

ANNUAL NOTICES REGARDING REQUIRED INFORMATION

Section 504/ADA Compliance Officer - <https://go.boarddocs.com/mi/vick/Board.nsf/Public?open&id=policies>

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA") and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District. Tobey Principal Mike Barwegen is the District's Section 504 Compliance Officer. The Compliance Officer can be reached at: 301 S. Kalamazoo, Vicksburg, MI 49097; 269-321-1000

Equal Educational/Employment Opportunity. Policy 2260

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic, (collectively, "Protected Classes") in its programs and activities, including employment opportunities.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Stephen Goss	Lourdes Puzevic
Vicksburg Community Schools	Vicksburg Community Schools
269-321-1000	269-321-1000
301 S. Kalamazoo St,	301 S. Kalamazoo St.
Vicksburg, MI 49097	Vicksburg, MI 49097

Students and parents and representatives of Vicksburg Community Schools may, at any time, contact the enforcement offices if you wish to file a complaint or need assistance on a problem or assistance to prevent civil rights problems. Contact the OCR headquarters office if you have a question on national policy, to make a Freedom of Information request for information that is national in scope, or to request publications or other assistance that is not available online.

The OCR office for Michigan is located at:
Office for Civil Rights
US Department of Education
600 Superior Avenue East
Suite 750
Cleveland, OH 44114
Telephone: 216-522-4970
FAX: 216-522-7573
TDD: 877-521-2172
Email: OCR.Cleveland@ed.gov

The OCR National Headquarters is located at:
US Department of Education
Office for Civil Rights
Customer Service Team
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 1-800-421-3481
FAX: 202-246-6840
TDD: 877-521-2172
Email: OCR@ed.gov

Grievance Procedure for TITLE II, VI, IX AND Section 504

Section I

If any person believes that the Vicksburg School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II of the Americans with Disabilities Act of 1990 (2) Title VI of the Civil Rights Act of 1964, (3) Title IX of the Education Amendment Act of 1972, and (4) Section 504 of the Rehabilitation Act of 1973, s/he may bring forward the complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator:

Stephen Goss, Assistant Superintendent	Lourdes Puzevic, Human Resources Director
269-321-1005	269-321-1018
301 S. Kalamazoo St.	301 S. Kalamazoo St.
Vicksburg, MI 49097	Vicksburg, MI 49097
sgoss@vicksburgschools.org	lpuzevic@vicksburgschools.org

Section II

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to complainant. S/He may initiate formal procedures according to the following steps:

Step 1

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

Step 2

If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, s/he 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, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her 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) business days of this meeting.

The local Coordinator, on request, will provide the complainant with a copy of the Vicksburg Community Schools grievance procedure and investigate all complaints in accordance with this procedure.

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

Students and parents and representatives of Vicksburg Community Schools may, at any time, contact the enforcement offices if you wish to file a complaint or need assistance on a problem or assistance to prevent civil rights problems. Contact the OCR headquarters office if you have a question on national policy, to make a Freedom of Information request for information that is national in scope, or to request publications or other assistance that is not available online.

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Notification of Rights Under FERPA Policy 8330

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - 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.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

You have the right to file a complaint with the U.S. Department of Education by contacting the:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-8520

Student Privacy and Parental Access To Information The Board of Education respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the District's curriculum, without prior written consent of the student, (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Further, 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 have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

To insure the right of parents, the Board directs building and program administrators to:

- A. Notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students.
- B. Allow the parent the option of excluding their student from the activity.
- C. Report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students.
- D. Treat information as identified in A-H above as any other confidential information in accordance with Policy 8350.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material 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.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled if, in fact, either or both activities are to be scheduled.

For purposes of this policy, the term "parent" includes 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 welfare of the child).

Parents' Right to Know Every Student Succeeds Act (ESSA) of 2015, you have the right to request information regarding the professional qualifications of your child's classroom and para-professional teacher(s). If you would like to request information, please contact your child's building principal.

