



**Students First**  
*Inspire, Educate, Celebrate*

## **Communication Policy for Parents/Guardians and Students, Including those with Disabilities**

Dearborn Public Schools is committed to providing access to communication to all individuals, with and without disabilities. The Dearborn School District ensures that all District-sponsored programs, activities, meetings, and services will be accessible to individuals with disabilities, including persons who have impaired hearing, vision or speech. The District will strive to make such communications as effective as they would be for persons without disabilities. Such efforts will include furnishing appropriate auxiliary aids and services that would afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, programs, activities, meetings, or services conducted or sponsored by the District, including the District's website. Such aids and services will be provided in a timely manner and in such a way as to protect the privacy and independence of the individual with a disability.

Communication policies and procedures apply to all school-related communications, including, but not limited to, notification to parents of school closings, emergency information scheduling changes, and school events.

The effective communication requirements of the Americans with Disabilities Act of 1990 (Title II) shall be considered in determining how to meet a student's communication needs when an IDEA-eligible or a Section 504-eligible student's disability impacts his/her hearing, vision or speech. The District's Section 504/ADA Compliance officers can be found on the District's website.

Dearborn Public Schools accept a parent's assertion that he or she needs language assistance including but not limited to auxiliary aids and services without requiring additional corroboration.

***(This statement will be added to district OCR language statement)***

### **Requesting an Auxiliary Aid or Service, including Sign Language Interpreters**

Individuals who may need an auxiliary aid or service to participate in and enjoy the benefits of a program, activity, meeting, or event should contact the school or District office as soon as possible and no later than forty-eight (48) hours before a scheduled program or activity so that the District can make necessary arrangements. The District will make reasonable efforts to

accommodate any requests made less than forty-eight (48) hours in advance of a program, activity, meeting, or event. For auxiliary aids or services specifically during a meeting of the Board of Directors, the request should be made directly to the office of the Superintendent.

The District's website provides information on how to request auxiliary aids and services, ask related questions, or raise concerns. Visit <http://dearbornschools.org/district/504-plans> to find more information. If a person with a disability cannot access this format, this information will also be provided in an accessible format when necessary and upon request.

***(Auxiliary aids request form was created and will be published on district website)***

A form for requesting auxiliary aids and services is on the District website. While it is not required that this form be used to make such a request, this written form will minimize miscommunication and help the District understand the specific auxiliary aids or services being requested. District staff will also assist a requestor in filling out this form, when necessary. The form is appendix A.

A qualified staff will contact the individual making the request within 48-hours, through appropriate means, to identify the availability of appropriate auxiliary aids and services.

***(This statement will be attached to the OCR statement on all district correspondents)***

### **Determining an Appropriate Auxiliary Aid or Service**

When the District provides an auxiliary aid or service necessary to ensure effective communication, the aid or service must be provided in an accessible format, in a timely manner, and in such a way as to protect the privacy and independence of any person with a disability. Determining an appropriate auxiliary aid or service must be individualized and made on a case-by-case basis, considering the communication used by the person with a disability; the nature, length and complexity of the communication involved; the content and the context in which the communication is taking place; the number of people involved in the communication; and the expected or actual length of time of the interaction(s).

When securing Sign Language Interpreters, the District will identify individuals who have knowledge of any specialized terms or concepts specific to the District program or activity for which they are providing services, including, but not limited to interpreters for Individualized Education Program (IEP) meetings who have knowledge of special education terminology.

### **Assurance of Records**

Dearborn Public Schools is committed to ensuring the needs of all families are met. This includes families that may need communication assistance and the type of services necessary for effective communication. The process will ensure that the list is provided to all staff in the building that may interact with these parents, as well as to the central administrations. All district buildings, including central office, will maintain a centralized list of all families needing assistance. There will be logs of the communication assistance services provided.

**(On all enrollment forms the district will add a checkbox for parents to designate if communication assistance is needed. A log for communication assistance will be created and shared with all building staff. Secretaries will add their names to a centralized list)**

## **Complaints and Compliance**

The District has an ADA Coordinator who monitor's the District's obligations and compliance with Title II, and who is charged with investigating complaints of disability discrimination. Informal or formal complaints of disability discrimination should be made pursuant to the processes contained in Procedure 3210P (Nondiscrimination). Questions and concerns relating to communication with persons with hearing, vision, and/or speech disabilities may be directed to any of the district Compliance officers.

