Wayne-Westland Community Schools

Annual Notifications 2019-2020 School Year

ANNUAL NOTIFICATIONS

Family Educational Rights and Privacy Act (FERPA)

Rights Under FERPA The federal law known as the Family Educational Rights and Privacy Act (FERPA) affords parents[1] and students who are 18 years of age or older ("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 30 days after the day the School District receives a request for access.

Parents or eligible students who wish to inspect their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal or designee 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 education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School District to amend their child's or their education record should submit a written request to the school principal, clearly identifying the part of the record they want changed and specifying why they believe it should be changed. If the School District decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student at the time they are notified of the right to a hearing.

3. The right to provide written consent before the School District discloses personally identifiable information (PII) from 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 designated school official with a legitimate educational interest includes a person employed by the School District as an administrator, teacher, or other person designated by the Board of Education. A school official also includes a liaison officer who, while not employed by the School District, may be granted access to student educational records (including video footage) at the direction and supervision of a school administrator. A school official also may include a contractor or consultant who, while not employed by the School District, performs an institutional service or function (such as design and maintenance of the School District's security camera system) for which the school would otherwise use its own employees and who is under the direct control of the School District with respect to the use and maintenance of personally identifiable information from student education records.

4. The right to refuse to allow the disclosure of "directory information".

[1] The word “parents,” when used in these Annual Notifications includes legal guardians and, where required by law, those acting in the place of parents.

“Directory information” regarding a student may be released to any requesting person or party, in addition to the eligible student or his/her parent, without written consent. The Board of Education has defined “directory information” to include a student’s:

- Name;
- Address and telephone number;
- Photograph;
- Birth date and place of birth;
- Participation in School District related programs and extracurricular activities;
- Academic awards and honors;
- Height and weight, if a member of an athletic team;
- Honors and awards; and
- Dates of attendance and date of graduation.

In the event inconsistency exists between the Board of Education policy defining “directory information” and this annual notification, the policy prevails.

Each year, the Superintendent, or his/her designee, will provide public notice to students and parents of the School District’s intent to make directory information available to students and parents. Common uses for students’ directory information, which include, but are not limited to: School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Eligible students and parents may refuse to allow the School District to disclose any or all of such directory information upon written notification to the School District within thirty (30) days after receipt of the School District's public notice. Parents may submit written notification to the building principal of their child’s school and/or fill out the attached *FERPA Opt-Out Form*.

5. The right to file a complaint with the United States 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
20202-5280

United States Armed Forces The School District is required to provide United States Armed Forces recruiters with at least the same access to student directory information as is provided to other entities offering educational or employment opportunities to those students as is permitted and/or required by law. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard. An eligible student or the parent may submit a signed, written direction to the School District that the student's directory information not be accessible to United States Armed Forces recruiters. In such case, the information will not be disclosed.

Other Agencies or Institutions As permitted by FERPA, the School District may forward education records, including disciplinary records, without student or parental consent, to other agencies or institutions in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer and upon receipt of a request for a student's school or education records..

Compliance The School District will comply with a legitimate request for access to education records within a reasonable period of time, but not more than thirty (30) days after receiving the request or within a shorter period as may be applicable by law to students with disabilities. The requesting party may be charged a processing fee for the information.

Notice of Asbestos in School Buildings

Each school building within the School District has been inspected for the presence of asbestos-containing materials as required by the Asbestos Hazard Emergency Response Act (AHERA). A copy of the Building Inspection and Management Plan for each building is available in the building's main office. The plans may be inspected by members of the public and by School District employees during normal business hours. A copy of the plan will be made available upon request for a nominal fee.

Pesticides

The Board of Education has adopted a policy to provide students and staff with an environment that is free of pests, pesticides, and harmful chemicals to the extent required by law. The Integrated Pest Management Program (IPM) includes routine inspections or surveys of all school facilities and various strategies to prevent pests from becoming a problem. Pesticides are used only as a last resort and parents will be notified prior to a pesticide application in a school building or on school grounds.

