

auditor, medical consultant or therapist; a contractor, consultant, volunteer or other party to whom the district has outsourced institutional services or functions that it would otherwise use employees to perform; a person serving on the school or grievance committee, or assisting another school official in performing his/her tasks. A school official has a **legitimate educational interest** if he/she needs to review an education record to fulfill his/her professional responsibilities.

Upon request, the district discloses education records without consent to officials of other schools in which students seek or intend to enroll. Disclosure without consent may be made in case of emergency as determined by the district or to report crimes occurring at school or involving the school or its personnel.

4. Right to Complain: A parent or eligible student has the right to file a timely complaint with the U.S. Department of Education concerning alleged failures by the district to comply with FERPA requirements. Complaints should be directed to:

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

B. Directory Information

Under FERPA, the district is authorized to designate certain personally identifiable information contained in education records as "directory information" and to disclose such information without prior consent unless a student objects to such disclosure.

The district designates the following personally identifiable information contained in a student's education record as directory information:

FERPA AUTHORIZATION TO RELEASE INFORMATION

Please check your preference(s).

We, the parent(s)/guardian(s) of student or - - I, the student (if 18 years of age or older), hereby GRANT Bay-Arenac Intermediate School District permission TO RELEASE ALL DIRECTORY INFORMATION TO ANY PARTY.

We, the parent(s)/guradian(s) or - - I, the student (if 18 years of age or older), hereby GRANT Bay-Arenac Intermediate School District permission TO RELEASE ALL DIRECTORY INFORMATION TO ANY PARTY **EXCEPT** MILITARY RECRUITING REPRESENTATIVES.

We, the parent(s)/guradian(s) or - - I, the student (if 18 years of age or older), hereby GRANT Bay-Arenac Intermediate School District permission TO RELEASE ALL DIRECTORY INFORMATION **EXCEPT** FOR USE ON SCHOOL OR DISTRICT INTERNET WEB PAGES.

We, the parent(s)/guradian(s) or - - I, the student (if 18 years of age or older), hereby ask that Bay-Arenac Intermediate School District NOT RELEASE ANY DIRECTORY INFORMATION.

We, the parent(s)/guradian(s) or - - I, the student (if 18 years of age or older), hereby GRANT Bay-Arenac Intermediate School District permission TO RELEASE ALL DIRECTORY INFORMATION **EXCEPT** (Check exceptions only):

- Student's Name
- Address
- Telephone Number
- E-mail Address
- Photograph
- Date and Place of Birth
- Major Field of Study
- Dates of Attendance
- Grade Level
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Degrees, Honors, and Awards Received
- Most Recent Educational Institution Attended

Unless a parent or eligible student advises the district in writing within ___ days of receipt of this notice that he/she does not want some or all of this designated directory information released, school officials may release this information without prior consent.

Written objections to the release of directory information should be submitted to:
Office of the Superintendent, 4228 Two Mile Road, Bay City, MI 48706

C. Military Recruiting Representatives

High school students and their parents/guardians may prevent disclosure of a student's name, address, and telephone number to military recruiting representatives (who can only use that information to provide information to the students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to:
Office of the Superintendent, 4228 Two Mile Road, Bay City, MI 48706

D. FERPA Policy

Copies of the district's FERPA policy may be obtained from:
Office of the Superintendent, 4228 Two Mile Road, Bay City, MI 48706

Students are not allowed to have any prescription or over-the-counter medication in their possession. Please use this form if your child needs medication during the school day.

Permission Form for Prescribed Medications BAISD

School _____ Address _____
Phone _____

Date form received by the school: _____
Student's Name _____ Birthdate & Age _____

Teacher/Classroom/Grade _____

To be completed by the physician or authorized prescriber

Name of medication: _____

Time medication is to be given: (please be specific) _____

Reason for medication: (optional) _____

Form of medication/treatment:
Tablet/capsule _____ Inhaler _____ Injection _____
Nebulizer _____ Liquid _____ Other _____
Instructions (Schedule and dose to be given at school): _____

Start _____ Date form received _____ Other dates: _____

Stop _____ End of school year _____ Other date/duration: _____

_____ For episodic/emergency events only

Restrictions and/or important side effects:

None anticipated: _____

Yes. Please describe: _____

Special storage requirements: None _____ Refrigerate _____ Other _____

This student is both capable and responsible for self-administering this medication: No _____ Yes, Supervised _____ Yes, Unsupervised _____

This student may carry this medication: Yes _____ No _____

Please indicate if you have provided additional information:

_____ On the back side of this form _____ As an attachment

Date: _____ Signature: _____

To Be Completed by Parent/Guardian

Physician's Name _____

Address _____ Phone _____

I request that (name of child) _____ receive the above medication at school according to standard school policy.

I request that (name of child) _____ be allowed to self-administer the above medication at school according to the school policy.

