
NOTICES

PROHIBITION OF DISCRIMINATORY PRACTICES

The Board of Education is committed to a policy of non-discrimination in the Allen Park Public School District. Such policy shall be consistent with state and federal statutes which apply to public schools.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Americans with Disabilities Act of 1990, it is the policy of the Allen Park Public Schools that **no person shall, on the basis of race, color, religion, national origin or status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity or service or in employment.**

Inquiries related to Section 504 of the Rehabilitation Act of 1973 should be directed to: Mr. Michael Dawson, Principal, Allen Park Middle School, 8401 Vine, Allen Park, Michigan, 48101, (313) 827-2200.

Inquiries related to Title II of the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975, should be directed to: Mrs. Janet Wasko, Principal, Allen Park High School, 18401 Champaign, Allen Park, Michigan, 48101, (313) 827-1200.

GRIEVANCE PROCEDURES FOR SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE II OF THE AMERICANS WITH DISABILITIES ACT, TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND THE AGE DISCRIMINATION ACT OF 1975.

Section I

Student referrals under Section 504 will be sent to the appropriate Building Intervention Team for identification, review, evaluation, and plan for service, if eligible. Any person believing that the Allen Park Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of Section 504 of the Rehabilitation Act of 1973, that person may bring forward a complaint, which shall be referred to as a grievance, to the local Section 504 Coordinator at the following address: Mr. Michael Dawson, Principal, Allen Park Middle School, 8401 Vine, Allen Park, Michigan, 48101, (313) 827-2200.

If any person believes that the Allen Park Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title II of the Americans with Disabilities Act, (2) Title VI of the Civil Rights Act of 1964, (3) Title IX of the Education Amendments of 1972, and/or (4) the Age Discrimination Act of 1975, that person may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address: Mrs. Janet Wasko, Principal, Allen Park High School, 18401 Champaign, Allen Park, Michigan, 48101, (313) 827-1200.

Section II

In the event that any person believes that they have a valid basis for a grievance involving sexual discrimination, that individual may discuss the grievance informally and on a verbal basis with the local Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. In addition, a person who believes that they have been subjected to sexual discrimination may take one of the following actions: 1) file a complaint under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 or Section 504 of the Rehabilitation Act of 1973, may be filed directly with the U.S. Department of Education, Office for Civil Rights at the address indicated below; or 2) file a grievance with the District by following the steps outlined below; or 3) in the event that an allegation of sexual discrimination involves the District's Civil Rights Coordinator, the Superintendent, or a member of the Board of Education, a discrimination grievance may be forwarded directly to Mr. Walt Pytlak, Director of Special Education and Employee Services, Allen Park Public Schools, 9601 Vine, Allen Park, Michigan, 48101, (313) 827-2105.

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the local Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2

If the complainant wishes to appeal the decision of the local Coordinator, that person may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, that person may appeal through a signed, written statement to the Board of Education within five (5) business days of receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal or any concerns regarding this nondiscrimination policy may be directed to: Office for Civil Rights, U.S. Department of Education, 330 C Street, SW, Washington, D.C., 20202, 1-800-421-3481 or 202-205-5413, TTY: 877-521-2172.

The local Coordinator, on request, will provide a copy of the District's grievance procedure and will investigate all complaints in accordance with this procedure.

If it is determined upon review that the District's nondiscrimination policy has been violated, immediate action will be taken by the District against any employee, agent, member of the Board of Education, student or third party involved in school activities found to have violated this policy. Disciplinary action may include reprimand, suspension, discharge, action recommending the removal of a board member, or suspension or termination of the third-party relationship.

A copy of each of the Acts and the regulations on which this notice is based may be found in the local Coordinator's office.

ASSISTANCE TO DISABLED & LIMITED ENGLISH

PROFICIENCY INDIVIDUALS

Public Act 198 of 1971, the Mandatory Special Education Act, establishes the right of disabled person(s), from birth through the age of 25, to equal opportunity within the public schools.

THIS MEANS THAT DISABLED CHILDREN DO NOT NEED TO WAIT UNTIL THEY ARE SCHOOL AGE TO BENEFIT FROM SPECIAL EDUCATION SERVICES.

It is important that help be obtained for the disabled at the earliest age. In the State of Michigan, this help is free and is available through your public schools.

A team of educational specialists will evaluate the child to determine the type and degree of disability and the best kind of program placement.

Preprimary Special Education services are available for the following: Autistically Impaired; Cognitively Impaired; Emotionally Impaired; Physically Impaired; Hearing Impaired; Visually Impaired; Speech and Language Impaired; Health Impaired; and Early Childhood Developmentally Delayed.

Auxiliary services including, but not limited to, speech and language, teacher consultant, social work and psychologist are available for eligible students who attend nonpublic schools, and those who are registered home-schoolers.