Drug-Free Environment/Protection

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. In accordance with the federal and state law, the Board establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug- related paraphernalia, including alcohol and marijuana, at any time on School District property, with the Drug-Free Zone or at any School District-related event. Further, the Superintendent, or his/her designee, will take the necessary steps to ensure that an individual eighteen (18) years of age or older

who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

Nondiscrimination

No person may be denied admission to any school in the School District, be denied the benefits of or be discriminated against in any curricular, extracurricular, or other School District program or activity based on the person's gender, religion, race, color, national origin or ancestry, age, disability, marital status, or any other legally protected characteristic. The Board of Education has adopted a Discrimination and Harassment Policy which prohibits all forms of illegal harassment and discrimination within the School District. Any person who believes that he/she has been the victim of discrimination may seek resolution of his/her complaint through the procedures that have been established by the School District. A person wishing to pursue a complaint may also contact the School District's Civil Rights Compliance Officer, the Director of Student Services at (734) 419-2083, or visit the Office of Academics Excellence at 36745 Marquette, Westland, MI, 48185, during regular business hours (8:00 a.m. – 4:30 p.m.).

McKinney-Vento Homeless Assistance Act

The School District, in accordance with the McKinney-Vento Homeless Assistance Act, will ensure that homeless children and youth in transition have access to a free and appropriate public education, including preschool, and be given a full opportunity to participate in state and District-wide assessments and accountability systems. A student may be considered eligible for services if he/she is presently living:

- In temporary shared housing, a shelter, or transitional living program;
- In a hotel/motel, campground, or similar situation due to lack of alternatives;
- At a bus station, park, car, or abandoned building; or
- In a temporary or transitional foster care placement.

The Board of Education has designated the Supervisor of Family and Community Engagement at (734) 419-2035 or visit the Department of Employee, Community, and Governmental Relations at 36745 Marquette, Westland, MI, 48185 during regular business hours (7:30 a.m. – 4:00 p.m.).

Parental Inspection of Instructional Materials

Parents have the right to inspect, upon request, any instructional material used as part of the School District's educational curriculum. Parents will be provided access to instructional materials within a reasonable period of time after the request is received by the building principal. The term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

School Property

The Board acknowledges the need for a reasonable degree of in-school storage of student possessions and will provide storage places, including desks and lockers, for that purpose. Where lockers are provided, students may lock them against incursion by other students, but lockers remain School District property. Students do not have a reasonable expectation of privacy with respect to School District personnel or their designees in lockers or other in-school storage places provided by the School District.

Search and Seizure

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices. Canines are used to determine the presence of drugs in locker areas and other places where such substances may be concealed. Canine detection is usually conducted in collaboration with law enforcement authorities or other certified organizations and is not used to search individual students without legally sufficient suspicion, a warrant or parental permission has been obtained.

School authorities are authorized to take reasonable steps to safeguard the safety and well-being of the students by, among other things, implementing the School District's Student Code of Conduct. Within the discharge of their responsibilities, School District personnel may search students, student property, and school property in the manner permitted by law.

Special Education and Section 504

The School District is required, by law, to locate, identify and evaluate all children with disabilities, including children with disabilities attending private schools located within the School District, as well as homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find.

Child find extends both to children who may be eligible for special education under the federal Individuals with Disabilities Education Act (IDEA) and those who may be eligible under Section 504 of the Rehabilitation Act of 1973 (Section 504).

If you believe your child may qualify under either the IDEA or Section 504, please contact the District's Director of Special Services.

Personal Curriculum

The Personal Curriculum (PC) is a Michigan Department of Education (MDE) endorsed process, permitting modification of specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the Michigan Merit Curriculum (MMC) requirements and students who need to individualize learning requirements to meet the MMC requirements. For more information from MDE about personal curriculums, please click here.

Student Privacy and Parental Access to Information

Under the federal Protection of Pupil Rights Amendment (PPRA), no student will be required as a part of the school program or the School District's curriculum, without prior parental consent, to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or his/her parents;
- Mental or psychological problems of the student or his/her family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom students have close family relationships;
- Legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or his/her parents; or

- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical examinations and screenings.

Parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will be given access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Title I Funds: Parent Involvement

Edison, Elliott, Graham, Hamilton, Hicks, Hoover, Roosevelt-McGrath, Schweitzer, Taft-Galloway, Walker-Winter and Wildwood Elementary Schools; Adams and Marshall Upper Elementary Schools; Franklin and Stevenson Middle Schools receive Title I funding. Edison, Elliott, Graham, Hamilton, Hicks, Hoover, Roosevelt-McGrath, Schweitzer, Taft-Galloway, Walker-Winter and Wildwood Elementary Schools; Adams and Marshall Upper Elementary Schools; Franklin and Stevenson Middle Schools utilize the Title I funding to employ a parent liaison and to acquire parent involvement supplies. The School District is committed to establishing and maintaining positive relationships with families and the community. To that end, the School District will provide a variety of opportunities for families and other members of the community to become involved in children's education.