**Policies 1422/3122/4122 Nondiscrimination and Equal Employment Opportunity (Administration, Professional Staff and Support Staff)**

**Policies 1623/3123/4123 Section 504/ADA Prohibition Against Disability Discrimination in Employment (Administration, Professional Staff and Support Staff)**

**Policies 1662/3362/4362 Anti-Harassment (Administration, Professional Staff and Support Staff)**

### **Compliance Officers**

Maysam Alie-Bazzi  
Executive Director, Staff and Student Services  
(313) 827-3068  
18700 Audette  
Dearborn, MI 48124  
[aliem@dearbornschools.org](mailto:aliem@dearbornschools.org)

Nada Alamaddine  
Director of Human Resources - Non-Instructional  
(313) 827-3002  
18700 Audette

Dearborn, MI 48124  
[alamadn@dearbornschools.org](mailto:alamadn@dearbornschools.org)

Robert Seeterlin  
Director of Human Resources - Instructional  
(313) 827-3068  
18700 Audette  
Dearborn, MI 48124  
[seeterr@dearbornschools.org](mailto:seeterr@dearbornschools.org)

Amal Alcodray

Director of Human Resources-Instructional  
(313) 827-3002  
18700 Audette

Dearborn, MI 48124  
[alcodra@dearbornschools.org](mailto:alcodra@dearbornschools.org)

**Policy 2260 Nondiscrimination and access to Equal Educational Opportunity (Program)**

**Policy 2260.01 Section 504/ADA Prohibition Against Discrimination Based on Disability (Program)**

**Policy 5517 Anti-Harassment (Students)**

**Policy 5517.01 Bullying and Other Aggressive Behavior Toward Students**

Abe Mashhour  
Director of Student Services  
(313)827-3005  
18700 Audette  
Dearborn, MI 48124  
[mashhoi@dearbornschools.org](mailto:mashhoi@dearbornschools.org)

Mike Esseily  
Executive Director - Special Populations  
(313)827-7051  
18700 Audette  
Dearborn, MI 48124  
[EsseilM@dearbornschools.org](mailto:EsseilM@dearbornschools.org)

**Policy 2112 Parent Involvement In the School Program**

**Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity (Program)**

**Policy 2261.02 Title 1 - Parents' Right to Know**

Manar Kodamah  
District Liaison, Student and Family Services  
(313) 827-3092  
18700 Audette  
Dearborn, MI 48124  
[kodamam@dearbornschools.org](mailto:kodamam@dearbornschools.org)

**Policy 1623 Web Accessibility**

Web Accessibility Coordinator:

Mr. Robert Attee  
Director of Media & Informational Technology 18700 Audette  
Dearborn, MI 48124  
313-827-3075  
[pattert@dearbornschools.org](mailto:pattert@dearbornschools.org)

**School 504 Coordinator**

<b>School</b>	<b>Principal</b>	<b>Email @dearborn schools.org</b>	<b>Office Number</b>
Becker Elementary School	Zahra Zreik	zreikz	313-827-6954
Berry Career Center	Winifred Green	greenw	313-827-4804
Bryant Middle School	Andrew Denison	denisoa	313-827-2904
Cotter Pre-School	Amy Modica	modicaa	313-827-6154
Dearborn High School	Adam Martin	martina	313-827-1602
Dearborn Collegiate Academy	Majed Fadlallah	fadlalm	313-317-1584
DuVall Elementary School	Mary Timpf	timpfm	313-827-2754
Edsel Ford High School	Rima Hassan	hassanr	313-827-1502
Henry Ford Elementary	Lamis Srour	srourl	313-827-4704
William Ford Elementary	David Higgins	higgind	313-827-6404
Fordson High School	Heyam Alcodray	alcodrh	313-827-1404
Geer Park Elementary	Jamel Lawera	laweraj	313-827-2304
Haigh Elementary	Zachary Short	shortz	313-827-6204
Howard Elementary	Mirvat Sabbagh	sabbagm1	313-827-6354
Howe Elementary School	Tammy Fournier	fournit	313-827-7004
Lindbergh Elementary	Zainah Tiba	tibaz	313-827-6304
Long Elementary	Shannon Peterson	peterss	313-827-6104
Lowrey School	Rima Younes	younesr	313-827-1804
Maples Elementary	Donna Jakubik	jakubid	313-827-6454
McCollough-Unis School	Chadi Farhat	farhatc	313-827-1704
McDonald Elementary	Adnan Moughni	moughna	313-827-6704
Miller Elementary	Amal Abdulla	abdulla	313-827-6854

Nowlin Elementary	Joshua Tynan	tynanj	313-827-6904
Oakman Elementary	Mahmoud Abu-Rus	aburusm	313-827-6504
River Oaks Elementary	Joseph Martin	martinj	313-827-6754
Salina Elementary	Susan Stanley	stanles	313-827-6554
Salina Intermediate	Eman Ahmed	ahmede	313-827-6604
O.L. Smith Middle School	Zeina Jebril	jebrilz	313-827-2804
Snow Elementary	Mohamad Abdelfateh	abdelfam	313-827-6254
Stout Middle School	abdelbh	Hebat Abdelbaki	313-827-4604
Whitmore-Bolles Elementary	Gregory Oke	okeg	313-827-6804
Woodworth Middle School	Rima Hassan	hassanr1	313-827-7104