Directory Information on Students/Armed Forces Recruiting Policy 8330. Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name;
- B. address;
- C. date and place of birth;
- D. major field of study;
- E. participation in officially recognized activities and sports; height and weight, if a member of an athletic team;
- F. dates of attendance;
- G. date of graduation;
- H. awards received;
- I. honor rolls;
- J. scholarships;
- K. telephone numbers only for inclusion in school or PTO directories;
- L. or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

The Board shall, in accordance with State and Federal law, provide at least the same access to the high school campus and to student directory information (names, addresses, and telephone listings of secondary students) of the students enrolled in the high school as is provided to other entities offering educational or employment opportunities to official recruiting representatives of all of the following for the purpose of informing students of educational and career opportunities available in the armed forces of the United States and the service academies of the armed forces of the United States. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

Public notice shall be given regarding the right to refuse disclosure of any or all "directory information" including to the armed forces of the United States and the service academies of the armed forces of the United States.

A fee, not to exceed the actual costs incurred by the high school, for copying and mailing student directory information under this section, may be charged an official recruiting representative.

Directory information received under armed services authorization request shall be used only to provide information to students concerning educational and career opportunities available in the armed forces of the United States or the service academies of the armed forces of the United States. An official recruiting representative who receives student directory information under this section shall not release that information to a person who is not involved in recruiting students for the armed forces of the United States or the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

Requests to the District records officer shall be presented on a standardized form developed by the armed forces of the United States requesting access to a high school campus and a time for the access. Requests should bear the signature of the ranking recruiting officer of the armed service making the request.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's education records or for the release of "directory information", either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose.)

The Board may establish online access for the parents or the eligible student to the student's confidential academic and attendance record. To authorize such access, the parents or the eligible student must sign a release (see [Form 8330 F10](#)). This release shall remind the parents or eligible student that the account and confidential information about the student is only as secure as they keep their account information. Neither the District nor its employees will be held responsible for any breach of this policy by the parent/eligible student or any unauthorized party.

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;
- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Personal Curriculum

A flow chart displaying the personal curriculum process can be found at:

www.actpoint.com/mi/pdf/MMCPC_PC_Process.pdf

A parent or legal guardian of a student who has completed grade 9 may request a personal curriculum for the student that modifies certain of Michigan Merit Standard requirements. If all of the requirements for a personal curriculum are met, then the Board may award a high school diploma to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. All of the following apply to a personal curriculum:

- A. The personal curriculum shall be developed by a group that includes the student, at least one (1) of the student's parents or the student's legal guardian, a teacher who is currently teaching the student, and the student's high school counselor or another designee (selected by the high school principal) qualified to act in a counseling role.
- B. The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school; shall provide a method to evaluate whether the student has achieved these goals; and shall be aligned with the student's educational development plan.
- C. Before it takes effect, the personal curriculum must be agreed to in writing by the student's parent or legal guardian and by the Superintendent of the District or his/her designee.
- D. The student's parent or legal guardian shall be in communication with each of the student's teachers at least once each calendar quarter to monitor the student's progress toward the goals contained in the student's personal curriculum.
- E. Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.
- F. The English language arts credit requirements and the science credit requirements are not subject to modification as part of a personal curriculum.
- G. Except as otherwise provided, the mathematics credit requirements may be modified as part of a personal curriculum only after the student has successfully completed at least two and one-half (2.5) credits of mathematics credits required and only if the student successfully completes at least three and one-half (3.5) total credits of the mathematics credits required before completing high school. The requirement that a student must successfully complete at least one (1) mathematics course during his/her final year of high school enrollment is not subject to modification as part of a personal curriculum. The algebra II credit required may be modified as part of a personal curriculum only if the student has successfully completed at least two (2) of the mathematics credits required and meets one (1) or more of the following criteria:
 1. the student successfully completes the same content as one (1) semester of algebra II, as determined by the department; or
 2. the student elects to complete the same content as algebra II over two (2) years, with a credit awarded for each of those two (2) years, and successfully complete that content; or
 3. the student enrolls in a formal career and technology education program or curriculum and in that program or curriculum successfully completes the same content as one (1) semester of algebra II, as determined by the department; or
 4. Effective July 1, 2011, the student successfully completes one (1) semester of statistics or functions and data analysis.

