

Notice to Parents/Guardians

Public Act 198 of 1971, the Mandatory Special Education Act, establishes the right of persons with disabilities, from birth through the age of 25, to equal opportunity within the public schools.

This means that children with disabilities do not need to wait until they are school age to benefit from special education service.

It is important that help be obtained for those with disabilities at the earliest possible age. In the State of Michigan, this help is free and is available through your public schools. A team of educational specialists evaluate the child to determine the type and degree of disability and the best kind of program placement. The evaluation often includes medical specialists. Preprimary Special Education services are available for the Mentally Impaired, Emotionally Impaired, Physically and Otherwise Health Impaired (POH), Hearing Impaired, Visually Impaired, Speech and Language Impaired, and Specific Learning Disabled.

If you have, or know of, a preschool child who may benefit from these services, please call:

**Monica Miller
Allendale Public Schools
6561 Lake Michigan Drive
P.O. Box 30
Allendale, MI 49401
616-895-4350**

Help Break the Language Barrier

We are seeking to identify students whose home language is other than English. If you are the parent/guardian of such a child/ward - who is not in our present ESL Program and lives in the Allendale Public School District - please send your child's/ ward's name to Monica Miller, Allendale Public Schools, 6561 Lake Michigan Drive, P. O. Box 30, Allendale, Michigan 49401, 616-895-4350.

Ayude A Eliminar Las Barreras Del Idioma

Estamos tratando de identificar estudiantes que hablan otro idioma en sus hogares ademas del ingles. Si Ud. es el padre o guardian del nino(a)-si el nino(a) no estan inscritos en el programa ESL-favor de enviar el nombre de su nino(a) y el nombre de la escuela que asiste, Monica Miller, Allendale Public Schools, 6561 Lake Michigan Drive, P.O. Box 30, Allendale, Michigan 49401, 616-895-4350.

Notice of Nondiscrimination

Attention children and adults:

The Allendale Public School District does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, weight, or any other characteristic protected by law in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Monica Miller, local Civil Rights

Coordinator, Allendale Public Schools, 6561 Lake Michigan Drive, P.O. Box 30, Allendale, Michigan 49401, 616-895-4350.

Allendale Public Schools is committed to providing an environment for employees and students that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, religion, creed, marital status, veteran status, sexual orientation, height, weight, disability, or any other legally protected characteristic will not be tolerated. Administrators are directed to disseminate this policy statement and inform employees of complaint procedures. Copies of the policy statement will be available in all administrative, counselor, and social workers' offices.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same or opposite sex as the harasser.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the school, report it immediately to your administrator. If the administrator is unavailable, or you believe it would be inappropriate to contact that person, you should immediately contact the Superintendent. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witness and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any administrator who becomes aware of possible sexual or other unlawful harassment must immediately advise the Superintendent so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Dear Student,

As a student, you have rights and responsibilities guaranteed to you under federal laws that provide that no person in the United States shall, on the basis of race, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

The law simply means that your school cannot treat students differently. Knowing your rights is your first responsibility. Exercising your rights fairly, honestly, and reasonably is your second responsibility.

If you or your parents/guardians would like more information about your rights as a student, please contact the Civil Rights Coordinator: Monica Miller, Allendale Public School, 6561 Lake Michigan Dr., P.O. Box 30, Allendale, MI 49401, 616-895-4350.

As the Civil Rights Coordinator, Monica Miller will process and investigate all complaints of discrimination.

Grievance Procedures

Section I

Any person believing that the Allendale Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) 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 Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Monica Miller
Allendale Public Schools
6561 Lake Michigan Drive
P.O. Box 30
Allendale, MI 49401
616-895-4350

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with Monica Miller, local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant 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

A complainant wishing to appeal the decision of Monica Miller, local Civil Rights Coordinator, may submit a signed statement of appeal to Catherine Ceglarek, 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 unsatisfied, the complainant may appeal through a signed, written statement to the Allendale Board of Education within five (5) business days of receiving the superintendent's response in Step 2. In an attempt to resolve the grievance, the Allendale Board of Education shall meet with the concerned parties and their representative 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) days of this meeting.

Step 4

If, at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20202.

Inquiries concerning the nondiscriminatory policy may be directed to: Director, Office for Civil Rights, Department of Education, Washington, D.C. 20202.

The local Civil Rights Coordinator, Monica Miller, 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 Monica Miller, local Civil Rights Coordinator's office.