

**Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information**

[Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.]

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Marcellus Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Marcellus Community Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the Marcellus Community Schools to the contrary in accordance with Marcellus Community School's procedures. The primary purpose of directory information is to allow the Marcellus Community Schools to include information from your child's education records in certain school publications. Examples include:
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- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognitions 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, as amended (ESEA) to provide military recruiters, upon request, with the following information - 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. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C § 7908) and 10 U.S.C. § 503(c).]**

If you do not want Marcellus Schools to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Marcellus Community Schools in writing by September 15. Marcellus Community Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- 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 award received
- The most recent educational agency or institution attended
- Playbills
- Scholarship awards
- Graduation and school event publications
- Yearbook
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a **PIN**, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a **PIN**, password, or other factor known or possessed only by the authorized user.

ANNUAL NOTICES

EQUAL EDUCATION OPPORTUNITY – Marcellus Community Schools will not discriminate in its education activities on the basis of race, color, national origin, creed, socio-economic status, religion, sex, disability, sexual orientation, gender identity, or marital status. The Board requires all person, agencies, vendors, contractors and other person and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. The Board of Education is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, religion, sex, marital status, sexual orientation, gender identity or disability. Further, the Board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

NOTICE OF NONDISCRIMINATION – Students, parents, employees and others doing business with or performing services for Marcellus Community Schools are hereby notified that the school district does not discriminate on the basis of race, color, age, religion, national origin, creed, admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district’s compliance with the regulations implementing Title VI, Title IX, Title VII, the Americans with Disabilities Act (ADA), & 504 or Michigan School Code is directed to contact Compliance Officer Mindy Bohan, 301 W. Arbor Street, Marcellus, MI 49067, Phone 269-646-9209 or Compliance Officer Donald Price, 303 W. Arbor Street, Marcellus, MI 49067, Phone 269-646-5081. Grievance procedures and policies are available upon request and are available on the District website.

NONDISCRIMINATION IN CTE PROGRAM – Marcellus Community Schools offers Career and Technical Education Programs. Those CTE programs include Business and Accounting classes. Like all classes at Marcellus Community Schools, these CTE classes follow the District’s policies of nondiscrimination as described above.

DISABILITY/504 ACCOMMODATIONS – The school district is committed to the participation of parents and students with disabilities in its programs, services and activities. If you need some form of reasonable accommodations to make your participation possible, please contact the administrator responsible for the program, event or activity. To help ensure we are able to provide the particular accommodation you require, please contact us several days in advance. If you do not know who is in charge of the particular program, event, or activity in which you would like to participate, please contact Superintendent, Nanette Pauley at 269-646-7655.

HOMELESS CHILDREN – The Board is committed to identifying homeless children and youth. The Board of Education and Superintendent will maintain the rights of homeless students and the responsibilities of the schools to meet their needs and eliminate barriers to school attendance. Such children shall be provided with educational services to meet their needs as determined and directed by the Superintendent. Marcellus Community Schools District’s local

area homeless liaison is Tammy Curtis and she can be contacted at the elementary school (269-646-9209) or at Volinia Outcomes School (269-782-9716).

PERMISSION TO USE STUDENT PHOTOS, AUDIO/VIDEO RECORDINGS OR PRESS RELEASE – As a parent/guardian, you may want to prevent your school from using photographs, audio recordings or press releases in which your child(ren) appear, for publication purposes such as educational publications, newspapers, and/or television programming. If you do NOT want your child's photo to be used, you must notify the building principal in writing.

INTEGRATED PEST MANAGEMENT PROGRAM – As part of an effective, environmentally sensitive Pest Management Program, school district buildings and grounds may be treated periodically with chemicals to aid in the control of pests or weed growth, in accordance with the Michigan Pesticide Control Act. Parents have the right to be informed prior to any pesticide application made during the days school is in session. If you desire prior notification, the following information should be provided to the district.

- Student name
- Parent/guardian name
- School student attends
- Parent/guardian/student address
- Day and evening phone numbers

Please indicate whether you wish to be notified of a scheduled pesticide treatment inside of the school building, a scheduled pesticide treatment on the outside grounds of the school or both. Your information should be sent to Marcellus Community Schools, Attn: Maintenance & Operations Department, P.O. Box 48, Marcellus, MI 49067. For more information on this subject, please contact the maintenance office at 269-646-5981. Pesticides may be applied in an emergency situation without prior notification.

ASBESTOS INFORMATION – In compliance with the Asbestos Hazard Emergency Response Act (AHERA), we have performed inspections in each of our school buildings for asbestos containing materials. The inspection findings and asbestos management plans are on file at the Maintenance Office. We are required to perform re-inspections every three years. The three year inspections were performed by an accredited asbestos inspector.

FREE/REDUCED PRICED LUNCHES – Marcellus Community Schools participates in the Federal School Lunch Program. Certain persons are eligible for free or reduced priced lunches/breakfasts. The schools notify all families of the availability, eligibility requirements and applications procedures for free and reduced meals by distributing an application to the family of each student enrolled in the school district. Additional applications may be found on the district website or in any of the building offices.

BLOODBORNE PATHOGENS – Guidelines have been established so that the District can comply with Federal regulations for protecting individuals against exposure to bloodborne pathogens and other infectious materials which can cause Hepatitis B and /or HIV viruses. A plan has been

designed to identify likely situations where staff members could be exposed, to describe how such situations can be minimized, and the ways in which exposure will be managed. Part of the federally mandated procedures include a requirement that the District request permission from the parents of the student who was bleeding to consent to be tested for HBV and HIV. This information would then be provided to both the exposed employee and the treating physician to determine proper medical treatment.

HIGHLY QUALIFIED – Marcellus Community Schools teachers and instructional paraprofessionals meet the Guidelines for “Highly Qualified” under the Elementary and Secondary Education Act. Additionally, all teachers hold valid Michigan Teaching Certificates. Michigan residents can verify a teacher’s credential online at [MOECS Login](#) by clicking on the link “Educator Certification Verification.”

NOTICE OF RIGHT TO REQUEST PERSONAL CURRICULUM – To be eligible for a high school diploma, Michigan students are required to complete the requirements of the Michigan Merit Curriculum (MMC). Schools are allowed, however, to modify the MMC based on the individual learning needs of each student. These modifications are typically known as a “personal curriculum” (PC). Schools must follow certain guidelines when developing a PC. When those guidelines are met, students with a PC are eligible for a high school diploma. If you are interested in a personal curriculum for your high school student, please contact Guidance Counselor Kim Luthringer at 269-646-5081.