



Dearborn Public Schools accept a parent's assertion that he or she needs language assistance without requiring additional corroboration. For free help with understanding the content of this document, please call the Student Services office 827-3005 for translation/interpretation Assistance.

**Arabic:** تؤكد مدارس ديربورن على توفير خدمات الترجمة بدون أي شرط للحصول على هذه الخدمة المجانية ولتفهم هذه الإستشارة يرجى الإتصال بمكتب خدمات الطلاب على الرقم 827-3005

**French:** Les écoles de Dearborn vous offrent le service de traduction sans aucune condition. Si vous souhaitez avoir le service gratuit pour comprendre le contenu de ce document, prière d'appeler le bureau de Services aux Etudiants 827-3005.

**Spanish:** Las escuelas de Dearborn aceptan la afirmación de un padre que él o ella necesita ayuda con el idioma sin necesidad de corroboración adicional. Para obtener ayuda gratuita con la comprensión del contenido de este documento, por favor llame a la oficina de Servicios de los Estudiantes 827-3005 para recibir asistencia de traducción / interpretación.

**Italian:** Scuole Dearborn accettare l'affermazione di un genitore che lui o lei ha bisogno di assistenza lingua senza bisogno di ulteriori conferme. Per aiuto con la comprensione del contenuto di questo documento, si prega di chiamare l'ufficio Student Services 827-3005 per la traduzione / interpretazione di assistenza.

**Albanian:** Shkolla DEARBORN pranojnë pohimin e të prindërve që ai ose ajo ka nevojë për ndihmë të gjuhës pa kërkuar vërtetim shtesë. Për ndihmë lirë me kuptuar përmbajtjen e këtij dokumenti, ju lutemi telefononi zyren e shërbimeve për studentë 827-3005 për përkthim / interpretim ndihmë.

**Romanian:** Scolile orasului Dearborn accepta orice declaratie parinteasca care atesta nevoia copilul de assistenta cu limba engleza fara nici o dovada suplimentara. Daca aveti nevoie sa intelegeti acest document da-ti telefon la oficiali serviciilor scolare la numarul 827-3005 pentru a primi assistenta cu translatia sau interpretarea lui.

**Urdu:** ڈیئر بورن اسکولوں میں والدین کا دعویٰ ہے کہ وہ یا وہ اضافی تعاون کی ضرورت ہوتی ہے بغیر زبان امداد کی ضرورت ہے کہ قبول کرتے ہیں۔ اس دستاویز کے مواد کو سمجھنے کے ساتھ وقت میں مدد کے لئے، براہ مہربانی مدد ترجمہ / تشریح کے لئے طالب علم کی خدمات کے دفتر کو کال کریں 827-3005

The law requires the Dearborn Public Schools to provide all parents or guardians with the following legal notices. Please take a moment to review this document (also available at [www.dearbornschools.org](http://www.dearbornschools.org)). If you have any questions or comments, please call the Communications Office at 827-3006. Thank you for your continued interest in the Dearborn Public Schools.

### STATEMENT OF POLICY -

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Dearborn School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status, be excluded from participation in, be denied the benefits of, or be subject to discrimination during any program or activity or in employment.

### GRIEVANCE PROCEDURE

Section I - If any person believes that the Dearborn School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title II, VI, or VII of the Civil Rights Act of 1964; (2) Title IX of the Education Amendment Act of 1972; and (3) Section 504 of the Rehabilitation Act of 1973, the Age Act, and the Americans with Disabilities Act of 1990, s/he may bring forward a complaint, which shall be referred to as a grievance, to the Civil Rights Coordinator found at: [https://docs.google.com/document/d/1rOvEmakEhPDhZHE3vVIA\\_wkd0j8Wgll2jPBwc4yAcld/edit#heading=h.qbgymiou7xi](https://docs.google.com/document/d/1rOvEmakEhPDhZHE3vVIA_wkd0j8Wgll2jPBwc4yAcld/edit#heading=h.qbgymiou7xi).

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 the 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 complaint. 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 or designee within five (5) business days after receipt of the coordinator's response. The superintendent or designee 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 receipt of the superintendent or designee response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives 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.

Step 4: If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, OH 44114.

The district's coordinator, on request, will provide a copy of the district's 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 district coordinator's office, Ibrahim Mashhour, Director of Student Services, and Lisa Horvatic, Coordinator, Special Education, at Dearborn Public Schools, 18700 Audette, Dearborn, MI 48124.