If you have, or know of, a preschool child who may benefit from these services, contact: Director of Special Education, Allen Park Schools, 9601 Vine, Allen Park, Michigan, 48101, (313) 827-2180.

Information Regarding Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap in any program receiving federal financial assistance. The Act defines a person with a handicap as anyone who: has a mental or physical impairment which substantially limits one or more major life activity (major life activities include activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); has a record of such an impairment; or is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Allen Park Public Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This act gives the parent or guardian the right to: Inspect and review his/her child's educational records; Make copies of these records; Receive a list of all individuals having access to those records; Ask for an explanation of any item in the records; Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; A hearing on the issue if the school refuses to make the amendment. If there are questions, contact Mr. Michael Dawson, Allen Park Middle School Principal and 504 Coordinator for the Allen Park Public Schools at (313) 827-2200.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

CODE OF CONDUCT

The Code of Conduct for the 2011-2012 school year will be communicated to students and staff during the first two weeks of school. The document is available via the District's Web site at apps.k12.mi.us. Copies are also available in school offices.

NOTIFICATION OF RIGHTS UNDER FERPA FOR DIRECTORY INFORMATION

The Family Education Rights and Privacy Act (FERPA), a federal law, requires that the Allen Park Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Allen Park Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Allen Park Public Schools 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 the parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want the Allen Park Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the school your child attends in writing by the date designated by the school. The Allen Park Public Schools has 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; and the most recent educational agency or institution attended.

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by Section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

PUBLIC BUDGET HEARING

On Monday, June 11, 2012, 7:00 p.m., in the Large Group Instruction room of the Allen Park High School, located at 18401 Champaign, the Allen Park Board of Education will conduct a public hearing to consider the District's proposed 2012-2013 budget. The public is invited to attend.

PESTICIDE NOTIFICATION

The Allen Park Public Schools has established an Integrated Pest Management (IPM) program. Inherent with this are the District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort. This program does not rely on routine pesticide applications to resolve problems. The District uses various techniques such as habitat alteration, sanitation, mechanical means,

exclusion, etc. to prevent pest from becoming a problem.

Parents will receive advanced notice of the application of a pesticide, other than bait or gel formulations, at their child's school. This advance notice of the application will be given 48-hours before the application. Two methods may be used for notification. The first method required by law is the posting at entrances to your child's school. The entrances that will be posted are the primary entrances to the building from the parking lot(s). The second method is the posting in a common area located by the main office of the school. Parents are also entitled to receive this notice by first-class United States mail postmarked at least three days before the application. Parents who would like to be notified by mail should contact the Operations Department at (313) 827-2050. Parents should provide their name, mailing address, and the school their child attends.

In an emergency situation (i.e., bees' nest), pesticides may be applied without prior notice, but a notice will be provided following any such application. The IPM program or the pesticide application records for your child's school, may be reviewed by contacting Mr. Rick Morley, Director of Maintenance/Transportation, at (313) 827-2050.

ASBESTOS NOTIFICATION

In accordance with Section 763.84 of the Asbestos Hazard Emergency Response Act (AHERA), or the "Asbestos in Schools Rule," the Allen Park Public Schools is notifying employees and building occupants, or their legal guardians, of activities conducted within the past school year involving the asbestos inspections, response actions and post-response action activities, including periodic reinspection and periodic surveillance activities that are planned or in progress at school district facilities.

During the 2011-2012 school year, the following activities related to asbestos-containing materials have been planned: Six Month Periodic Surveillances: Six month periodic surveillances will be completed every six months and continue on a regular six month schedule. The next scheduled round will occur in August 2012. Asbestos Abatement Projects (Scheduled): As of the beginning of the school year, there are no asbestos abatement projects scheduled for the next twelve month period. If necessary to support renovations, asbestos abatement will be completed in accordance with all state and federal regulations.

During the 2010-2011 school year, the following activities had taken place: Three Year Re-inspections: The EPA requires that each school district reinspect all known and assumed asbestos-containing materials once every three years. The three year reinspection activities for our facilities were conducted in August 2010. The next three year reinspection is scheduled to occur in August 2013. Six Month Periodic Surveillances: Six month periodic surveillance activities were completed in February 2011. Asbestos Abatement Projects (Completed): No asbestos abatement projects were conducted at any district facilities in the past twelve months.

AHERA Management Plans are available for review in each school building office or at the Maintenance Building (17411 Champaign). Summaries for all asbestos abatement projects noted above will be placed in the Management Plans, while complete documentation is maintained within the Response Action Binders in the Maintenance Building. Questions may be directed to Mr. Rick Morley, Director of Maintenance/Transportation, at (313) 827-2050.