

**Lewis Cass Intermediate School District is required by state and federal laws to provide notice annually regarding the following:**

**Equal Educational Opportunity**

The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristics, in its programs and activities, including employment opportunities.

If any person believes that the Lewis Cass Intermediate School District or any of the district's staff has inadequately applied the principles and/or regulations of Title II, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, The Age Act, The Americans with Disabilities Act and Sexual Harassment, s/he may bring forward a complaint to the district's Civil Rights Coordinator, Brian Wood, Director of Instructional Services, Lewis Cass Intermediate School District, 61682 Dailey Road, Cassopolis, Michigan 49031 (269-445-6223).

**Compliance Officer**

Any person who believes that s/he has been discriminated against on the basis of the aforementioned at school or a school activity should contact the School District's Compliance Officer listed below:

Mr. Robert Colby, Superintendent of Lewis Cass Intermediate School District, 61682 Dailey Road, Cassopolis, MI 49031 (269-445-6204).

**Grievance Procedures**

If any person believes that the Lewis Cass Intermediate School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, (5) The Americans with Disabilities Act, and (6) Sexual Harassment s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator, Mr. Brian Wood. 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 District 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 District Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent 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 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 twenty (20) business 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, Ohio 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201. The local 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 Civil Rights Coordinator's office.

**Drug-Free Schools**

In accordance with Federal 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, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" 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.

We are concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the principal, psychologist, school nurse, or social worker whenever such help is needed. Please contact the building principal if you have any questions or concerns regarding this matter.

### **Bloodborne Pathogens**

Guidelines have been established so that the District can comply with Federal regulations for protecting individuals against exposure to blood pathogens and other infectious materials which can cause Hepatitis B and/or HIV viruses. A plan has been designed to identify likely situations where staff members could be exposed, to describe how such situations can be minimized, and the ways in which exposure will be managed.

Part of the federally mandated procedures includes a requirement that the District request permission from the parents of the student who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

### **Free/Reduced Priced Lunches**

Lewis Cass ISD participates in the Federal School Lunch program. Certain persons are eligible for free or reduced priced lunches. The schools notify all families of the availability, eligibility requirements and applications procedures for free and reduced meals by distributing an application to the family of each students enrolled in the school district. Additional application blanks may be obtained in any of the building offices.

### **Asbestos Information**

Under the federal mandated Asbestos Hazard Emergency Response Act (AHERA), every public school district must annually make a report to its school community on the Asbestos Containing Materials (ACM) in all school buildings. The friable ACM in our buildings is located primarily in boiler rooms and pipe tunnels. Every six months conditions are checked and, when necessary, minor repairs are made. Our goal is to provide a safe environment for our school family by closely monitoring the conditions of the asbestos in our facilities.

If you have any questions or concerns regarding the ACM in our buildings, please contact Keith Warner, Custodian/Maintenance at 269-445-6220.

### **Use of Pesticides**

According to Public Act 451, each month the kitchens, storage areas, and lounges are sprayed. On the days of application, spraying occurs after school when students are not present.

### **MSDS (Material Safety Data Sheets)**

Under Section 313 Community Right-to-Know Act, Material Safety Data Sheets are available for your viewing in all school offices.

### **Michigan Relay Center**

Lewis Cass ISD utilizes the Michigan Relay Center to send or receive voice calls to or from the hearing impaired. Information is available in each building and district office personnel are aware of this communication option. The Relay Center may be reached by dialing 1-800-649-3777 or 711.

Instructions for Relay Services:

- Dial the Michigan Relay Center toll free number or 711. A relay Representative responds through your TTY printout or display. Type the area code and telephone number, name or place you are calling and GA (Go Ahead).
- The Relay Representative places your call, provides instructions to the called party if necessary, and the conversation begins.
- Type your message on your TTY keyboard. The Relay Representative voices your message to the hearing person on the other end of the line.
- That person's messages are then typed by the Relay Representative and transmitted to your TTY printout or display.

### **Student Records**

The School District maintains many student records (*confidential information included*).

Access to all other student records, is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Special Education Department. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records. The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.