### AMERICANS WITH DISABILITIES ACT

The Dearborn Public Schools has evaluated its facilities, services, policies, web based communications, and practices as required by Title II of the Americans With Disabilities Act of 1990 and its implementing regulations. Individuals with disabilities, and other interested parties, are invited to participate in an ongoing assessment by submitting comments. Comments should be addressed to The Director of Special Education, 18700 Audette, Dbn., MI 48124. Other inquiries about the Americans With Disabilities Act may be made to: U.S. Dept. of Justice, Washington, D.C. 20530.

## **FAMILY RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act of 1974 requires that school districts inform parents whenever information on a student is released by the school district unless the information being released can be defined as "Directory Information". Directory Information may be published by the school district in school yearbooks, school information sheets, school newspapers, school bulletins, school athletic programs, or other materials released to public sources. The Dearborn Public Schools has identified the following as Directory Information: Student's name; Student's date and place of birth; Student's participation in school-related activities and sports, major field of study; Student's honors, awards, and scholarships; dates of attendance and graduation; Student's photograph or electronic image; and other information such as height and weight of athletes, honor roll membership, and other information generally found in yearbooks or other school-related publications.

This information will, as a general rule, be released by the school district without securing the prior written consent of the parent, guardian or adult student. **The purpose of this notice is to inform parents in the school district of that information which is considered Directory Information and to provide the parent, guardian, or adult student the opportunity to object to the release of that information.** If a parent, guardian, or adult student objects to the inclusion of specific information, the Dearborn School District will honor the objection and will not release the information without written consent of the parent, guardian, or adult student. For purposes of this notice, adult students are considered to be students who have reached the age of 18 and attend the Dearborn Public Schools. If you wish to request that specific information about your student be withheld, please contact the principal of the student's school who will in turn notify the Department of Student Services.

### **Photo/Video/Website–Image Release**

Throughout the school year, the Dearborn Public Schools will utilize a variety of electronic communication devices to produce print or electronic material. On occasion, the district will allow local print, broadcast, or on-line media outlets to take still photos or videotape images of district events. These images could appear in media presentations; become part of a school website or social media outlet; be made available to other educational institutions; or be televised on the district's local cable channel, other city cable channels, or broadcast networks. All parents or guardians of students attending the Dearborn Public Schools are notified that a student's Directory Information could be revealed in these types of presentations, but that no other information about a child or his/her schoolwork will be revealed without prior consent. It is the practice of the Dearborn Public Schools not include a child's full name in content produced for use on the internet. **If for any reason a parent or guardian of a Dearborn Public School District student does not want his or her child photographed or videotaped, the parent or guardian must contact the school principal stating the specific request, including the name and grade of each child involved, and the name of each child's teacher.**

## **SCHOOLS OF CHOICE**

The Dearborn Board of Education has declared itself a "closed district," meaning the district does not accept enrollment of students outside of its district borders. One school in the district, Henry Ford Early College, is available to students in Wayne County. Information can be obtained by calling the Early College at (313) 317-1588.

## **POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal and State law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, or substance that could be considered a 'look-alike' controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and available services. Students and their parents should contact the school principal or counseling office whenever such help is needed.

## **POSSESSION OF WEAPONS**

State law requires the mandatory expulsion of a student who brings a dangerous weapon to school. A student will not possess, handle, transmit, or use as a dangerous weapon an instrument capable of harming another person. A "dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles [MCL 380.1313].

## **ARMED FORCES RECRUITING (FROM BOARD POLICY 8330)**

The Board shall, in accordance with State and Federal Law, provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "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 you wish to request that specific information about your student be withheld, please contact the principal of the student's school who will in turn notify the Department of Student Services.

