



# Concord Academy Boyne

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September 2, 2008

## Notice to CAB Families

State and Federal Laws require our school to annually provide the following notices to our constituents:

1. Family Rights under FERPA, including Notice of Directory Information.
2. Family Rights under PPRA.
3. Notice of Asbestos Management Plan.
4. Notice of Integrated Pest Management Plan.
5. Notice of Nondiscrimination.
6. Locker Search policy.
7. Water Quality Report.
8. Postsecondary Enrollment Options.

This document contains all these notices. Please read it carefully and contact the school with any questions you may have. Thank you.

### **I. Notification of Rights under FERPA**

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 are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School 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 educational interests. A school 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 School 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 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. Upon request, the School discloses



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education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. 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 are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

The Family Educational Rights and Privacy Act also requires that Concord Academy Boyne, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School may disclose appropriately designated "directory information" without written consent, unless you have advised us to the contrary. The primary purpose of directory information is to allow the School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want us to disclose directory information from your child's education records without your prior written consent, please notify us in writing. We have designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended



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## **II. Notification of Rights under PPRA**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the school's conduct of "protected information" surveys, collection and use of information for marketing purposes, and certain physical exams/screenings. These rights require us to obtain your consent or allow you to opt your child out of participating in these activities. No activities requiring parent/guardian notice and consent are planned for the upcoming school year.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

*Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office of the US Department of Education, above.*

## **III. Notification of Asbestos Management Plan**

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). This required schools to be inspected to identify any asbestos containing building materials (ACBM). Even though our school has always been certified to contain no ACBMs and we will never use any, we must maintain an Asbestos Management Plan. This Plan is available for public inspection in the school business office.

## **IV. Notice of Integrated Pest Management Plan**

Parents or guardians of children attending our school will receive advance notice of the application of a pesticide, other than a bait or gel formulation, at the school. Advance notice of the application of a pesticide will be given at least 48 hours before the application. The notice shall be posted at the entrances to the school and either sent home in writing with students or posted on the school website.

In addition to notice above, parents or guardians are entitled to receive the notice by first-class United States mail postmarked at least 3 days before the application, if they so request in writing to the school office.

Parents and guardians may review the school's integrated pest management plan, in the school office, and records on any pesticide applications. Please direct any questions regarding these matters to the school Administrator at 582-0194.

## **V. Notice of Nondiscrimination**

The Board of Directors will comply with all applicable laws prohibiting discrimination against an employee or a student on the basis of any legally protected characteristic. Further it is the policy of this School to provide an equal opportunity for all students, regardless of gender, religion, race, color, national origin or ancestry, age, disability, marital status, place of residence within the boundaries of the School, or social or economic status, and/or any other legally protected characteristic, to learn through the curriculum offered in this School.

Inquiries related to discrimination should be directed to the school Administrator at 582-0194.



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## **VI. Notice of Locker Search Policy**

### *Lockers are School Property*

All lockers assigned to pupils are the property of the school. At no time does the school relinquish its exclusive control of its lockers. The Administrator shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the Administrator.

### *Legitimate Use of School Lockers*

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items, such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use their lockers for any other purpose, unless specifically authorized by Board policy or the Administrator. Pupils are solely responsible for the contents of their lockers.

### *Search of Locker Contents*

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the Board authorizes the Administrator or his designee to search lockers and locker contents at any time, without, notice, and without parental or pupil consent.

### *Seizure*

When conducting searches, the Administrator or his designee may seize any illegal or unauthorized items, and any items reasonably determined to be a potential threat to the safety or security of others. Law enforcement officials shall be notified immediately upon seizure of dangerous items. Any items seized shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The pupil and his parents shall be notified of such items removed from the locker.

## **VII. Notice of Water Quality Report**

Pursuant to Michigan's Safe Drinking Water Act, we regularly test our water supply for quality. To date, all tests of our water have produced results superior to the requirements as prescribed in the Act. A copy of the related Consumer Confidence Report is available for public inspection in the business office.

## **VIII. Notice of Postsecondary Enrollment Options (Dual Enrollment)**

Effective April 1, 1996, Public Act 160 created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. CAB recognizes the value to students and to the Academy for students to participate in courses offered by accredited and degree-granting colleges and universities in Michigan. We will allow eligible high school students to enroll in eligible postsecondary courses while in attendance in the Academy. Students will be eligible to receive appropriate credit for completing any of these courses, providing they meet all requirements for the type of credit they wish to earn. The Academy Administrator



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shall ensure that such courses are in accord with State law and are acceptable to both the students and their parents. Upon receipt of a bill from the postsecondary institution itemizing the charges for a student's participation in a particular course, the Academy shall either pay the bill or the prorated percentage of the State portion of the foundation allowance for that student, whichever is lower. Any student wishing to participate in these options may contact the school.