The above items establish conditions that must be in place to bring about modification of the personal curriculum. They do not reduce the requirement that a student must successfully complete four (4) credits of math including a full year of math during the senior year of high school. Additional math or math-related courses should address high school content as defined by the District and may include trigonometry, statistics, pre-calculus, financial literacy, pre-algebra, applied mathematics, accounting, business mathematics and others.

- H. The social studies credit requirements may be modified as part of a personal curriculum only if all of the following requirements are met:

1. the student has successfully completed two (2) credits of the social studies credits required including the civics course; and
 2. the modification requires the student to complete one (1) additional credit in English language arts, mathematics, or science or one (1) additional credit in a language other than English. This credit must be in addition to the number of those credits otherwise required.
- I. The health and physical education credit requirement may be modified as part of the personal curriculum only if the modification requires the student to complete one (1) additional credit in English language arts, mathematics, or science or one (1) additional credit in a language other than English. This credit must be in addition to the number of those credits otherwise required.
 - J. The visual arts, performing arts, or applied arts credit requirement may be modified as part of the personal curriculum only if the modification requires the student to complete one (1) additional credit in English language arts, mathematics, or science or one (1) additional credit in a language other than English. This credit must be in addition to the number of those credits otherwise required.

Additional options and resources for decision making with regard to the Personal Curriculum can be found at www.actpoint.com/mi/mmcp.cfm.

Right to Inspect Instructional Materials In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments

District Student Access Technology An individualized account permits parents/guardians and students to access confidential student attendance and academic information. It is important that this access be kept secure and not shared with others. To safeguard this confidential information, it is imperative that the parents/guardians and students protect the password system designed to provide access to student information. The District will provide this information only to the student or legal parent/guardian. The District cannot and will not be responsible for any disclosure of information that occurs as a result, directly or indirectly, of the parent/guardian or student's failure to safeguard the access information.

Code of Conduct Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. Respect for real and personal property, pride in one's work, achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District.

Severe or Inclement Weather Procedures The National Weather Service notifies the Kalamazoo County Sheriff's Department and Civil Defense, which in turn alerts all schools in Kalamazoo County. This alert is heard on a transistor warning system housed in the Superintendent's office.

In the event that the National Weather Service issues a severe weather alert notice, the following procedures will be executed:

- A. A TORNADO WATCH is a forecast for the possibility of one (1) or more tornadoes across a large geographic area. A SEVERE THUNDERSTORM WATCH is a forecast for the possibility of severe thunderstorms, including large hail and damaging winds, across a large geographic area. Severe thunderstorms can and do occasionally produce tornadoes. When a tornado or severe thunderstorm watch is issued, the District will continue normal activities but move recess and physical education activities indoors. Each building and department shall designate someone to be responsible for continuously monitoring weather conditions and the local media while students are in the building or on the premises. School will not be dismissed early and dismissal time will be at the regular time even if the watch is still in effect. If a tornado watch is issued prior to the start of school, the superintendent or his designee shall determine if a delay or cancellation is appropriate.
- B. If the National Weather Service issues a TORNADO WARNING (which means that a tornado has either been sighted or considered to be imminent in the warned area), students will remain in school, along with staff in pre-designated shelter areas, until the warning has been cancelled. If the National Weather Service issues a TORNADO WARNING prior to the start of school, school will be cancelled or delayed as appropriate.

