

# Important Notices

## STATEMENT OF NONDISCRIMINATION ASSURANCE OF COMPLIANCE WITH THE LAW

The Woodhaven-Brownstown School District assures compliance with all state and federal laws and regulations prohibiting discrimination.

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, the Americans with Disability Act of 1990, and the Elliott-Larson Civil Rights Act of 1977, it is the policy of Woodhaven-Brownstown School District that no person shall on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service, or in employment.

Any complaint regarding alleged non compliance of Section 504, Title IX, or discrimination, should be addressed to the Superintendent's Office at 24821 Hall Road, Woodhaven, MI 48183 or 734.789.2357.

## TITLE IX NOTICE

Title IX is a federal law which prohibits schools from discriminating on the basis of sex. In 1971, the Congress of the United States passed this law which ensures that educational programs and activities, including athletic activities, will be open to all students. Contact your student's principal should you have any questions or wish to obtain further information about complaint procedures.

## SECTION 504 NOTICE

Section 504 of the Rehabilitation Act of 1973 provides that no person on the basis of color, race, religion, national origin, or ancestry, shall be discriminated against, excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination. Contact your student's principal should you have any questions or wish to obtain further information about complaint procedures.

## ANTI-HARASSMENT POLICY

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis. This commitment applies to all school district operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

Any student who believes s/he has been or is the victim of harassment or bullying should immediately report the situation to the building principal or assistant principal, or the superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Complaints against the superintendent should be filed with the board president.

## STATE AND FEDERAL COMPLIANCE NOTICES

For more detailed information regarding state and federal compliance notices, including the Protection of Pupil Rights Amendment, the McKinney Vento Act, and *Parental Involvement Title I, Part A*, visit our website at [www.woodhaven.k12.mi.us](http://www.woodhaven.k12.mi.us).

## ***No CHILD LEFT BEHIND NOTIFICATION***

### **Family Educational Rights and Privacy Act (FERPA) Annual Notice of Rights Directory Information**

The Family Education Rights and Privacy Act of 1974 provides parents the opportunity to inspect and review all of the records of their children. Under this Act, parents and guardians of students under eighteen years of age and all students eighteen years of age or over have the right to examine all official records, files, and data on file at the Woodhaven-Brownstown School District. In addition, they also have the right to request the school to correct records that they believe are inaccurate or misleading. To examine your child's records, make a written or verbal request to the principal of the school for an appointment. The principal must then provide you with access to all records or data within a reasonable period of time but not more than forty-five (45) days after receiving the request.

The Family Educational Rights and Privacy Act (FERPA) also requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the district to the contrary.

The Woodhaven-Brownstown Board of Education has designated the following as "Directory Information":

- student name
- degrees, honors, scholarships, and awards received
- participation in officially recognized activities and sports; weight/height if a member of athletic team
- grade level
- address
- major field of study
- photograph, film, and/or video image
- dates of attendance/graduation
- telephone number
- date and place of birth
- telephone numbers only for inclusion in school or PTO directories

"Directory Information" may be disclosed to certain organizations without a parent's prior written consent. These organizations include, but are not limited to, other schools the student is seeking to attend; class ring manufacturers; state or federal authorities reviewing programs or enforcing state or federal laws; and/or a court by order of a subpoena.

In addition, **for high school students only**, the "No Child Left Behind" law requires that districts must, upon request, provide military recruiters and colleges and universities, access to the names, addresses and telephone listings of high school students. A high school student or his/her parent or guardian may request that the student's name, address and telephone number **not** be released by the district to military recruiters and/or institutions of higher learning **without prior written parental consent**.

If you **DO NOT** want the district to disclose "Directory Information" about your student and/or disclose information about your student to the military recruiters and colleges and universities without your prior written consent, you must notify your child's school in writing. Forms are available in the main office or can be downloaded from our website [www.woodhaven.k12.mi.us](http://www.woodhaven.k12.mi.us).

## **DRUG FREE SCHOOLS**

The Woodhaven-Brownstown School District has been firmly committed to providing a drug-free environment within all of our schools. Our policies and Code of Conduct are designed as an assurance for a drug-free system. We recognize and appreciate that the vast majority of our students comply with our policies and the laws that relate to a drug-free environment.

