



## **REQUIRED ANNUAL NOTICES**

**AUGUST 2024**

Dear Ionia Families,

Public school districts are required to send to the parents/guardians of our students a vast array of annual notices. These notices are the products of various laws, rules, orders, and rulings of the state and federal government. Updated and unabbreviated policies are located on the district website. Should you have questions about anything you read here, please do not hesitate to contact us at (616) 527-9280, and we will be happy to assist you.

### **Anti-Bullying Policy**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior, regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of the school may also be disciplined if it interferes with the school environment.

To review the full IPS Bullying policy, please click here.

[Bullying Policy](#)

## **The McKinney-Vento Assistance Act**

The Board is committed to identifying homeless children and youth. Such children will be provided with educational service to meet their needs. Regulations/Guidelines will be developed that implement the requirements of the NO Child Left Behind Act. The child may attend the school, which is in the best educational, social, and emotional interest of the child. If your family is in a temporary or inadequate living situation due to a loss of housing, your child might be eligible for certain educational rights and services. Please contact:

Mitch Mercer  
438 Union St  
Ionia MI 48846  
616-841-4381  
mmercercer@ioniaschools.org

## **The Individuals with Disabilities Education Act (IDEA)**

Child Find activities are provided by Ionia Public Schools to assure we are meeting the requirements of the Individuals with Disabilities Act (IDEA). IDEA requires the evaluation and identification of all students ages 0-25 who are suspected of having a disability that may impact their educational performance and who may require special education and/or related services. This includes students with disabilities who are homeless or are wards of the state and children with disabilities attending private schools, regardless of the severity of the disability. If you feel your child may have a disability that interferes with their ability to succeed educationally, please contact your child's building principal or the Special Education Director at 616-527-9280.

## **Section 504 of the American with Disabilities Rehabilitation Act**

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education (ED). Section 504 provides: "no otherwise qualified individual with a disability in the United States....shall, solely by reason of her or his 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..."

IPS enforces Section 504 in programs and activities that receive Federal financial assistance from ED. Recipients of this Federal financial assistance include public school districts, institutions of higher education, and other state and local education agencies. The regulations implementing Section 504 in the context of educational institutions appear at 34 C.F.R Part 104.

The Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual education needs as adequately as the needs of nondisabled students are met.

## **Student Directory Information**

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 or adult student's prior written

consent. In addition, two Federal laws require the District to provide military recruiters, upon request, with three directory information categories: name, address and telephone listing, unless a parent or adult student has advised the District that they do not want their student's information disclosed without their prior written consent.

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## List of Potential Disclosures of Directory Information and Opt-Out Form

### **Federal Law Requires Release to Military and Institutions of Higher Education Recruiters**

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:

- political affiliations or beliefs of the student or his/her parents;
- mental or psychological problems of the student or his/her family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, or ministers;
- religious practices, affiliations, or beliefs of the student or his/her parents; or
- 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.

### **Website Accessibility**

Ionia Public Schools recognizes the importance of ensuring our websites are accessible to those with disabilities. We are committed to making our information accessible to visitors with disabilities and are actively working to increase the accessibility and usability of our website and, in doing so, adhere to many of the available standards and guidelines.

## **Title I Program Information and Family Engagement Policy (Board Policy 5401)**

In accordance with the requirement of Section 1111 of Title I, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request, and the District will provide the following information on the student's classroom teachers:

- Whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching.
- Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.
- The qualifications of any paraprofessional providing services to their child(ren).
- In addition, the parent shall provide:
  - Information on the level of achievement of their child(ren) on the required State academic assessment;
  - timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

### **Title IX Coordinator(s)**

The Board of Education designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Mrs. Adrienne Barna [abarna@ioniaschools.org](mailto:abarna@ioniaschools.org) and Mr. James Nuse [jnuse@ioniaschools.org](mailto:jnuse@ioniaschools.org)  
Ionia Public Schools  
616-527-9280  
250 E. Tuttle Road Ionia, MI 48846

The Title IX Coordinator shall report directly to the Superintendent. Questions about this policy should be directed to the Title IX Coordinator.