- C. If the National Weather Service issues a SEVERE THUNDERSTORM WARNING (which means that severe weather has been observed or is considered imminent in the warned areas), students will remain in school with staff. If conditions become sufficiently severe as to create a concern for safety, building principals may direct students and staff to pre-designated tornado shelter areas until the warning has been cancelled.
- D. Parents are requested not to come to school for their children during tornado or severe thunderstorm watches or warning, as this may lead to confusion and emotional hysteria. A student can only be released to his/her parent or legal guardian in person.
- E. Tornado drills, to this effect, will be part of our drill procedures in all buildings.
- F. Plans for any and all emergencies have been prepared by school officials, and the safest place is usually the school building during severe weather.
- G. If a tornado watch or warning is issued prior to any after-school activity involving students, the activity shall be cancelled immediately and, in the event of a tornado warning, all people on the premises will be directed to take shelter in pre-designated shelter areas.
- H. If a severe thunderstorm warning is issued prior to or during any outdoor after school activity involving students, the activity shall be cancelled immediately. Indoor activities shall continue as scheduled.
- I. Athletics follows MHSAA guidelines:
 - 1. When lightning is observed or thunder is heard, the contest is suspended; contestants shall not return to the playing field until lightning has been absent from the local sky and thunder has not been heard for thirty (30) minutes.
 - 2. If there is a tornado watch or warning at an MHSAA tournament site at least three (3) hours prior to the event, participating school local policy prevails. If one (1) team of dual competition cannot be present by their policy, no contest is held. If multiple team competition, sixty percent (60%) of teams must be present. If local district policy closes competition, all teams must be called.
 - 3. If there is a tornado watch or warning at an MHSAA tournament site less than three (3) hours before an event and teams are enroute, no decision shall be made until both teams in bracket have arrived or contact has been made. Local policy always prevails.
 - 4. If a tornado watch or warning is issued during contest, play is suspended and play resumed if time permits at point of suspension. Local policy always prevails.
 - 5. See MHSAA guidelines for further guidelines.
- J. EMERGENCY DISMISSALS can occur due to mechanical and/or power failure and other inclement weather. Those dismissals will be handled as follows: Walking students and those with their own transportation will be dismissed first. Bus students will remain with teachers and be dismissed as soon as their bus arrives, according to regular dismissal schedule. (Secondary first, then elementary students.)
- K. If school is closed due to any form of inclement weather, student activities may be cancelled. Announcements to the effect that the activity has been cancelled will occur over local radio stations. NO ANNOUNCEMENT will indicate that the activity will be held.
- L. Principals will designate someone to be on ramp duty to inform the office of the bus numbers as they arrive, when dismissing students from school.
- M. KALAMAZOO REGIONAL EDUCATIONAL SERVICE AGENCY (KRESA) procedure regarding the closure of SPECIAL EDUCATION training facilities, due to winter weather conditions: School districts transporting students within their district boundaries shall transport special education students to K.R.E.S.A. administered special education programs.* If school districts are not transporting students within district boundaries due to severe weather conditions, they shall not transport students to K.R.E.S.A. - sponsored special education programs. K.R.E.S.A. special education programs will be closed when ALL transporting districts are not in session due to winter weather conditions.

Emergency Situations At Schools (Evacuation, Fire, Tornado, Lockdown) The primary consideration in any emergency situation must be the safety of the students and staff. At certain times, therefore, it may be necessary to ask the staff to perform "beyond the call of duty" in order to provide for the welfare of our students. In the event of an actual emergency situation, all school personnel, instructional and noninstructional, will be required to remain in the building until they are dismissed by the principal.

- A. When an emergency occurs the principal shall consult with the Superintendent whether or not to evacuate the school. An announcement will then be made to inform staff and students of the emergency procedures that will be followed.
- B. If a decision is made to send students home or to another location, attempts will be made to notify parents by telephone and/or by radio or TV and the public address system will be used to inform all teachers and students.

