



## **2018-2019 Annual Notifications**

Please see below for the following annual notifications:

- Asbestos Notification
- District policies and procedures
- Family Educational Rights & Privacy Act (FERPA) Notice for Directory Information
- Notification regarding staff qualifications
- Pesticide notification advisory
- Project FIND Special Education / Section 504 Notice
- Student accident insurance
- Students with disabilities
- Title IX, Section 504, Age Discrimination Act, and Title II Americans with Disabilities Act and CTE Opportunities
- Translation Services

### **Asbestos Notification**

In compliance with the parent/guardian and staff notification requirements specified in the Environmental Protection Agency's (EPA) Asbestos Containing Materials in Schools: Final Rule and Notice, as directed by the Asbestos Hazard Emergency Response Act (AHERA) of 1986, the following information regarding asbestos can be found in the AHERA Management Plan Book located in our Main Office:

- Building Inspection
- The Management Plan
- Periodic Surveillance Schedule
- Re-inspection Schedule

### **District Policies and Administrative Guidelines**

Leelanau Montessori's Board of Directors has developed specific policies and administrative guidelines regarding student and staff behavior. Policies and guidelines cover virtually all areas of behavior including smoking, drugs, dress, weapons, sexual harassment, and use of the internet. The Family handbook also provides a compilation of information that every student

and parent should know. Copies of the handbook and all district policies and administrative guidelines are available online at [www.leelanaumontessori.org](http://www.leelanaumontessori.org) or in the Main Office or by contacting the Head of School.

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

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Leelanau Montessori, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information for your child's education records. However, Leelanau Montessori may disclose appropriately designated "directory information" without written consent, unless you have advised Leelanau Montessori to the contrary in accordance with LMPSA procedures. The primary purpose of directory information is to allow LMPSA to include information from your child's education records in certain school publications. Examples include:

- The annual yearbook
- Advertising and/or social media
- Classroom recognition lists

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

### **Disclosure of "Directory Information"**

Except as otherwise stated in Board policy 8006 (student records), school officials may disclose "directory information: without prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies LMPSA that the parent or eligible student does not consent to the disclosure of directory information.

If you do not want LMPSA to disclose any or all of the types of information designated below as directory information from your child's educational records without prior written consent, you must notify LMPSA in writing by the third Friday in October. The Board designates the following as directory information;

- Student name and address
- Parent name and address
- Parent email address
- Student and parent telephone numbers
- Student's date and place of birth

- Dates of attendance
- Student grade placements
- Photographs and videos of students participating in school activities, events, or programs
- Other information generally found in yearbooks

### **Notification regarding staff qualifications**

Under the No Child Left Behind Act, parents have the right to request information on the professional qualifications of their children's classroom teachers and the qualifications of the paraprofessionals who provide services to their children. Parents may request and receive information about: (a) whether the teacher is State-certified, (b) whether the teacher is teaching under emergency or provisional status, and (c) the baccalaureate major of the teacher and any other graduate degree or certification. Parents may request information on the level of achievement of their child in each of the State academic assessments. If a student attending a school that receives any Title I, Part A funds is assigned to, or taught, for four or more consecutive weeks by a teacher who is not highly qualified, the school must provide timely notice to the student's parents. All inquiries should be directed to the Head of School.

### **Pesticide Notification Advisory**

State of Michigan law requires that schools and daycare centers that may apply pesticides on school property must provide an annual notification to parents or guardians of students attending the facility.

Please be advised that Leelanau Montessori currently works with Suttons Bay in order to manage the control of pests while we are still in their building. We will manage our own program when we move into the new building during the current school year. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of this system is 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, the school/district will provide advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide, or herbicide, other than bait or gel formulation, that is made to the school buildings or grounds. Advance notice 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 advance notice to prevent injury to students, but the school or daycare will provide notice following any such application.

Advance notice of pesticide applications, other than a bait or gel formulation, will be given by at least two methods. The first method will be posting at the main entrance to the school being treated. The second method will be email.

Please be advised that parents or guardians of children attending the school are entitled to receive the advance notice of a pesticide application, other than bait or gel formulation, by first class United States mail postmarked at least three days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please contact the main office at 231-271-8609.

Please be advised that parents or guardians of children attending the school may review the school's Pest Management Program and records of pesticide application upon request. Contact the main office at 231-271-8609 for more information.

### **Project FIND Special Education / Section 504 Notice**

Leelanau Montessori offers evaluations, programs, and services to individuals who are identified as having, or who are suspected of having, a disability as defined in either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973. These services are available to eligible persons who attend Leelanau Montessori. Referrals are accepted from parents, staff members, community agencies, and other interested parties. For more information about available services, contact your student's teacher, or the Head of School.

### **Requirements for Student Immunizations**

The Board of Directors requires that all students be properly immunized pursuant to the provisions of the Michigan Department of Community Health and the Michigan Department of Licensing and Regulatory Affairs (LARA). Accordingly, the State of Michigan requires that all students be properly immunized at the time of registration or not later than the first day of school pursuant to those provisions. Before a child can be permitted to enter or attend school, parents/guardians must present documentation that a child has had the required doses of vaccine. Immunization requirements are to be in accordance with Board Policy and Administrative Guideline #5007. The only exception is if the parents/guardians submit a signed waiver of immunization. A licensed health care provider will certify that a medical contraindication exists and that a specific immunization is or may be detrimental to the student's health. The County Health Department will issue a waiver for non-medical reasons.

## **Student Accident Insurance**

As a service to students and their families, Leelanau Montessori is making available a student accident insurance plan for your child at no cost. All school-sponsored and supervised activities and time spent in school are covered in accordance with the terms and limitations of the policy. There are no deductibles for your family. **The State does not mandate any school** must carry accident insurance for students and not all schools do. However the Leelanau Montessori Board of Directors has taken this step to ensure coverage gaps do not exist for your family if something should happen to your child while at school.

## **Students with Disabilities**

Students identified with a disability are entitled to a Free and Appropriate Education. Modifications, accommodations, or interventions will be put in place, regardless of mitigating factors. In some cases, a 504 Plan, which is an accommodations plan for a student with a disability, may be indicated. Any service provided for a child with a disability must be aligned with the impairment.

## **Title VI, Title IX, Section 504, Age Discrimination Act, and Title II Americans with Disabilities Act**

The government has made legal provisions to ensure that no person is discriminated against on the basis of the protected classes of race, color, national origin, gender, sex (including sexual orientation or transgender identity), age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes") in its programs and activities, including employment opportunities. In order to protect these rights and assure compliance, Leelanau Montessori PSA has appointed the Head of School, Eric Royston, as coordinator of Title VI, Title IX, Section 504, the Age Discrimination Act, and Title II. Inquiries concerning the application of, or grievances for, any of these regulations or concerns that the rights of an individual may have been violated should be directed to the Head of School.

## **Translation Services**

Leelanau Montessori will provide interpreter/translator services to parents/caregivers of students for a variety of student functions such as orientations, IEPs, parent-teacher conferences, disciplinary actions, follow-up written communication, etc. To request an interpreter or translation, contact the Head of School.