon the request. Actions may include: (a) granting the request; (b) denying the request; or (c) taking such other action as is **appropriate**, in light of applicable policies, guidelines, and extenuating circumstances (e.g., granting the request only upon completion of missing or extra assignments).

- F. The building administrator or designee's review should be completed within 10 business days of its receipt, absent extenuating circumstances.
- G. The building administrator or designee will notify the student's Parent in writing of the appeal's disposition within two days of completion of the appeal's review.

The building administrator or designee's decision about grade appeals is final.

### **School Property – Policy 5102**

The Board acknowledges the need for a reasonable degree of in-school storage of student possessions and will provide storage places, including desks and lockers, for that purpose. Where lockers are provided, students may lock them against incursion by other students, but lockers remain School District property. Students do not have a reasonable expectation of privacy with respect to School District personnel or their designees in lockers or other in-school storage places provided by the School District.

### **Search and Seizure – Policy 5103**

The Board authorizes the use of canines, trained in detecting the presence of drugs or devices. Canines are used to determine the presence of drugs in locker areas and other places where such substances may be concealed. Canine detection is usually conducted in collaboration with law enforcement authorities or other certified organizations and is not used to search individual students without legally sufficient suspicion, a warrant or parental permission has been obtained.

School authorities are authorized to take reasonable steps to safeguard the safety and well-being of the students by, among other things, implementing the School District's Student Code of Conduct. Within the discharge of their responsibilities, School District personnel may search students, student property, and school property in the manner permitted by law.

### **Special Education and Section 504 – Policies 5601 & 5603**

The School District is required, by law, to locate, identify and evaluate all children with disabilities, including children with disabilities attending private schools located within the School District, as well as homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find.

Child find extends both to children who may be eligible for special education under the federal [Individuals with Disabilities Education Act](#) (IDEA) and those who may be eligible under [Section 504 of the Rehabilitation Act of 1973](#) (Section 504).

If you believe your child may qualify under either the IDEA or Section 504, please contact the District's Director of Special Education.



## Personal Curriculum – Policy 5409

The Personal Curriculum (PC) is a Michigan Department of Education (MDE) endorsed process, permitting modification of specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the Michigan Merit Curriculum (MMC) requirements and students who need to individualize learning requirements to meet the MMC requirements. For more information from MDE about personal curriculums, please [click here](#). To the extent required by law, the School District will grant all requests for personal curriculums.

## Student Privacy and Parental Access to Information – Policy 5308

Under the federal [Protection of Pupil Rights Amendment](#) (PPRA) and School District policy, no student will be required as a part of the school program or the School District's curriculum, without prior parental consent, 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;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom students 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).

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”), and certain physical examinations and screenings.

Parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will be given access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202

### **Title I Funds: Parent Involvement – Policy 5405**

Bursley Elementary and Sandy Hill Elementary receive Title I Targeted Assistance funding. In accordance with law, the Board of Education has adopted a parent involvement policy (also known as a parental and family engagement policy). The School District is committed to establishing and maintaining positive relationships with families and the community. To that end, the School District will provide a variety of opportunities for families and other members of the community to become involved in children's education.

Parents may request information regarding the professional qualifications of the student's classroom teachers in writing submitted to Leslie Philipps, Assistant Superintendent. The request may include:

- Whether the teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which s/he provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- The teacher's baccalaureate degree(s), major, any other graduate certification or degree(s) held, and the field of discipline of the certification or degree; and
- Whether the student is provided services by a paraprofessional and, if so, the paraprofessional's qualifications.

### **Programs for English Language Learner Students**

Parents of limited English proficient (LEP) students participating in a language instruction program will be notified, no later than 30 days after the beginning of the school year, of the following:

- Placement and reason why their child was identified as LEP;
- The student's academic achievement level and level of English proficiency (including method of measurement);
- The methods used for language instruction;
- How the language program will meet the student's instructional needs;

- How the program will help the child to learn English and meet the academic standards required for promotion or graduation;
- The exit requirements for the language program; and
- An explanation of parental rights, including the parent’s right to enroll or remove a child from the language instruction program.

**Child Nutrition Program**

The School District participates in the National School Lunch Program, School Breakfast Program, and Special Milk Program. The participation policy for families unable to pay the full price of meals served under the School Lunch Program may be found in the office of each school building, as well as in the School District’s main office.

To apply for reduced-price or full-price meals at any time during the school year, please either complete the online [application](#) or request an application to be submitted to the office in your child’s school. Please be sure to include all required information; the School District cannot approve incomplete applications. Households receiving benefits from SNAP, FDPIR, and TANF may submit an application which contains only each Student’s name, appropriate SNAP or TANF case number, or FDPIR case number or other FDPIR identifier, and the signature of an adult household member.

Students are eligible for reduced-price or full-priced meals during the school year if their households receive SNAP, FDPIR, or TANF, or if the total household income falls at or below the following:

**FEDERAL INCOME ELIGIBILITY CHART**

<b>Household Size</b>	<b>Annual</b>	<b>Monthly</b>	<b>Twice Per Month</b>	<b>Every Two Weeks</b>	<b>Weekly</b>
<b>1</b>	\$27,861	\$2,322	\$1,161	\$1072	\$536
<b>2</b>	\$37,814	\$3,152	\$1,576	\$1455	\$728
<b>3</b>	\$47,767	\$3,981	\$1,991	\$1,838	\$919
<b>4</b>	\$57,720	\$4,810	\$2,405	\$2,220	\$1,110
<b>5</b>	\$67,673	\$5,640	\$2,820	\$2,603	\$1,302
<b>6</b>	\$77,626	\$6,469	\$3,235	\$2,986	\$1,493
<b>7</b>	\$87,579	\$7,299	\$3,650	\$3,369	\$1,685
<b>8</b>	\$97,532	\$7,128	\$4,064	\$3,752	\$1,876
<b>Each additional person:</b>	\$9,953	\$830	\$415	\$383	\$192

Students whose parents become unemployed during the school year are eligible for reduced-price or full-price meals during the period of unemployment, provided the household income during that period is within the income eligibility range. Students in households participating in WIC may be eligible for reduced-price or full-price meals. Please fill out an application for eligibility

determination. Head Start enrollees and foster, homeless, migrant, and runaway children are categorically eligible for free meals. Please contact your student's school for additional information. Any information included on the application may be verified by the School District at any time.

If you disagree with the School District's decision about your application, you may ask for a hearing by contacting Mary Darnton, Director of Food Service at (616) 457-3352.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability.

### **Wellness Policy – Policy 5707**

The School District is committed to creating a school environment that enhances lifelong wellness practices. As required by law, the Board has adopted a Wellness Policy, which is periodically reviewed. The [JPS Board Policies](#) provide information on the District's Wellness program.

### **Physical Examinations and Screenings**

In the absence of an emergency or an IEP or Section 504 plan, the School District does not provide physical examinations and screenings on school premises (outside of vision and hearing). In the event the School District does provide physical examinations and other screenings, parents may opt-out their student from participation by sending the request, in writing, to their student's building principal.