Policy #5530 clearly expresses the position of the Board of Education and its staff. It reads as follows:

*The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational means.*

*The Board prohibits the use, possession, concealment, or distribution of any drug at any time on district property or at any district-related event.*

Any violation of this policy is processed by the Woodhaven-Brownstown School District Code of Student Conduct - Policy #5501. Students in Grades 6 through 12 receive a complete copy of this Code. Elementary students and parents receive a handbook geared toward elementary-age students. However, any serious infractions of school policies or laws are covered by the Code of Conduct. Copies of this Code are available at all school buildings.

Any student requiring assistance with a drug or alcohol problem should be provided counseling. Counseling and referral sources (including reentry programs) are provided through the Guidance Departments in grades 6 through 12. At the elementary level, principals can provide sources for referrals.

Please be assured that we are working with you and the community to provide the best environment possible for our students.

## **REPRODUCTIVE HEALTH EDUCATION**

The Woodhaven-Brownstown Board of Education has established Reproductive Health as part of its Health Education curriculum in which family planning, venereal disease, and matters relating to birth control will be taught.

According to Public Act 226 of 1977, parents have the right to review the materials to be used in the class or course of instruction. The Board of Education, in compliance with the Statute, will make the materials available for review. If you wish to review the instructional materials, you may contact your child's school to make arrangements.

Your child is eligible to participate in this class or course of instruction. By law, you have the right to excuse your child from participation if you choose. If you wish to exercise your right to excuse your child, without penalty from instruction in reproductive health, including family planning, please notify your child's school in writing.

For more information regarding the Reproductive Health curriculum you may contact the Curriculum Director's office at 734.789.2350.

## **ASBESTOS**

The Woodhaven-Brownstown School District staff has been working with a certified asbestos consultant to comply with the AHERA regulations. In accordance with Section 763.93(g)(4) of the Federal Asbestos Hazard Emergency Response Act of 1986 (AHERA), the district is required to take definite steps regarding asbestos containing materials in school facilities.

The purpose of this federal law is to provide protection of the public's health, especially employees and those who are school age (grades kindergarten through twelfth grade) from the hazards of asbestos, which include mesothelioma, lung cancer, and asbestosis.

All district facilities have been inspected by a certified asbestos inspector for asbestos containing materials. The inspection reports have been reviewed and management plans prepared for each facility.

An Asbestos Management Plan for each facility is on file in each respective school building office. Copies of management plans for all district facilities are available at the Support Services Department, located at 24973 Van Horn Road, Brownstown, MI 48134.

If asbestos containing material is present in the building, specific plans for regular inspections, monitoring, and removal are contained in the management plan. These plans and all related materials are available for review by staff, students, parents, and the general public.

Questions related to the implementation of the AHERA regulations may be directed to the Support Services Director at 734.783.0255.

## **PEST MANAGEMENT**

The Woodhaven-Brownstown School District staff has been working with a certified pest management company. This company is contracted to do pest control maintenance once a month or when needed. They have been working with our staff to set up a safe and effective Integrated Pest Management (IPM) program to insure the safety of students, staff, and the public that use all school district buildings.

All work will be performed in a safe manner and in accordance with the most modern and effective scientific pest control procedures.

Only those pesticides that have been registered by the Environmental Protection Agency and other governmental agencies that have authority in the field will be used. The pest control company will strictly adhere to all pesticide label requirements, laws, and regulations.

Questions related to the implementation of our Integrated Pest Management program may be directed to the Support Services Director at 734.783.0255.

## **District Policies and Procedures**

The Woodhaven-Brownstown Board of Education has specific district policies regarding student and staff behavior. Policies and procedures cover virtually all areas of behavior including smoking, drugs, dress, weapons, harassment, and use of the Internet. In addition, buildings have a Student Code of Conduct that specifies the behavior expected of its students.

District policies are available online, in the Administration Offices, 24821 Hall Road, Woodhaven, MI 48183, or by calling 734.789.2357.

## **Right to Request Highly Qualified Teacher Information**

Under the federal education legislation, “No Child Left Behind,” the Woodhaven-Brownstown School District must notify you of your right to request information regarding the professional qualifications of your student’s classroom teachers. If you want this information, please contact your student’s building principal. The principal will share this information with you in a timely manner.

We at the Woodhaven-Brownstown School District are proud of our programs, services, and the professional staff we employ. Our standards of quality are a source of pride. We employ teachers who are highly qualified by state standards and are dedicated to meeting the educational needs of our students. We will continue to work to ensure that your child receives the best possible educational experience with highly qualified staff.

Please feel free to contact your student’s principal should you have any questions or would like additional information.