Date _____ Signature _____ Relationship _____

School _____ This information expires on June 30, _____

Bay Arenac ISD Educational Service Center
4228 Two Mile Road
Bay City, MI 48706

NOTIFICATION REQUIREMENTS

Your Right To Know

Dear Parent/Eligible Student:

The Mission of Bay-Arenac ISD is "Educational Excellence." These two words speak of the commitment our staff makes to each child's education. Our programs are built on strong curriculum, dedicated staff, and a learning environment conducive to academic success regardless of ability.

This document will inform you of Board of Education and statutory policies. Procedures related to students and your rights through provisions of these policies and procedures are explained. It is important that you read the information carefully.

A copy of the school district's policies are available for review in the office of the Director of Human Resources, 4228 Two Mile Rd., Bay City MI 48706.

Sincerely,

Michael R. Dewey, Superintendent



AHERA

This notice is to inform you that the Bay-Arenac ISD (BAISD) has conducted an extensive inspection as required by the Asbestos Hazard Emergency Response Act (AHERA). A management plan has been completed and submitted to the state of Michigan for approval and is currently available for your review in the office of the Superintendent, 4228 Two Mile Road, Bay City, MI 48706.

The management plan contains information regarding the locations of asbestos-containing materials (ACM) in our buildings, the condition of the ACM and a plan for dealing with the ACM.

At least once each year the district will inform residents about asbestos activities including reinspection, periodic surveillance response actions, and post response actions that are planned or are in progress.

The following asbestos activities are currently planned for the district:

Reinspection: A reinspection of all district buildings is required by law every three (3) years after implementation of the management plan. Our most recent inspection was October 2007.

Periodic Surveillance: Once every six (6) months, ACM must be visually inspected for changes in condition. This will be performed by school personnel.

Response Actions: These are activities designed to reduce or eliminate the potential for asbestos hazards.

ACM will be repaired if damaged and will be maintained by district maintenance personnel in accordance with district AHERA program requirements. Questions should be referred to the Superintendent, 4228 Two Mile Road, Bay City, MI 48706.

Title VI, Title VII, Title IX Complaint Procedures

If any person believes that Bay-Arenac ISD has inadequately applied the principles and/or regulations of Title VI, Title VII or Title IX on the basis of race, color, religion, national origin or ancestry, age, sex, or marital status, he/she may bring forward a complaint to the Director of Human Resources, 4228 Two Mile Road, Bay City, MI 48706.

The person who believes he/she has a valid basis for complaint shall discuss the concern with the local Title VI, Title VII, Title IX Coordinator who shall investigate the complaint and reply to the complaint in writing within two days. If this reply is not acceptable to the complainant, he/she may initiate official procedures according to the steps listed.

Procedure

Step 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the local Title VI, Title VII, Title IX Coordinator within five business days of receipt of the written reply to the official complaint. The coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within five business days by certified mail.

Step 2: If the complainant wishes to appeal the decision of the local Title VI, Title VII, Title IX Coordinator, he/she may submit a signed statement of appeal to the Director of Human Resources, 4228 Two Mile Road, Bay City, MI 48706, within five business days after receipt of the local Coordinator’s response to the grievance. The Director of Human Resources shall meet with all parties involved, officiate a conclusion, and respond in writing to the grievance within ten business days by certified mail.

Step 3: If the complainant remains dissatisfied, he/she may appeal through a signed, written statement to the Board of Education within five business days of her/his receipt of the Director of Human Resources response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within fifteen days of the receipt of such an appeal. A copy of the Board’s disposition of the appeal shall be sent by the Board Secretary to each concerned party within ten business days of this meeting by certified mail.

Step 4: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, U.S. Department of Education Washington, D.C. 20201.

Assure compliance of Section 504

To assure compliance with Section 504 of the Rehabilitation Act of 1973, it will be Bay-Arenac ISD policy that:

1. The District will not implement an emergency removal of a qualified handicapped employee from work status, or otherwise limit or restrict such employee’s performance of his or her job duties, on the basis of the employee’s actual or perceived handicapping condition or health status resulting therefrom, unless the district has reasonable grounds to believe there is an immediate threat to the health or safety of the employee, students, staff, parents, or others on District premises.

2. The District will not require a qualified handicapped employee to provide a doctor’s statement regarding the employee’s ability to perform his or her job duties, except under one of the following circumstances:

A. The statement is required of all employees returned to work after a period of illness or incapacitation.

B. The District has reasonable grounds for believing that the health status of the

employee poses an unreasonable risk to health or safety of the employee, students, staff, parents, or other persons on District premises.

C. The employee is not performing his or her duties in a satisfactory manner and the District has reasonable grounds for believing that such unsatisfactory performance is the result of the employee’s health condition.