Parents may request information regarding the professional qualifications of the student's classroom teachers in writing submitted to Director of Employee Relations. The request may include:

- Whether the teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which s/he provides instruction;

- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;

- The teacher's baccalaureate degree(s), major, any other graduate certification or degree(s) held, and the field of discipline of the certification or degree; and

- Whether the student is provided services by a paraprofessional and, if so, the paraprofessional's qualifications.

Programs for English Language Learner Students

Parents of limited English proficient (LEP) students participating in a language instruction program will be notified, no later than 30 days after the beginning of the school year, of the following:

- Placement and reason why their child was identified as LEP;
- The student's academic achievement level and level of English proficiency (including method of measurement);
- The methods used for language instruction;

- How the language program will meet the student's instructional needs;

- How the program will help the child to learn English and meet the academic standards required for

promotion or graduation;

- The exit requirements for the language program; and
- An explanation of parental rights, including the parent's right to enroll or remove a child from the language instruction program.

Child Nutrition Program

Dear Parent or Guardian:

We are pleased to inform you that *Wayne-Westland Community Schools* will be participating in the Community Eligibility Provision (CEP) as part of the National School Lunch and School Breakfast Programs for the School Year 2019-2020.

The GREAT NEWS is that ALL students enrolled at our school can receive a healthy breakfast and lunch at NO CHARGE to your household each day.

In place of the Free and Reduced-Price Meal Application, we still need your household to **fill out and sign the Household Information Report**. This report is *critical* in determining the amount of money that our school receives from a variety of State and Federal supplemental programs like Title I A, At-risk (31a), Title II A, E- Rate, etc.

These supplemental programs have the potential to offer supports and services for our students including, but not limited to:

- Instructional supports (staff, supplies & materials, etc.)
- Non-instructional services (counseling, social work, health services, etc.)
- Professional Learning for staff
- Parent and Community engagement supplies and activities
- Technology

We are asking that you please complete and submit it as soon as possible to ensure that additional funding for our school is available to meet the needs of our students. All information on the report submitted is confidential. Without your assistance in completing and returning the attached report, our school cannot maximize the use of available State and Federal funds.

If we can be of any further assistance, please contact us at *734-419-2000*.

INSTRUCTIONS FOR COMPLETING THE HOUSEHOLD INFORMATION REPORT

A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU.

IF ANY MEMBER OF YOUR HOUSEHOLD RECEIVES BENEFITS FROM THE FOOD ASSISTANCE PROGRAM (FAP), FAMILY INDEPENDENCE PROGRAM (FIP), OR FDPIR PLEASE FOLLOW THESE INSTRUCTIONS:

Part A: Enter the total number of individuals living in your household, including all children in the box provided.
Part B: List the case number for any household member (including adults) receiving FAP, FIP, or FDPIR benefits
Part C: List the First and Last name, Birth Date, School that the child is attending, and H if homeless, M if Migrant, R if Runaway or F if a Foster Child.
Part D: Skip this part
Part E: Sign the form. Print your name and Date.

IF YOUR HOUSEHOLD DOES NOT RECEIVE BENEFITS FROM THE FOOD ASSISTANCE PROGRAM (FAP), FAMILY INDEPENDENCE PROGRAM (FIP), OR FDPIR PLEASE FOLLOW THESE INSTRUCTIONS:

Part A: List the total number of individuals living in your household, including all children.
Part B: Skip this part.
Part C: List the First and Last name, Birth Date, School that the child is attending, and H if homeless, M if Migrant, R if Runaway or F if a Foster Child.
Part D: Enter all gross income for each type of income that applies. If you have no income for any 1 or more of the categories, Circle NONE if no income. Add lines 1-6 and enter the Total Monthly Household Income.
Part E: Sign the form. Print your name and Date.

School District Name

Household Information Report

SCHOOL USE ONLY

Address

Approved for:

Address

1 2

Phone

Email

To determine eligibility for various additional state and federal program benefits that your school may qualify for, please complete, sign and return

this report to _____.

(*School Name)*

These sections must be completed by the head of household or designee.

PART A. SIZE OF FAMILY - Enter the total number of individuals living in your household, including all adults and children _____

PART B. CURRENT BENEFITS - Complete below if applicable

If any member of your household receives Food Assistance Program (FAP), Family Independence Program (FIP), or FDPIR, provide the name and case number for the person who receives benefits. Bridge Card Numbers and Medicaid Numbers are NOT ACCEPTABLE case numbers.