Certification Regarding Drug-Free Schools This is to certify that the Vicksburg Community Schools has designed and implemented the necessary policies and administrative guidelines to comply with the requirements of Public Law 101 (Drug-Free Schools and Communities Act as amended in 1989). The District's program shall:

- A. emphasize the prevention of drug use;
- B. provide standards of conduct that are applicable to all staff and which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any school activity;
- C. include a clear statement that disciplinary sanctions, up to and including termination and referral for prosecution, will be imposed on staff members who violate the school standards of conduct and a description of those sanctions;
- D. ensure that all staff members have been provided information about drug and alcohol counseling, rehabilitation, and re-entry programs available to them and how to make contact with an appropriate program;
- E. ensure that all staff members have been given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students and have been notified of the requirement that compliance with the standards of conduct is mandatory.

The District shall continue an effort to maintain drug-free schools through compliance with the Drug-Free Schools and Communities Act.

Freedom of Information Act (FOIA) By law, citizens are allowed to request documents or records from the school district. The information must already exist in document form. FOIA does not cover the creation of information or summaries. Please refer to the Vicksburg Community Schools FOAA Procedures and Guidelines Manual.

To submit a request, send a letter with specific information about the documents you are looking for by mail or email to:

FOIA Coordinator
Vicksburg Community Schools
301 S. Kalamazoo St.
Vicksburg, MI 49097
Or email: amanchester@vicksburgschools.org

Security and Video Surveillance The Board of Education provides notice to all students, the public and its employees of the potential use of video surveillance and electronic monitoring in order to protect District property, promote security and protect the health, welfare, and safety of students, staff and visitors. The Superintendent shall develop and supervise a program for the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with statute and rules of the State. The Superintendent may authorize the use of video/electronic surveillance systems in monitoring activity on school property.

Reproductive Health and Family Planning The Board of Education directs that students receive instruction in reproductive health, family planning, and the recognition, prevention, and treatment of noncasual-contact communicable diseases such as venereal diseases, HPV, and HIV; and the use of abstinence from sex as a responsible method for restriction and prevention of noncasual-contact communicable disease and as a positive life-style for unmarried young people. "Reproductive health" shall be defined as that state of an individual's well-being which involves the reproductive system and its physiological, psychological, and endocrinological functions.

The Board accepts as policy the guidelines entitled "Sex Education Guidelines including Reproductive Health and Family Planning" established by the Michigan Department of Education. A copy shall be available for inspection in the Board office.

Each person who teaches K to 12 students about human immunodeficiency virus infection and acquired immunodeficiency syndrome shall have training in human immunodeficiency virus infection and acquired immunodeficiency syndrome education for young people. Licensed health care professionals who have received training on human immunodeficiency virus infection and acquired immunodeficiency syndrome are exempt from this requirement.

A Sex Education Advisory Board shall be established in order to ensure the effective participation of parents and community groups in the design and implementation of this program area. Teacher consultants to the District will meet preparatory criteria established by the State guidelines before participating in sex education instructional activities.

The District shall notify the parents, in advance of the instruction and about the content of the instruction, give the parents an opportunity, prior to instruction, to review the materials to be used (other than tests), as well as the opportunity to observe the instruction, and advise the parents of their rights to have their child excused from the instruction.

The Superintendent shall prepare regulations to implement these recommended guidelines which are to include at least two (2) public hearings on any revisions to any of the curricula described above. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given and conducted in accordance with the Open Meetings Act.

Blood-Borne Pathogens The Board of Education seeks to protect those staff members who may be exposed to blood pathogens and other potentially infectious materials in their performance of assigned duties. The Superintendent shall implement administrative guidelines which will:

- A. identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
- B. provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally-mandated scheduling;
- C. ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
- D. establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
- E. provide for record-keeping of all of the above which complies with both Federal and State laws;
- F. develop an exposure control plan