Drug-free Zones

Public Act 174 of 1994, effective September 1, 1994, amends the Michigan Public Health Code by extending the 500 foot “drug-free zone” surrounding school property to 1,000 feet. Under the amended provision, an individual 18 years and over who delivers cocaine, narcotics, or certain other illicit substances to a minor student within the proscribed 1,000-foot drug-free zone around the school property shall be punished by at least two years in prison and up to three times the term of imprisonment and fine (or both) that would otherwise apply.

“School property” is defined as a “building, playing field, or property used for school purposes to impart instruction to children in grades Kindergarten through 12, when provided by a public, private, denominational, or parochial school, except those buildings used primarily for adult education or college extension courses.

Notice of Nondiscrimination

Bay-Arenac ISD Board of Education complies with all Federal Laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the BAISD Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

Questions regarding the assurance should be directed to the Director of Human Resources, 4228 Two Mile Road, Bay City, MI 48706.

Pesticide Control

Public Act 131 of 1993, amends the Pesticide Control Act to require school administrators to notify parents/guardians of children attending that school of their right to be informed prior to application of pesticides at that school.

Therefore, parents/legal guardians will be notified at least 48 hours PRIOR TO APPLICATION OF PESTICIDE. BAISD contracts Rose for application of pesticides inside our buildings and Orkin for application of pesticides on school grounds.

Notification to Parents Regarding HIV/AIDS Education

BAISD Board of Education has established a program of instruction in health education which includes HIV/AIDS and other serious communicable disease prevention education.

According to the State School Aid Act, you have the right to review the materials and curriculum content to be used for HIV/AIDS education. The local board of education, in compliance with the statute, has made the materials and curriculum guides available for your review. Contact the Director of Human Resources, 4228 Two Mile Road, Bay City, MI 48706 to review materials.

This statue allows you to excuse your child from participation in the classes which include AIDS/HIV and other serious communicable disease instruction, if you choose. If you wish to exercise your right to excuse your child from instruction without penalty, please send written notice to the principal of your child’s school as soon as possible.

Sexual Harassment and Intimidation

The BAISD Board of Education shall maintain an environment in the district for all employees and students that is free from discriminatory and/or insult, intimidation, or harassment. Any incident of discriminatory and/or sexual insult, intimidation, or harassment, in any form, shall promptly be reported by the employee or student to the Superintendent or the employee’s immediate supervisor, or the building principal or guidance counselor in the case of students.

Any employee or student who engages in discriminatory and/or sexual insults, intimidation, or harassment shall be disciplined and counseled to refrain from such conduct.

The Board annually shall appoint a sexual harassment grievance officer, not the Superintendent, who shall be vested with the authority and responsibility for processing all sexual harassment complaints in accordance with the procedures to follow:

Questions regarding the Sexual Harassment Policy should be referred to the Director of Human Resources, 4228 Two Mile Road, Bay City, MI 48706.

Civil Rights Compliance

Bay-Arenac ISD will receive and use federal funds and U.S. Department of Agriculture donated foods. No person because of race, color, national origin, sex, age, or handicap shall be excluded from participation in, be denied the benefits of, or be other-

wise subject to discrimination in our U.S. Department of Agriculture donated food and child nutrition programs. Any person who believes he/she has been discriminated against should write immediately to the Secretary of Agriculture, Washington, D.C., 20250, or contact the Director of Human Resources, 4228 Two Mile Road, Bay City, MI 48706.

Weapons-free School Zone Legislation

In an attempt to address public concern about increasing violence in the schools, the Michigan Legislature has amended the Michigan Penal Code through Public Act 158 of 1994 to create a new category of crimes and penalties which take place in “weapon-free school zones.” This legislation was effective August 15, 1994.

A “weapon-free school zone” is defined as “school property and vehicles used by a school to transport students to or from school property.” A “school” is defined as a public, private, denomination, or parochial school offering developmental Kindergarten, Kindergarten, or any grade 1 through 12.” The Act further defines “school property” as “a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.”

Under the Act, any individual is guilty of a felony if he or she assaults another person in a “weapon-free school zone” with a gun, revolver, pistol, knife, iron bar, club, brass knuckles, or other dangerous weapon without intending to commit murder or to inflict great bodily harm less than murder. This felony is punishable by one or more of the following penalties: (1) imprisonment of not more than four years: (2) community service for not more than 150 hours; or (3) a fine of not more than \$6000.

Any individual who possesses a weapon in a weapon-free school zone is guilty of a misdemeanor punishable by one or more of the following penalties; (1) imprisonment of not more than 93 days; (2) community service for not more than 100 hours; or (3) a fine of not more than \$200. Exclusions from this provision apply to three categories of individuals: (1) persons with express permission of the school’s principal or an agent of the school designated by the school’s principal or the school board; (2) persons who are licensed by Michigan or another state to carry a concealed weapon; and (3) persons 18 years or older who are not students of the school, but are on school property while transporting a student to or from school, and who are in possession of an unloaded firearm used for hunting or exhibition purposes only, subject to verification of being en route to or from a hunting or target shooting area, function, or exhibition or upon verification of a valid hunting license.

