

NOTICES

Notification of ADA Compliance

The Morley Stanwood Community Schools does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. The Morley Stanwood Community School District does not discriminate on the basis of disability in its hiring or employment practices.

This Notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to ADA Compliance Coordinator, Superintendent, 4700 Northland Dr., Morley MI 49336 or call (231) 856-4392.

Individuals who need auxiliary aids for effective communication in programs and services at the Morley Stanwood Community School District are invited to make their needs and preferences known to the ADA Coordinator.

AHERA NOTIFICATION

This notice is to inform you the Morley Stanwood Community School District has contracted for an asbestos inspection and management plan as required by the Asbestos Hazard Emergency Response Act (AHERA). The management plan has been completed and approved by the Asbestos Program of the Michigan Department of Public Health. The plan is available for your review in the MSCS Administration Office.

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

The following asbestos activities are currently planned for the District: **Re-inspection** of all district buildings is required by law every three years. Our 3 year re-inspection was July 23, 2007. Our next will be in 2010 **Periodic surveillance** is required every six months (visual). This is performed by trained school personnel. Next surveillance will be December 2009.

Response Actions designed to reduce or eliminate the potential for asbestos hazards include: Morley Stanwood Community School District has addressed all known hazards.

Response Actions include appropriate sealing and proper maintenance of all ACM in all buildings. Therefore ACM does not present health hazard in the Morley Stanwood Community School District. Questions/concerns regarding this process should be directed to: **Superintendent's Office, Morley Stanwood Community Schools, 4700 Northland Dr., Morley MI 49336 (231) 856-4392.**

Notification of Rights Under FERPA for Elementary and Secondary Institutions

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. They are:

1. The right to inspect and review the student's educational records within 21 days of the day the MSCS receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the MSCS to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District 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 MSCS as an administrator, supervisor, instructor, 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 District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent of student serving on an official committee, or assisting another school official in performing his/her tasks.
A school official has a legitimate educational interest of the official needs to review and educational record in order to fulfill his/her professional responsibility.

4. Upon request, the MSCS discloses educational records without consent to officials of another district in which a student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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, Room 1087FB-6, Washington DC 20206-4605

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Designation of "Directory" Information Under Family Educational Rights and Privacy Act

Generally, school officials must have written permission from the parent/guardian for from an eligible student (that is, a student who is 18 or older or who is otherwise legally emancipated) before releasing any information from a student's record. However, the Family Educational Rights and Privacy Act (FERPA) allows school districts to disclose, without consent, "directory" type information. The Board of Education of MSCS has designated the following personally Identifiable information contained in a student's education record as "directory" information:

1. Student name, address, telephone number;
2. Parent/Guardian Name, Address, and Phone Listing;
3. Participation in officially recognized activities;
4. Dates of attendance, honors, degrees and awards received, grade placement; Weight and height of athletic team members may also be released for athletic purposes;
5. Information generally found in yearbooks.

Unless you advise the MSCS District you do not want any or all of this information released, school officials may release personally identifiable information, which has been designated above as "directory information". Upon receiving written notice from parents/guardians or eligible students objecting to disclosures, this information will not be released without the prior consent of the parent/guardian or eligible student.

Please advise the District in writing of any or all of the above categories of "directory information" about the student which you refuse to permit the District to disclose. Your notification of objection should be addressed to the principal of your child's building within 10 days of this notification.

Parent/Guardian Involvement Policy - Title I Programs -

In accordance with the requirement of Section 1118, Parent/Guardian Involvement Policy of the Improving America's Schools Act of 1994, the Morley Stanwood Community Schools Board of Education encourages parent/guardian participation in Title I programs which includes:

- The involvement of parents/guardians in the planning, implementation and evaluation of Title I programs/services through participation on building School Improvement Teams;
- Invitations to parents/guardians to attend annual meetings designed to provide Title I information and program services, and to solicit parent/guardians' suggestions on program development, planning, evaluation and operation;
- Assistance to parents/guardians in understanding the Title I Law;
- The development of a school/parent/guardian compact which outlines shared responsibilities for student achievement and describes the schools' responsibility for instruction and parent/guardians' responsibility for support;
- Parent/guardian notification of Title I student selection and criteria for selection;
- Information regarding child's achievement and progress;
- A provision for input by Title I staff at regularly scheduled parent/guardian-teacher conferences and any additional communication as requested by the Title I staff or parent/guardian;
- Opportunities to enhance parent/guardians' capacity to work with children in the home on school learning;
- The annual review (evaluation) of the Morley Stanwood Community Schools' Parent/Guardian Involvement Policy;
- Ongoing communication between school and parent/guardian;
- Other appropriate activities (i.e. Family Math Nights, parenting/guardian sessions, science, theatre, etc.)

Sexual Harassment

Any form of sexual harassment by school employees directed toward other employees, job applicants, or students is expressly prohibited by federal law. Sexual Harassment consists of any unwelcome sexual advance, requests, or sexual innuendoes. Any employee found to have engaged in sexual harassment will be subject to immediate disciplinary action, up to and including discharge from employment in appropriate cases. Specific information about behaviors constituting sexual harassment and the procedure for reporting an incident can be obtained from the Superintendent's Office, Morley Stanwood Community Schools, 4700 Northland Dr., Morley MI 49336, (231) 856-4392.

Statement of Assurance of Compliance with Federal Law

As provided in Board Policy 5110, the Morley Stanwood Community School District 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 Morley Stanwood Community School District 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 reasonable of which it receives financial assistance from the U.S. Department of Education.

Furthermore, Board Policy 4108 provides that Morley Stanwood Community Schools shall not discriminate in providing equal opportunity of employment with regard to religion, creed, race, color, national origin, age sex, marital status or physical handicap.

NOTICES

Information for Parents

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building or trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Your Children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or social worker for assistance with clothing and supplies, if needed.

LOCAL AREA CONTACTS:

Karen Wing
Morley Stanwood School District
231-823-2688 or 231-856-4550

STATE COORDINATOR:

Mike McGraw
(517) 241-1162

If you need further assistance, call the National Center for Homeless Education at the toll free Help Line number:
1-800-308-2145

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School Board Policy on Drug Free Schools

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school related event. "Drugs" includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this Federal Policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

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