Use of Pesticides. Vicksburg Community Schools will send out a general notice regarding pesticide application to parents and/or guardians of student in the District. This notice shall be sent within thirty (30) days of the start of school. Parents/guardians will be informed that they have the right to be notified in advance of a scheduled pesticide application. They may obtain a pesticide application notice at the Vicksburg Administration building at 301 South Kalamazoo Avenue. The Vicksburg Schools' Administration will contact those parents/guardians who have requested notification of pesticide applications. Parents/guardians will be notified by letter sent no later than three (3) days before the scheduled application. If this is not possible, parents/guardians will be notified no later than one (1) day by telephone, either by direct contact or by leaving a recorded message on a telephone answering machine. Occasionally, emergencies may arise that dictate the use of a pesticide for the safety of the whole student body. If this occurs, Vicksburg Community Schools shall notify parents/guardians who are on file for pesticide application notification within one (1) day after the application.

MSDS Material Safety Data Sheets (MSDS) Copies of MSDSs for all hazardous chemicals to which section employees may be exposed will be kept in a binder in the Toxic Hazard Preparedness (THP) Officer's office.

Search and Seizure – Locker Search Policy 5771 Search and Seizure. School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, in all situations in which the student is under the jurisdiction of the board, the school authorities may search the person or property (lockers and vehicles) of a student, with or without the student's consent, whenever they have individualized, reasonable suspicion that the search is required to discover evidence of a violation of law or of school rules.

Bullying and Other Aggressive Behavior Policy 5517.01 Bullying of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Student Accident Insurance The Board of Education recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the schools. Therefore, at the beginning of each school year, the Board shall offer parents the opportunity to participate in an outside group accident insurance at the expense of the parents.

Weapons-Free School Zone State law establishes a "Weapon-Free School Zone" that extends 1,000 feet from the boundary of any school property. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air, spring, and gas-powered guns, (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Homeless/Migrant Information If your family lives in any of the following situations:

- In a shelter, motel, vehicle or campground
- On the streets
- In an abandoned building, 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.

For further information and assistance, please contact Adam Wallace, Homeless Liaison, at 269-321-1017.

Free And Reduced-Price Meals The Board of Education recognizes the importance of good nutrition to each student's educational performance. For the 2023-24 school year, all students school meals are provided at no cost. Parents must continue to provide household income information for schools to receive full access to federal and state funding. These criteria are issued annually by the Federal government through the State Department of Education. The schools shall annually notify all families of the availability, eligibility requirements, and application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school. For further information and assistance, please contact Sarah Dyer, Director, Food and Nutrition Department, at 269-321-1033.

Asbestos Hazard Emergency Response Act (AHERA) Notification

The Environmental Protection Agency (EPA) requires that each year, district worker and building occupants receive notification about asbestos activities such as response actions and inspections. The purpose of this correspondence is to meet those requirements and familiarize you with the asbestos related activities that have been conducted in Vicksburg Community Schools this past year.

Management Plans

In 2010, Vicksburg Community Schools contracted with Nova Environmental, Inc. to conduct inspections for asbestos containing material (AM) with all district owned buildings. This information was then compiled into Asbestos Management Plans. These Management Plans are located in the administrative office of each building and are available for review. A copy of each building management plan is also located in the Administration Building.

Surveillance Activities

The AHERA regulation require surveillance of the condition of ACM every six months and Re-inspections every three years. The periodic surveillance was conducted November of 2020. The Three-Year Re-inspection was conducted in September of 2022. Both of these surveillance activities will be included as part of the buildings Management Plans.

Asbestos Abatement

It is anticipated that Vicksburg Community Schools will need to conduct only minor amounts of asbestos abatement within its facilities over the next year. And will continue to maintain all ACM under the Operations & Maintenance Program.

Any removal projects will be performed by a Michigan Licensed Asbestos Abatement Contractors and managed by Nova Environmental, Inc. the districts environmental consulting firm.

All asbestos documentation is available for your review in each building file and at the Administration Building.

For more information contact Dewey Waterman, Director of Maintenance and Facilities, at 269-321-1027.