## **RIGHTS REGARDING STUDENT RECORDS**

All parents and guardians of students under 18 years of age and all students 18 years of age or older have the right, pursuant to the Family Education Rights and Privacy Act of 1974, to examine the Dearborn Public Schools' office records, files, and data relating directly to the student. They also have the right to challenge any of the contents of said records to ensure their accuracy and fairness. The procedure for examining the student's records involves a written request to the principal of the school. The principal shall, within five school days, provide the parents, guardian, or adult student with access to the record. Unusual circumstances allow the principal to issue a notice extending the response time for not more than 10 additional days. Should the parents, guardians, or adult student wish to challenge the records, an appeal to this effect is made to the principal. If the principal decides that the material in question is accurate and fair, and the parent, guardian, or adult student disagrees, the principal's decision may be appealed to the Executive Director of Student Achievement who is the direct supervisor of the principal. An appeal may then be made to the Superintendent and eventually to the Board of Education. If it's rejected, the individual must pursue his/her complaint with the Secretary of the Department of Education.

## **DESTRUCTION OF SPECIAL EDUCATION RECORDS**

Personally identifiable special education records no longer needed for educational purposes will be destroyed after a student graduates from high school or reaches age twenty-seven, whichever comes first. Special education records required under state and federal law will be maintained on file without time limit. The aforementioned does not prohibit the periodic cleaning of files of material that is no longer needed, or is not relevant to the educational planning required under state and federal law, i.e., absence excuses, notes from parents, etc.

## **REQUIRED IMMUNIZATIONS**

Michigan law requires that all students must be immunized against communicable diseases in order to attend school. The Wayne County Health Department and the State of Michigan Health Department determine the requirements and exclusion dates. Dearborn students who are not up-to-date on their immunizations will be excluded from school. The state requires that all students are up-to-date on the requirements for the following vaccines: DTP [DT, Td, DTaP, TdaP], polio, MMR [Measles, Mumps, Rubella], hepatitis B, and varicella [chickenpox]. Documentation of the chickenpox disease is acceptable. Please talk to your school office or school nurse if you have questions. These diseases can be very serious and life threatening. Keeping your child up-to-date with their immunizations helps to protect them.

## **PROJECT FIND—Finding children who need special attention**

Children grow and develop at different rates. Some may require special services. Example: **If your preschool child (0-6)** is developing or learning more slowly than other children the same age; is three years old and does not talk or cannot be understood; has a physical or other health problem. **If your school age child (6-18)** has been retained more than once because of limited achievement; is in the third grade and does not read or write; has social or emotional problems that cannot be handled by the child's school; is in middle school and is functional below third-grade level reading, writing, and arithmetic skills. **If your young adult (18-25)** has dropped out of school or is in high school and cannot perform normal tasks; reads or writes below a third grade level; has severe social or emotional problems. Then your child may need free support services, which begin with testing.

Michigan law requires that Special Education Programs and Services be made available for persons, birth through 25 years of age, with mental, emotional, physical, health, hearing, vision, speech, language, developmental or learning problems. Services offered include: small classes, specially trained teachers, special equipment and materials, and vocational planning. If special help or information is needed in Dearborn, call: Special Education Director, 827-7050 or Project Find in Wayne County: 1-877-EARLY ON or (877) 327-5966.

## **CAREER AND TECHNICAL EDUCATION (CTE) OFFERINGS**

Career and Technical Education is an integral part of the educational program. CTE programs fall into the following Career Pathways: Arts and Communication, Business, Management, Marketing & Technology, Engineering/Manufacturing and Industrial Technology, Health Sciences, Human Services. These programs are designed to prepare youth for a broad range of employment and training services and are offered under the guidance of certified teachers, counselors, and work based learning coordinators. Programs are offered at the Berry Career Center and/or at the comprehensive high schools in the district. The Career and Technical Education curriculum also includes work based learning programs, through which students work in local businesses while earning both wages and school credit. For a listing of the numerous program offerings or provisions or other information, contact: Dr. Winifred Green, Career & Technical Education Coordinator, Dearborn Public Schools, 22586 Ann Arbor Trail, Dearborn Heights, MI 48127, or (313) 827-4800.

