

ANNUAL NOTIFICATIONS

2023-2024



WEST BLOOMFIELD SCHOOL DISTRICT

Administration and Community Services Building
5810 Commerce Road
West Bloomfield, MI 48324

NOTICE OF NONDISCRIMINATION

The West Bloomfield School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category (collectively, "Protected classes"), in its programs and activities, including employment opportunities.

The Board of Education designates the individuals named below to serve as the District's Compliance Officers, also known as Civil Rights Coordinators. The Compliance Officers are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access.

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ANNUAL NOTIFICATIONS

The word “parents,” when used in these Annual Notifications, includes legal guardians and, where required by law, those acting in the place of parents.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The federal law known as the [Family Educational Rights and Privacy Act \(FERPA\)](#) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- 1. The right to inspect and review the student’s education records within 30 days after the day the School District receives a request for access.** Parents or eligible students who wish to inspect their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2. The right to request the amendment of education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.** Parents or eligible students who wish to ask the School District to amend their child’s or their education record should submit a written request to the school principal, clearly identifying the part of the record they want changed and specifying why they believe it should be changed. If the School District decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student at the time they are notified of the right to a hearing.
- 3. The right to provide written consent before the School District discloses personally identifiable information (PII) from 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 legitimate educational interests. A designated school official with a legitimate educational interest includes a person employed by the School District as an administrator, teacher, or other person designated by the Board of Education. A school official also includes a liaison officer who, while not employed by the School District, may be granted access to student educational records (including video footage) at the direction and supervision of a school administrator. A school official also may include a contractor or consultant who, while not employed by the School District, performs an institutional service or function (such as design and maintenance of the School District’s security camera system) for which the school would otherwise use its own employees and who is under the direct control of the School District with respect to the use and maintenance of personally identifiable information from student education records.
- 4. The right to refuse to allow the disclosure of “directory information.”** “Directory information” regarding a student may be released to any requesting person or party, in addition to the eligible student or his/her parent, without written consent. The Board of Education has defined “directory information” to include a student’s:
 - A student’s name;

- Address;
- Telephone number;
- Major field of study;
- Participation in officially recognized activities and sports;
- Height and weight, if a member of an athletic team;
- Awards received;
- Telephone numbers for inclusion in school or PTO directories;
- School photographs or videos of students participating in school activities, events or programs; and
- Most recent previous school attended.

In the event inconsistency exists between the Board of Education policy defining “directory information” and this annual notification, the policy prevails.

Each year, the Superintendent, or his/her designee, will provide public notice to students and parents of the School District’s intent to make directory information available to students and parents. Common uses for students’ directory information, which include, but are not limited to: a playbill showing your student’s role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; school or district websites, and sports activity sheets, such as for wrestling, showing weight and height of team members.

Eligible students and parents may refuse to allow the School District to disclose any or all of such directory information upon written notification to the School District within thirty (30) days after receipt of the School District's public notice. Parents may submit written notification to the building principal of their child’s school and/or fill out the attached *FERPA Opt-Out Form*.

5. The right to file a complaint with the United States Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue SW
 Washington, DC 20202-5280

United States Armed Forces: The School District is required to provide United States Armed Forces recruiters with at least the same access to student directory information as is provided to other entities offering educational or employment opportunities to those students as is permitted and/or required by law. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard. An eligible student or the parent may submit a signed, written direction to the School District that the student’s directory information not be accessible to United States Armed Forces recruiters. In such case, the information will not be disclosed.

Other Agencies or Institutions: As permitted by FERPA, the School District may forward education records, including disciplinary records, without student or parental consent, to other agencies or institutions in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer and upon receipt of a request for a student's school or education records.

Compliance: The School District will comply with a legitimate request for access to education records within a reasonable period of time, but not more than thirty (30) days after receiving the request or within a shorter period as may be applicable by law to students with disabilities. The requesting party may be charged a processing fee for the information.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the School District to provide a safe and nurturing educational environment for all of its students. [Board of Education Policy 5517.01](#) 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.

