

Non-Discrimination Policy

Montague Area Public Schools does not discriminate against individuals on the basis of their handicap. This non-discriminatory obligation, under Section 504 of the Rehabilitation Act of 1973 applies to admission or access to, participation in, treatment in, or employment in its programs and activities.

In addition, in keeping with Title IX of the 1972 Education Amendments and other legislation affecting treatment of students and employees, it is the policy of Montague Area Public Schools not to discriminate with regard to employment, the educational program, or school activities on the basis of gender, religion, race, color, national origin or ancestry, age, disability, marital status, sexual orientation, and/or any other legally protected characteristic.

Inquiries regarding the district's discrimination policy may be made to the district's superintendent, Mr. Jeffrey Johnson at (231) 893-1515.

Notice of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents 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 45 days after the day the school office 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Montague Area Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Notice of Student Directory Information

In conformity with requirements of the United States Department of Education, local school districts must inform parents of information that will occasionally and periodically be provided to the news media and others for publication. Additionally the district periodically publishes a newsletter that is sent to every home in the district, to key leaders, and to government officials. This year, the district plans to expand the website to include more information about our schools. These publications will have photos of and stories about our students.

Directory information includes: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight if member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, scholarships, and school photographs or videos of students participating in school activities, events, or programs.

The above information will be included with athletic and awards programs, school yearbook, honor rolls, scholarship winners, music programs, National Honor Society membership, and listing of student names for other reasons. Alumni groups, colleges, military recruiters, and school-related activity sponsors are also provided this information.

The school must provide at least the same access to the high school campus and to student directory information for armed forces recruiting as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

The district will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within 30 days from the date of this notification that he/she will not permit distribution of any or all such information. A statement of this policy may be found in any of the school offices.

Notice of Parent's Right to Inspect, Review, and Request Amendments to Student Educational Records

Each school shall establish appropriate procedures for the granting of a request by the parent(s)/guardian(s) for access to their child's records within a reasonable period of time, but in no case more than 15 school days after the request has been made. Where such records or data include information on more than one student, the parent(s)/guardian(s) of any student shall be entitled to receive, or to be informed of, that part of such record as pertains to their child. A school official competent in interpreting student records shall be present to explain the meaning and implications of the records that are examined. In situations where the parents/guardians of a student are divorced or separated, each parent/guardian, custodial and/or non-custodial, has equal rights to their student's records unless a court order specifies otherwise. The District's personnel shall not recognize private agreements between the student's parents/guardians.

Parent(s)/Guardian(s) may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of a student's right to privacy by writing the school Principal or records custodian, identifying the part of the record they want changed, and specifying the reason(s) for the request. The competent school or District administrator shall make a determination on the request in a timely fashion and shall reply in writing to the parent(s)/guardian(s) detailing the actions taken. If the decision is to deny the request, the parent(s)/guardian(s) shall be provided with the information and procedures to request a hearing regarding their request for amendment.

Adequate Yearly Progress

MAPS will review annually the progress of each school in the district to determine whether the school is making "adequate yearly progress" as set forth in the NCLBA regulations. The district will publicize and disseminate to parents, teachers, principals, schools, and the community the results of the local annual review to promote the continuous refining of the program of instruction to meet the challenging academic achievement standards required by the NCLBA.

Identification for Improvement

The District will promptly provide to the parent/guardian of all students in an elementary or secondary school district plans for school improvement, corrective action, or restructuring.

Supplemental Educational Services

If a school has failed to make adequate yearly progress after being identified for school improvement, corrective action, or restructuring, the District will arrange for supplemental educational services for eligible students in addition to the instruction provided during the school day. The supplemental educational service provider will be selected by the parent/guardian and approved by the Michigan Department of Education. If requested, the District will assist the parent/guardian in choosing a provider from the Michigan Department of Education's list of approved providers.

Notice of Right to Inspect Instructional Materials

The District will make available for inspection by a student's parent/guardian (or to a student if the student is an adult or an emancipated minor) all instructional materials, including teacher's manuals, films, tapes, or other supplementary material (including materials accessible through the internet) that will be used in connection with any survey, analysis, or evaluation as a part of any applicable program under the federal Protection of Pupil Rights Act (PPRA). Instructional material does not include academic tests or academic assessments.

Other Policies and Programs

Safe and Drug-Free School Programs. If the District receives funds for Safe and Drug-Free School Programs, irrespective of parental requests, the District will make reasonable attempts to inform the parent/guardian of the program's content if the program is not conducted as part of classroom instruction. The District will submit to the Michigan Department of Education such information that the Department requires regarding safe and drug-free programs, including a description of how the parents/guardians were informed of, and participated in, violence and drug prevention efforts. The District will withdraw a student from a safe and drug-free program upon written notification from the parent/guardian.

Homeless Children

The District, to the extent feasible, keeps homeless children in their school of origin.

Annual Parent Notice Right to Request Teacher and Paraprofessional Qualifications

Parents and guardians may request the following information about the professional qualifications of your child's classroom teacher(s) and/or your child's Title I paraprofessional:

1. Whether the teacher has met Michigan licensing requirements for the grade level(s) and subject area(s) for which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency permit or other provisional status through which Michigan licensing requirements have been waived;
3. The teacher's college degree(s), major(s), and field(s) of discipline, as well as any graduate degree or certification. If you would like to receive this information, please contact your child's principal.
4. Whether paraprofessionals provide any services to your child and, if so, their qualifications.

Notice About Release of Certain Student Information to Military Recruiters

Two federal laws and one Michigan law require the school district to provide military recruiters, upon request, the names, addresses, and telephone numbers of high school students. A parent/guardian or 18-year-old student may exercise the option to withhold consent for the release of this information to military recruiters by notifying the high school office in writing. If the high school does not receive a request to withhold directory information, the District must release the requested information.

Pesticide Prior Notification Request

Please be advised that MAPS utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school or daycare grounds or buildings during this school year. Please note that notification is not given for the use of sanitizers, germicides, disinfectants, or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notification of pesticide applications, other than a bait or gel formulation, will be given by at least 2 methods. The first method will be by posting at the main entrance to the school/daycare center. The second method will be by posting at the school's main office.

Please be advised that parents or guardians of children attending the school or daycare center are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, notify your child's building principal in writing.

Notice of District Bullying Policy

It is the policy of the District (Board Policy 5517.07) to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivation.

Prohibited Conduct

1. **Bullying:** Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- b. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- c. Having an actual and substantial detrimental effect on a student's physical or mental health; or
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

2. **Retaliation/False Accusation:** Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the District's control.

Notice of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student's parent; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students and surveys created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The district practice is to provide consent/opt out options to parents and emancipated minors prior to conducting any school activity noted above. In addition, parents may request that no directory information, as permitted under federal and state laws, be released. Forms may be requested from any school office.

Parent and Family Engagement

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development, and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Through this policy (Board Policy 2112), the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication.

Notice of Video Surveillance:

In order to protect the health, welfare, and safety of students, staff, visitors and District property, electronic video surveillance systems may be used to monitor activity on District property.