## **ASBESTOS**

In compliance with the Environmental Protection Agency Asbestos Hazard Emergency Response Act, the Dearborn Public Schools are informing all occupants and their guardians of asbestos-related activities for district buildings. Maintenance on existing asbestos in district buildings will continue to be performed to ensure asbestos fiber release is contained to protect human health and the environment. All asbestos abatement repairs will be scheduled after regular school hours and performed and monitored by state-accredited employees in compliance with AHERA and state regulations. Asbestos management plans for each building are available for review in the school administrative offices. **The following activities are planned for the 2017-2018 school year: All Dearborn school buildings will receive 6-month surveillance in February & August.**

## **PESTICIDES**

Michigan Department of Agriculture Regulation 637 requires schools to notify parents and guardians of their right to be informed prior to application of pesticides on school grounds and buildings. This regulation also requires that schools have a verifiable Integrated Pest Management Program (IPM) in place. IPM involves the use of environmental, biological, harborage reduction, and mechanical controls to control pests, with pesticides used only when necessary. Any pesticide usage will be kept at a minimum and all parents will be notified per state guidelines. For further information about pesticide application, **please contact your school principal or Don A. Ball Director, Maintenance, Safety and Security, Operations Department- 313-827-3203**

## **NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM STORM WATER POLLUTION CONTROL PROGRAM**

Under the Clean Water Act of 1990, the Environmental Protection Agency and the Michigan Department of Environmental Quality promulgated rules and regulations regarding storm water runoff issues. Dearborn Public Schools has completed surveys of all the school district buildings to ensure that we are in compliance with these rules and regulations. One of the important parts of this program is stopping Illicit Discharges. An illicit discharge is when someone discharges waste into the storm sewer system on school district property. If anyone sees this happening or finds out about it, please contact the National Response Center at (800) 424-8802 or their website at [www.nrc.uscg.mil](http://www.nrc.uscg.mil). You may also contact the Michigan Department of Environmental Quality (MDEQ) at (800) 292-4706. You can also contact Don Ball, Director of Maintenance, Safety and Security. (313) 827-3203.

The Elementary and Secondary Education Act of 1965 (ESEA) and the Code of Federal Regulations (34CFR, Part 200), in the section on "Parent Involvement: Title I, Part A", requires school districts to disseminate specific parent notifications, including the following:

### **LANGUAGE SKILLS**

The Dearborn Board of Education assures that the lack of English language skills will not be a barrier to admission or participation in district programs or services. Questions or comments should be addressed to the Executive Director of Student Achievement, 18700 Audette, Dbn., MI 48124.

### **PARENT RIGHT-TO-KNOW NOTIFICATIONS:**

Parents of students attending schools that receive Title I, Part A funds have the right to request the professional qualifications of their students' classroom teachers. If the child is receiving instructional services from paraprofessionals, parents may also request the qualifications of the paraprofessional. Per Dearborn Public Schools Board of Education Policy 2261.02, parents desiring information on specific district educators can submit requests in writing to Mr. Robert Seeterlin, Director, Human Resources, Dearborn Schools, 18700 Audette, Dearborn, MI., 48124.

### **ANNUAL EDUCATION REPORT:**

The Annual Education Report (AER) provides key information on annual educational progress for the Dearborn Public Schools. The AER addresses the complex reporting information required by federal and some requirements of state law. Our staff is available to help you understand this information. Please contact Mrs. Fatme Faraj Compensatory Education and School Improvement Director or Dr. Dan Patterson, Assessment, Planning and Evaluation Director for help if you need assistance. The AER is available for you to review electronically by visiting the following web site: <https://drive.google.com/drive/folders/0B3zbTvKCznJMenBqWk1jNTJxUHc?usp=sharing>. AER links are available for individual. Parents may also request a print copy from each school's main office.

### **Parent Dashboard for School Transparency**

Whether you are looking for student-to-staff ratios, attendance information, school assessment scores, or access to college-credit or career-tech programs, the Parent Dashboard provides easy access to valuable measures helpful in providing students a quality education. This dashboard is Michigan's newest tool in its commitment to provide transparency about school and district performance. The contents of this dashboard can inform decisions and encourage conversations about how we help all students succeed. The dashboard is designed to be a "living tool" that will be updated as new school data become available. Here is the link to the Dashboard: <https://www.mischooldata.org/ParentDashboard>

### **PARENTAL INVOLVEMENT POLICY/PLAN NOTIFICATION:**

The Dearborn Public Schools Board of Education Policy 226.01 addresses Parent Participation in Title I Programs. Additionally, each Dearborn Title I school has developed a written parental involvement plan and a school/parent compact. District Policies and Guidelines can be accessed through the district web site: <http://www.neola.com/dearborn-mi/>. Additionally, the district parental involvement policy has been appended to this document.