The Policy specifically prohibits the bullying of a pupil, as well as prohibiting retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated. Further, the Policy identifies the officials responsible for ensuring that the Policy is implemented, procedures for providing notification to the parents or guardians of a victim and perpetrator of bullying, procedures for reporting incidents of bullying, procedures for the prompt investigation of a report of bullying, and assurances of confidentiality to the extent appropriate and/or legally permitted.

NOTICE OF ASBESTOS IN BUILDINGS

Each school building within the School District has been inspected for the presence of asbestos-containing materials as required by the [Asbestos Hazard Emergency Response Act](#) (AHERA). A copy of the Building Inspection and Management Plan for each building is available in the building's main office. The plans may be inspected by members of the public and by School District employees during normal business hours. A copy of the plan will be made available upon request for a nominal fee.

PESTICIDE ADVISORY TO PARENTS AND GUARDIANS

State of Michigan law requires that schools and day care centers that may apply pesticides on school or day care property must provide an annual advisory to parents or guardians of students attending the facility. Please be advised that the West Bloomfield School District utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school or day care grounds or buildings during this school year. Please note that notification is not given for the 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 notified following any such application.

Advance notification of pesticide applications, other than a bait or gel formulation, will be given by at least two methods. The first method will be by posting at the main entrance to the school / day-care center, and the second method will be by the method(s) below:

- Posting in a public, common area of the school or day care center, other than an entrance. We will post in the building main office area.
- Providing parents or guardians with a written notice via E-mail or via the school newsletter.

Please be advised that parents or guardians of children attending the school or day care center are 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 pesticide application, if they so request. If you prefer to receive the notification by first class mail, please complete the form contained in the annual online enrollment process and available on the school district website.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request.

DRUG-FREE ENVIRONMENT/PROTECTION

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. In accordance with the federal and state law, the Board establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia, including alcohol and marijuana, at any time on School District property, within the Drug-Free Zone or at any School District-related event. Further, the Superintendent, or his/her designee, will take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

NONDISCRIMINATION

No person may be denied admission to any school in the School District, be denied the benefits of or be discriminated against in any curricular, extracurricular, or other School District program or activity based on the person's gender, religion, race, color, national origin or ancestry, age, disability, marital status, or any other legally protected characteristic. The Board of Education has adopted a Discrimination and Harassment Policy which prohibits all forms of illegal harassment and discrimination within the School District. Any person who believes that he/she has been the victim of discrimination may seek resolution of his/her complaint through the procedures that have been established by the School District. A person wishing to pursue a complaint may also contact one of the School District's Civil Rights Compliance Officer, the Assistant Superintendent of Talent Development and Management (HR) at 248-865-6426, or visit the Talent Development and Management (HR) offices at 5810 Commerce Rd., West Bloomfield, MI 48324, during regular business hours of 8:00 a.m. to 4:30 p.m.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The School District, in accordance with the [McKinney-Vento Homeless Assistance Act](#), will ensure that homeless children and youth in transition have access to a free and appropriate public education, including preschool, and be given a full opportunity to participate in state and District-wide assessments and accountability systems. A student would also qualify for free meals under the National School Lunch Program. A student may be considered eligible for services if he/she is presently living:

- In temporary shared housing, a shelter, or transitional living program;
- In a hotel/motel, campground, or similar situation due to lack of alternatives;
- At a bus station, park, car, or abandoned building; or
- In a temporary or transitional foster care placement.

The Board of Education has designated the Curriculum Department secretary as the School District's Coordinator under the Homeless Assistance Act. For questions or assistance, please contact the Curriculum Department secretary at 248-865-6496 or visit the Curriculum Department at 5810 Commerce Rd., West Bloomfield, MI 48324 during regular business hours of 8:00 a.m. to 4:30 p.m.