The custodial parent of a minor with a weapons violation under the Act is guilty of a misdemeanor if the parent either knows that the minor would violate one or more of these provisions or acts to further the minor’s violation. A parent convicted under this section may be punished by one or more of the following penalties: (1) fine of not more than \$2,000; (2) community service for not more than 100 hours; or (3) probation. It is a complete defense to prosecution under this provision if a parent promptly notifies the local law enforcement agent or the school administrator that the minor is violating or will violate this provision of the Act.

Although this legislation creates new crimes and penalties under the Michigan Penal Code, Section 1313 of the School Code still requires school officials who find a student in possession of a dangerous weapon to report that finding to the student’s parent(s) or guardian(s) and the local law enforcement agency. The School Code defines a “dangerous weapon” as a “firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by mechanical blade, iron bar or brass knuckles.”

Concealed Weapons Law

Public Act 381 of 2000 amends the Michigan Firearms Act’s standard for carrying concealed pistols.

The law generally prohibits “(a)n individual licensed under this act to carry a concealed pistol, or who is exempt from licensure under Section 12a (f)” from carrying a concealed pistol while at school or on school property but contains the follow exception:

(A) parent or legal guardian of a student of the school is not precluded from carrying a concealed pistol in a vehicle on school property, if he or she is dropping a student off at the school or picking up the child from school.

The law refers to the definition of “school property” (as defined in Section 237a of the Michigan Penal Code) which includes a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.

Parents should keep the following points in mind: 1. The law generally prohibits members of the public including those authorized to carry a concealed weapon from carrying a concealed weapon on school property. The only exception to this general rule is for a parent or legal guardian “while in a vehicle on school property” to drop off or pick up the student from school. 2. Only police, military, and other categories of exempt persons may carry a concealed weapon at school. 3. This law does not abrogate the Michigan Weapon Free Zone law, and with the sole exception discussed above, creates no right to carry a concealed weapon on school premises.

Bay-Arenac ISD emphasizes the district’s policy that firearms, pistols, and other dangerous weapons are prohibited on school property and strongly discourage all parents and guardians from bringing concealed weapons even while they are in a vehicle for the pick up and drop off of students. Bay-Arenac ISD will in the interest of safety, notify law enforcement authorities if any concealed weapons are brought onto school premises in a manner not strictly allowed by law. Parents should notify school officials at 989-686-4410 of unauthorized incidents.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT STUDENT RECORDS POLICY AND PROCEDURES

Purpose

The Board of Education of the BAISD recognizes the importance of maintaining records for all students in attendance. While a student’s educational interests require the collection, retention, and use of information about the student, the student’s right to privacy requires careful custodianship and limitations on access to education records. The maintenance and disclosure of student records by this institution are governed by state and federal law, particularly the Family Educational Rights and Privacy Act (“FERPA”), 20 USC 1232g, and its implementing regulations, 34 CFR 99.1 et seq.

BAY-ARENAC INTERMEDIATE SCHOOL DISTRICT FERPA ANNUAL NOTIFICATION OF RIGHTS AND DESIGNATION OF DIRECTORY INFORMATION

A. Notice of Rights

The Family Educational Rights and Privacy Act (“FERPA”) affords parents, students over 18 years of age (“eligible students”), and parents of dependent students certain rights with respect to education records. Those rights include the following:

1. Right to Inspect: A parent or eligible student has the right to inspect and review the student’s education records maintained by the district within 45 days of the district’s receipt of a written request for access.

A parent or eligible student should submit to the Superintendent a written request that clearly identifies the record(s) he/she wishes to inspect. The Superintendent will make arrangements for access and notify the parent or eligible student, in writing, of the time and place where the student’s records may be inspected.

2. Right to Request Amendment: A parent or eligible student has the right to request the amendment of the student’s education record(s) that are believed to be inaccurate or misleading.

A parent or eligible student may submit a written request for amendment to the Superintendent. This request should clearly identify the part of the record that the parent or eligible student wants changed and specify why it is inaccurate or misleading.

If the record is not amended as requested, the district shall notify the parent or eligible student of the decision in writing and shall advise him/her of his/her right to a hearing on the request for the amendment. Additional information on the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. Right to Consent to Disclosure: A parent or eligible student has the right to consent to disclosures of personally identifiable information contained in the student’s education record, 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 district in an administrative, supervisory, academic or research, or support staff position, including law enforcement unit personnel and health staff; a person or company with whom the district has contracted to perform a special task, such as an attorney,