### **STUDENT ACADEMIC ACHIEVEMENT:**

Individual student academic achievement on State assessments is shared with individual parents through a variety of ways, including print reports, online access, and face-to-face parent meetings. Material is available in English, Arabic, and other languages upon request. Parents are encouraged to make individual appointments with building or central office staff to discuss specific student academic achievement concerns. Students are required to participate in state examinations. The state of Michigan does not acknowledge opting-out of examinations. On days in which state examinations are administered students will be required to participate in examinations and no alternative placements will be granted.

**NOTIFICATION OF PARENT MEETING.****PLANNING FOR AND EVALUATION OF PROGRAM:**

Please see Dearborn Public Schools Board of Education Policy 2261.02 (appended to this document).

**LIMITED ENGLISH PROFICIENT (LEP) PARENTAL NOTIFICATIONS:**

Annually, the Dearborn Public Schools Office of Bilingual Services provides written notifications to parents of LEP students that their child has been identified for, or is participating in, a Title I, Part-A funded or Title III language instruction educational program. This notification includes guidance detailing parents' rights to decline such services or have their child removed from such a program. Additional information is available from Ms. Rose Aldubaily, Coordinator of Bilingual Services.

**DEARBORN PUBLIC SCHOOLS POLICY 2261.01****PARENT PARTICIPATION IN TITLE I PROGRAMS**

In accordance with the requirement of Section 1118 of Title I, programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served.

The Superintendent shall ensure that the Title I plan contains a written statement of guidelines which has been developed with, approved by, and distributed to parents of participating students. The guidelines shall describe how:

- A. the District expects the parents to be involved in the program, including their participation in the development of the plan;
- B. meetings will be conducted with parents including provisions for flexible scheduling and whatever assistance the District may be able to provide parents in order to better ensure their attendance at meetings, and for providing information in a language the parents can understand;
- C. meetings will include review and explanation of the curriculum, means of assessment, and the proficiency levels students are expected to achieve and maintain;
- D. opportunities will be provided for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;
- E. parents will be involved in the planning, review, and improvement of the Title I program;
- F. information concerning school performance profiles and their child's individual performance will be communicated to parents;
- G. parents will be assisted in providing help to their children in achieving the objectives of the program by such means as ensuring regular attendance; monitoring television-watching; providing adequate time and the proper environment for homework; guiding nutritional and health practices; and the like;
- H. timely responses will be given to parental questions, concerns, and recommendations;
- I. the District will provide coordination, technical assistance and other support necessary to assist Title I schools to develop effective parental participation activities to improve academic achievement;
- J. an annual evaluation of the parental involvement plan will be conducted with parents, identifying any barriers to greater parental involvement (such as limited English, limited literacy, economic disadvantage, disability, etc.) and devising strategies to improve parental involvement;
- K. the parental involvement plan will be coordinated with other programs, such as Head Start, Reading First, Even Start, Parents as Teachers, and Home Instruction for Preschool Youngsters;
- L. other activities will be conducted as appropriate to the plan and State or Federal requirements.

The Superintendent shall also assure that each Title I participating school develops a specific plan, with parental involvement, which:

- A. convenes an annual meeting at a convenient time to which parents of participating children are invited to attend to explain the parents' rights to be involved and the schools obligations to develop an involvement plan;
- B. will devise a flexible meeting schedule and describe assistance to encourage parental involvement, such as child care, transportation, home visits, or similar aid;
- C. will involve parents in an organized, on-going and timely way in the development, review and improvement of parent involvement activities;

D. will provide participating students' parents with

1. timely information about the Title I programs;

2. an explanation of the curriculum, the forms of academic assessment and the proficiency levels expected;

3. regular meetings, upon request, to make suggestions and receive response regarding their student's education;

E. develops jointly with parents a school-parent compact which outlines the responsibilities of the school staff, the parents and the student for academic improvement, including:

1. the school's responsibility to provide high quality curriculum, and instruction in a supportive, effective learning environment;

2. parent's responsibility for such things as monitoring attendance, homework, extracurricular activities and excessive television watching; volunteering in the classroom;

3. the importance of parent teacher communication on an ongoing basis through at least annual parent teacher conferences to discuss achievement and the compact; frequent progress reports to the parents; reasonable access to the staff and opportunities to observe and participate in classroom activities.

20 U.S.C. 6318 et seq., Elementary and Secondary Education Act of 1965 34 C.F.R. Part 200 et seq.  
revised 4/03