PARENTAL INSPECTION OF INSTRUCTIONAL MATERIALS

Parents have the right to inspect, upon request, any instructional material used as part of the School District's educational curriculum. Parents will be provided access to instructional materials within a reasonable period of time after the request is received by the building principal. The term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

SCHOOL PROPERTY

The Board of Education acknowledges the need for a reasonable degree of in-school storage of student possessions and will provide storage places, including desks and lockers, for that purpose. Where lockers are provided, students may lock them against incursion by other students, but lockers remain School District property. Students do not have a reasonable expectation of privacy with respect to School District personnel or their designees in lockers or other in-school storage places provided by the School District.

SEARCH AND SEIZURE

The Board of Education also authorizes the use of canines, trained in detecting the presence of drugs or devices. Canines are used to determine the presence of drugs in locker areas and other places where such substances may be concealed. Canine detection is usually conducted in collaboration with law enforcement authorities or other certified organizations and is not used to search individual students without legally sufficient suspicion, a warrant or parental permission has been obtained.

School authorities are authorized to take reasonable steps to safeguard the safety and well-being of the students by, among other things, implementing the School District's Student Code of Conduct. Within the discharge of their responsibilities, School District personnel may search students, student property, and school property in the manner permitted by law.

SPECIAL EDUCATION AND SECTION 504

The School District is required, by law, to locate, identify and evaluate all children with disabilities, including children with disabilities attending private schools located within the School District, as well as homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find.

Child find extends both to children who may be eligible for special education under the federal [Individuals with Disabilities Education Act](#) (IDEA) and those who may be eligible under [Section 504 of the Rehabilitation Act of 1973](#) (Section 504).

If you believe your child may qualify under either the IDEA or Section 504, please contact the District's Director of Special Services.

PERSONAL CURRICULUM

The Personal Curriculum (PC) is a Michigan Department of Education (MDE) endorsed process, permitting modification of specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the Michigan Merit Curriculum (MMC) requirements and students who need to individualize learning requirements to meet the MMC requirements. For more information about personal curriculums, please visit the [MDE Personal Curriculum web site](#).

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

Under the federal [Protection of Pupil Rights Amendment](#) (PPRA), no student will be required as a part of the school program or the School District's curriculum, without prior parental consent, 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;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom students have close family relationships;
- Legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and 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).

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical examinations and screenings. 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 be given access to the survey/evaluation within a reasonable period of time after the request is received by the school principal.

TITLE I FUNDS: PARENT INVOLVEMENT

Roosevelt Elementary, Doherty Elementary, Sheiko Elementary, and West Bloomfield Middle School receive Title I funding. Roosevelt Elementary receives school-wide funding, while Doherty Elementary, Sheiko Elementary and West Bloomfield Middle School receive targeted funding. In accordance with law, the Board of Education has adopted a parent involvement policy (also known as a parental and family engagement policy). The School District is committed to establishing and maintaining positive relationships with families and the community. To that end, the School District will provide a variety of opportunities for families and other members of the community to become involved in children's education. Parents may request information regarding the professional qualifications of the student's classroom teachers in writing submitted to the Deputy Superintendent of Talent Development and Management (HR). The request may include:

- Whether the teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which he/she provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- The teacher's baccalaureate degree(s), major, any other graduate certification or degree(s) held, and the field of discipline of the certification or degree; and

- Whether the student is provided services by a paraprofessional and, if so, the paraprofessional's qualifications.

PROGRAMS FOR MULTILINGUAL LEARNERS

Parents of multilingual learners participating in a language instruction program will be notified, no later than 30 days after the beginning of the school year, of the following:

- Placement and reason why their child was identified as limited English proficient (LEP);
- The student's academic achievement level and level of English proficiency (including method of measurement);
- The methods used for language instruction;
- How the language program will meet the student's instructional needs;
- How the program will help the child to learn English and meet the academic standards required for promotion or graduation;
- The exit requirements for the language program; and
- An explanation of parental rights, including the parent's right to enroll or remove a child from the language instruction program.