Name: _____ Case Number: _____

PART C. STUDENT INFORMATION – Complete for each student Pre-K through 12th Grade

Last Name	**First Name**	**Birth Date XX-XX-XXXX**	**School**	**Identify** **H** if Homeless **M** if Migrant **R** if Runaway **F** if Foster

If you need additional lines, attach a second sheet to this report or attach a copy of this report clearly marked as a Page 2.

PART D. TOTAL MONTHLY HOUSEHOLD INCOME – Report income for all members of household excluding Foster Children. If you have reported a case number above, you do not need to fill in this section. Simply sign and date form.

Type of Income	**Income**	**Circle if None**
1. Gross Monthly Earnings: Wages, Salary, Commissions	$	None
2. Monthly Welfare Payments, Child Support, Alimony	$	None
3. Monthly Payments from Pensions, Retirement, Social Security	$	None
4. Monthly Dividends or Interest on Savings	$	None
5. Monthly Worker's Compensation, Unemployment, Strike Benefits	$	None
6. Other Monthly Income (SSI, VA, Disability, Farm, other)	$	None
Total Monthly Household Income (Add lines 1-6)	$	

PART E. SIGNATURE - I certify (promise) that all information on this report is true and that all income is reported. I understand that the school will get federal/state funds based on the information I give. I understand that school officials may verify (check) the information.

_____ _____ _____

(Signature) (Printed Name)

(Date)

_____

_____

(Address) (City)
(Zip)

_____ _____

_____

(Home Phone) (Work Phone) (Email Address)

By providing your email address you may be contacted via email by the

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability.

Wellness Policy

The School District is committed to creating a school environment that enhances lifelong wellness practices. As required by law, the Board has adopted a Wellness Policy, which is periodically reviewed. The Board's policies and/or administrative regulations can be found at:
https://www.wwcsd.net/downloads/board_policy_manual/2000.07.pdf

Physical Examinations and Screenings

In the absence of an emergency or an IEP or Section 504 plan, the School District does not provide physical examinations and screenings on school premises. In the event the School District does provide physical examinations and screenings, parents may opt-out their student from participation by sending the request, in writing, to their student's building principal, or by submitting the attached *Physical Examinations and Screenings Opt-Out Form*.

FERPA OPT-OUT FORM

Wayne-Westland Community Schools
2019-20 School Year

Pursuant to the Federal Educational Rights and Privacy Act of 1974 (FERPA) and Section 1136 of the Revised School Code, MCL 380.1136, a student's education records and the personally identifiable information contained therein are maintained as confidential. Except for a limited number of circumstances permitted by law, a student's education records will not be released to a third party without the parent's or student's (if the student is over the age of 18) prior written consent.

One of these exceptions allows schools to release a student's "directory information" without obtaining the prior consent of the parent or student. "Directory information" is defined as:

- A student's name, address, and telephone number;
- A student's photograph;
- A student's birth date and place of birth;
- A student's participation in School District related programs and extracurricular activities;
- A student's academic awards and honors;

- A student's height and weight, if a member of an athletic team;
- A student's honors and awards; and
- A student's dates of attendance and date of graduation.

The School District has compiled a list of typical instances under which a student's directory information is likely to be used, including: School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law. If you do not want the School District to release your or your student's directory information, you may choose to "opt-out" of this FERPA exception by filling out and submitting this form to the student's building principal.

I request the School District withhold the above-referenced "directory information." I understand that by submitting this form, this information cannot be released to third parties without my written consent or unless the School District is required by law or permitted under FERPA to release such information without my prior written consent. I further understand that if directory information is released prior to the School District receiving this opt-out request, the School District may not be able to stop the disclosure of my directory information.

_____
Name of Student

_____ _____
Name of Parent/Student Signing Form Signature

_____
Date

PHYSICAL EXAMINATIONS AND SCREENINGS OPT-OUT FORM

Wayne-Westland Community Schools
2019-2020 School Year

At this time, the School District does not provide physical examinations and screenings, including non-emergency, invasive physical examinations or screenings that are not necessary to protect the immediate health and safety of a student or the school district community, to School District students as a condition

of attendance or for any other reason.

In the event the School District does require such examinations or screenings and you do not want your student to participate, please sign and submit this form to the student's building principal.

I understand that by signing this, I am requesting the student named below not undergo any physical examinations or screenings by the School District and/or its employees, agents, or third-party contractors.

_____

Name of Student

_____ _____

Name of Parent Signing Form Signature of Parent

_____

Date