

**ST. JOHNS PUBLIC SCHOOLS
PUBLIC NOTIFICATION REGARDING POLICY**

Nondiscrimination Policy

Following is the St. Johns Board of Education policy as it relates to educational programs to eliminate discrimination and denial of services on the basis of race, color, national origin, gender and disability.

Anyone who wishes to file a complaint as it relates to this policy may obtain a copy of the procedures to file such a grievance from the Board of Education offices, or see the procedure as provided later in this document:

"It is the policy of the St. Johns School District that no person shall, on the basis of race, color, national origin, gender, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment."

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of gender, should be directed to:

*Mark Palmer, Superintendent
Title IX Coordinator
District Administration Office
St. Johns Public Schools
501 W. Sickels Street
St. Johns, MI 48879
(989) 227-4050*

*Ms. Wendy Andrzejewski
Network Supervisor

St. Johns Middle School
900 W. Townsend Road
St. Johns, MI 48879
(989) 227-4086*

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, should be directed to:

Regarding Facilities:

*Mr. Robbie Gleason
Section 504 Coordinator
Director of Operations
St. Johns Public Schools
501 W. Sickels Street
St. Johns, MI 48879
(989) 227-4058*

Regarding Educational Services:

*Mark Palmer, Superintendent
Section 504 Coordinator
St. Johns Public Schools
501 W. Sickels Street
St. Johns, MI 48879
(989) 227-4050*

*Ms. Wendy Andrzejewski
Civil Rights Coordinator
St. Johns Middle School
900 W. Townsend Road
St. Johns, MI 48879
(989) 227-4086*

Civil Rights Compliance - Title VI

"The St. Johns Public Schools, located at 501 W. Sickels Street, St. Johns, MI 48879, will receive and use Federal funds and United States Department of Agriculture donated foods. No person because of race, color, national origin, sex, age, or disability shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination to our United States Department of Agriculture donated foods and child nutrition programs, or be discriminated against in any of the above ways, in any program that receives Federal financial assistance."

Any person who believes they have been discriminated against should write immediately to:

*Mark Palmer
Superintendent
St. Johns Public Schools
501 W. Sickels Street
St. Johns, MI 48879
(989) 227-4050*

*Ms. Wendy Andrzejewski
Network Supervisor
St. Johns Middle School
900 W. Townsend Road
St. Johns, MI 48879
(989) 227-4086*

Vocational Nondiscrimination

Be advised that St. Johns Public Schools offers vocational opportunities to all students regardless of race, color, national origin, sex, disability, or limited English proficiency.

Any person who believes they have been discriminated against should write immediately to:

*Mark Palmer
Superintendent
St. Johns Public Schools
501 W. Sickels Street
St. Johns, MI 48879
(989) 227-4050*

*Ms. Wendy Andrzejewski
Network Supervisor
St. Johns Middle School
900 W. Townsend Road
St. Johns, MI 48879
(989) 227-4086*

Complaint/Grievance Procedure Relating to Title VI, Title IX and Section 504

Grievance/Complaint Procedures for Title VI and Title IX of the Education Amendment Act of 1972 and Section 504 of the Rehabilitation Act of 1973.

SECTION I:

If any person believes that the St. Johns Public School District, or any part of the school has inadequately applied the principles and/or regulations of:

- (1) Title VI of the Education Amendment Act of 1972**
- (2) Title IX of the Education Amendment Act of 1972**
- (3) Section 504 of the Rehabilitation Act of 1973**

He and she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinators:

**Mark Palmer
St. Johns Public Schools
501 W. Sickels St.
St. Johns, MI 48879
Telephone Number: 989-227-4050**

**Ms. Wendy Andrzejewski
St. Johns Middle School
900 W. Townsend Road
St. Johns, MI 48879
Telephone Number: 989-227-4086**

SECTION II:

The person who believes he/she 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 complaint within five (5) business days. If this reply is not acceptable to the complainant, he/she 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 answer 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, he/she may submit a signed statement of appeal to the Superintendent of Schools or administrator within five (5) business days after receipt of the coordinator response. The superintendent or administrator 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, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his 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-five (25) 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) days of this meeting.

Step 4: If at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Michigan Department of Civil Rights and/or Secretary of Agriculture.

Student Directory Information

Public Law 93.380 provides: "An educational agency or institution may disclose personally identifiable information from the educational records of a student who is in attendance at the institution or agency if that information has been designated as directory information."

According to Section 99.37(a) of P.L. 93.380, the following is designated as directory information with respect to all past and present students of St. Johns Public Schools:

1. Name
2. Address
3. Telephone number
4. Date and place of birth
5. Major and minor fields of study and courses taken
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Degrees and awards received, including honor rolls and/or scholarships
10. The most recent previous educational agency or institution attended by the student
11. Photographs
12. Other similar personally identifiable information
13. Date of graduation

If you as a parent do not want this type of personally identifiable information made part of publicity, newsletters, yearbooks, newspaper publications or any other public materials, please send a letter of notification designating the specific categories of directory information you do not want released with respect to your child.

**Direct this letter of notification to: Superintendent's Office
St. Johns Public Schools
501 W. Sickels Street
St. Johns, MI 48879**

In accordance with this law, a parent of a student currently in attendance in the St. Johns Public Schools has ten (10) days from the date of this notice to notify the school district in writing.

AHERA

This notice is to inform you that the district has conducted an extensive inspection as required by the Asbestos Hazard Emergency Response Act (AHERA). A management plan has been approved by the State of Michigan and is currently available for your review in any of the school offices.

The management plan contains information regarding the locations of asbestos-containing materials (ACM) in our school buildings, the condition of the ACM and a plan for dealing with ACM.

This is our yearly notice to inform residents about asbestos activities including re-inspection, periodic surveillance, response actions and post-response actions that are planned or in progress.

We do not intend to do any major removal of asbestos this coming year, but only to maintain the limited asbestos we have left in the buildings. If you have further questions, please contact:

Mr. Robbie Gleason
Director of Operations
989-227-4058