WELLNESS POLICY

The School District is committed to creating a school environment that enhances lifelong wellness practices. As required by law, the Board has adopted a Wellness Policy, which is periodically reviewed. The Board of Education's wellness policy can be found at [Board of Education Policy 8510](#).

PHYSICAL EXAMINATIONS AND SCREENINGS

In the absence of an emergency or an IEP or Section 504 plan, the School District does not provide physical examinations and screenings on school premises. In the event the School District does provide physical examinations and screenings, parents may opt-out their student from participation by sending the request, in writing, to their student's building principal, or by submitting the *Physical Examinations and Screenings Opt-Out Form* contained in the annual online enrollment process.

SELECTIVE SERVICE

The Board of Education is required by [Board of Education Policy 8330](#) to notify male students age eighteen (18) or older that they are required to register for the selective service.

CHILD NUTRITION PROGRAM

The School District participates in the National School Lunch Program, and the School Breakfast Program. The participation policy for families unable to pay the full price of meals served under the School Lunch Program may be found in the office of each school building, as well as in the School District’s main office. The corresponding policy and/or administrative regulations may be reviewed by any interested party and can be found at [Board of Education Policy 8531](#).

To apply for reduced-price or full-price meals at any time during the school year, please visit the West Bloomfield School District Nutrition Services website and apply online or contact Anne Stephens, Director of Nutrition Services, at 248-865-6733 or at 4925 Orchard Lake Road, West Bloomfield, MI 48323. Please be sure to include all required information; the School District cannot approve incomplete applications. Households receiving benefits from SNAP, FDPIR, and TANF may submit an application which contains only each student’s name, appropriate SNAP or TANF case number, or FDPIR case number or other FDPIR identifier, and the signature of an adult household member.

Students are eligible for reduced-price or full-priced meals during the 2023-2024 school year if their households receive SNAP, FDPIR, or TANF, or if the total household income falls at or below the following:

Income Eligibility for Reduced-Price Meals for 2023-2024					
Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$ 26,973	\$ 2,248	\$ 1,124	\$ 1,038	\$ 519
2	\$ 36,482	\$ 3,041	\$ 1,521	\$ 1,404	\$ 702
3	\$ 45,991	\$ 3,833	\$ 1,917	\$ 1,769	\$ 885
4	\$ 55,500	\$ 4,625	\$ 2,313	\$ 2,135	\$ 1,068
5	\$ 65,009	\$ 5,418	\$ 2,709	\$ 2,501	\$ 1,251
6	\$ 74,518	\$ 6,210	\$ 3,105	\$ 2,867	\$ 1,434
7	\$ 84,027	\$ 7,003	\$ 3,502	\$ 3,232	\$ 1,616
8	\$ 93,536	\$ 7,795	\$ 3,898	\$ 3,598	\$ 1,799
For each additional family member add:	\$ 9,509	\$ 793	\$ 397	\$ 366	\$ 183

Income Eligibility for Free Meals for 2023-2024					
Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$ 18,954	\$ 1,580	\$ 790	\$ 729	\$ 365
2	\$ 25,636	\$ 2,137	\$ 1,069	\$ 986	\$ 493
3	\$ 32,318	\$ 2,694	\$ 1,347	\$ 1,243	\$ 622
4	\$ 39,000	\$ 3,250	\$ 1,625	\$ 1,500	\$ 750
5	\$ 45,682	\$ 3,807	\$ 1,904	\$ 1,757	\$ 879
6	\$ 52,364	\$ 4,364	\$ 2,182	\$ 2,014	\$ 1,007
7	\$ 59,046	\$ 4,921	\$ 2,461	\$ 2,271	\$ 1,136
8	\$ 65,728	\$ 5,478	\$ 2,739	\$ 2,528	\$ 1,264
For each additional family member add:	\$ 6,682	\$ 557	\$ 279	\$ 257	\$ 129

Students whose parents become unemployed during the school year are eligible for reduced-price or free meals during the period of unemployment, provided the household income during that period is within the income eligibility range. Students in households participating in WIC may be eligible for reduced-price or free meals. Please fill out an application for eligibility determination. Head Start enrollees and foster, homeless, migrant, and runaway children are categorically eligible for free meals. Please contact your student's school for additional information. Any information included on the application may be verified by the School District at any time.