The Superintendent shall notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Board of the following information:

The Board of Education of the Ionia Public School District does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment.

You can find the Title IX Policies and Forms here: [Ionia Public Schools Bylaws and Policies](#)

## **Notice of Nondiscrimination Policy & Civil Rights Compliance Officer (Equal Education Opportunity)**

It has always been the policy of Ionia Public Schools to be an equal-opportunity institution. We do not discriminate on the basis of sex, race, creed, color, ethnic origin, physical or mental handicap, height, weight, or marital status in any of our educational programs or activities including enrollment, placement, and employment. It is also the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. Inquiries concerning the application of, or grievance for, any of these regulations should be addressed to:

Adrienne Barna [abarna@ioniaschools.org](mailto:abarna@ioniaschools.org) and Mr. James Nuse [jnuse@ioniaschools.org](mailto:jnuse@ioniaschools.org)  
Ionia Public Schools  
250 E Tuttle Rd Ionia, MI 48846  
616-527-9280

Any person who feels that the rights of an individual have been misused in relationship to the provision of equal opportunity in any educational programs and activities, or in employment, may contact either of the above individuals.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school principal (or appropriate official), clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- the right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff

member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

### **Protection of Pupil Rights Amendment (PPRA)**

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:

- political affiliations or beliefs of the student or his/her parents;
- mental or psychological problems of the student or his/her family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, or ministers;
- religious practices, affiliations, or beliefs of the student or his/her parents; or
- 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.

## **Drug Prevention**

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.

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 services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

## **Notification of Asbestos Plan**

This notice is to inform you that the district has contracted for an asbestos inspection and management plan as required by the Asbestos Hazard Emergency Response Act (AHERA). The management plan has been completed and approved by the Asbestos Program of the Michigan Department of PublicHealth. The plan is available for your review in Central Office. The management plan contains information regarding the locations of asbestos containing materials (ACM) in all school buildings, the condition of the ACM and a plan for dealing with the ACM.

The following asbestos activities are currently planned for the district:

- Re-Inspection of all district buildings is required by law every three years. Re-inspection is set for June 2024.
- Periodic Surveillance is required every six months (visual). This is performed by trained school personnel. Next surveillance is set for December 2023.

Response Actions designed to reduce or eliminate the potential for asbestos hazards include:

- Inspection of all floor tiles suspected to contain asbestos, except high school, which has no ACM.
- Tunnels under the Middle School for pipe insulation.
- Pipe insulation below stage tunnel at Twin Rivers Elementary.
- Fire doors and inside fire door of kitchen foyer at Twin Rivers Elementary.
- Pipe joints in the north end tunnel at Twin Rivers Elementary.

Response Actions include appropriate sealing and proper maintenance of all ACM in all buildings. Therefore, ACM does not present a health hazard in Ionia Public Schools. Questions and concerns regarding this process should be directed to Mike Avery, Director of Facilities and Transportation at 616-527-6310.

## **Pesticide Application**

Ionia Public Schools has adopted an Integrated Pest Management program. Inherent with this are the District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, this program does not rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pests from becoming a problem.

As required by Michigan law, you will receive advanced notice of non-emergency application of a pesticide (insecticide, fungicide, or herbicide), other than bait or gel formulation, which is made to the school, school grounds, or buildings. This advance notice of a pesticide application will be given 48 hours before the application by the following two methods:

- 1) Posting at the primary entrances to your child's school. The entrances that will be posted are the main entrance and those that have a sidewalk that leads directly to a parking lot.
- 2) Posting in the common area located by the main office of the school.

Please note that notification is not given for use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be promptly notified following any such application, via the two posting methods identified (above).

You may review the school's Integrated Pest Management program and records of any pesticide application upon request by contacting Mike Avery at 616-527-6310 or [mavery@ioniaschools.org](mailto:mavery@ioniaschools.org). Parents or guardians of children attending the school are also entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the application, if they so request. If you would like to be notified by mail, please contact the above contact. Please give the Department person's or secretary, your name, mailing address and what school(s) your child or children attend and they will put your name on the advance notification by US Mail list.

There are more resources available, including links to student handbooks, on the district [Annual Notices](#) webpage.