If you disagree with the School District's decision about your application, you may ask for a hearing by contacting the Assistant Superintendent of Facilities and Operations at 248-865-6434, or visit the Business Services offices at 5810 Commerce Rd., West Bloomfield, MI 48324, during regular business hours.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability.

MEAL CHARGING POLICY AND PROCEDURE

West Bloomfield School District recognizes the importance of adequate nutrition for students to learn, and provides daily breakfast and lunch service in all buildings. Parents are responsible for the cost of meals for their child(ren), and/or submitting a completed application for free or reduced-price meals. Online applications and instructions for free and reduced-price meals are provided to all families annually. Additional resources are available on the Food Service Department webpage.

Nutrition Services will contact the parent/guardian by email, Negative Balance notice and/or phone when the account balance reaches \$5.00. Parents may make payments by check, credit card on PayFort.net or by sending cash (in a sealed envelope with child's first and last name legibly printed). Cash should only

be sent with a responsible student as the West Bloomfield School District is not responsible for lost cash. The Nutrition Services Office is able to transfer money from one sibling's account to another if necessary.

A weekly report of students with insufficient funds to purchase a meal will be sent to each principal. This policy shall be provided in writing to each student annually and upon enrollment for transfer students.

Elementary School:

- No charging of meals or a la carte (this includes milk/water/juice) will be permitted at the elementary level.
- If a student's Food Service account becomes negative, he/she will receive an alternate meal free of charge (snack crackers/fruit for breakfast and cheese sandwich, fruit or vegetable and milk for lunch). Students with special dietary needs will receive an alternative meal that complies with a physician meal prescription on file with the Nutrition Department. The alternate meal will be served in the same nature as all other meals, without any distinction; if necessary, a very discreet explanation to the child will be given.
- Low balance emails will be sent twice weekly to the parent/guardian email on file.
- Staff will not be permitted to charge meals or a la carte.

Middle School and High School:

- No charging of meals or a la carte will be permitted at the secondary level.
- No charging signs will be posted at all serving areas. It is the student's responsibility to know account balance prior to requesting a meal.
- If a student requests a meal, proceeds to the cashier and has insufficient funds, he or she will be offered an alternate meal free of charge.
- The alternate meal will consist of snack crackers/fruit for breakfast and cheese sandwich, fruit or vegetable and milk for lunch. Students with special dietary needs will receive an alternative meal that complies with a physician meal prescription on file with the Nutrition Department. The alternate meal will be served in the same nature as all other meals, without any distinction; if necessary, a very discreet explanation to the child will be given.
- Low balance emails will be sent twice weekly to the parent/guardian email on file.
- Staff will not be permitted to charge meals or a la carte.

Delinquent Accounts

- All unpaid meal charges will be added to the list of outstanding fees at the end of the school year. Negative Food Service balances will be processed in the same manner as all other outstanding school/district balances (i.e. lost library or textbooks).
- Federal Regulation prohibits Nutrition Services Department to subsidize, write off or repay fees from uncollected Food Service accounts.

Positive Balances

If a student leaves the District with a positive Food Service account balance, a request for a refund must be made within 30 days. Any remaining balances may be donated to the Food Service Account Assistance Fund which provides financial assistance to students who are unable to pay negative account balances. Nutrition Services will attempt to contact families with a positive balance. Balances over \$50 will be processed in accordance to the Michigan Department of Treasury's rules regarding unclaimed property.