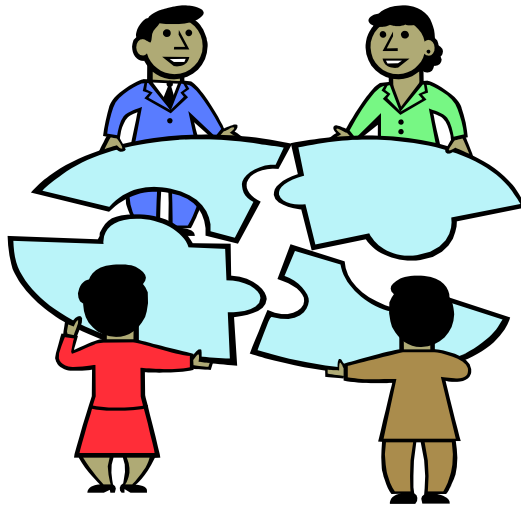


GENERAL POLICIES & PROCEDURES



GENERAL – 8000

8000.01

- Acceptable Use
 - *Procedures – Acceptable Use*

8000.02

- Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act of 1973 (Section 504)
 - *Procedures – Section 504 Grievance (ADA)*
 - *Procedures – Section 504 Process (ADA)*
 - *Procedures – Section 504 Program Forms (ADA)*

8000.03

- Bloodborne Pathogens

8000.04

- Communicable Diseases
 - *Procedures – Communicable Disease Control*

8000.05

- Copyrighted Works

8000.06

- Discrimination and Harassment
 - *Procedures - Discrimination*

8000**GENERAL POLICIES****8000.01****Acceptable Use**

School District students and staff members may be permitted access to the School District's computer network for educational, instructional and administrative purposes. The Superintendent or his/her designee will develop and implement guidelines and user agreements that are consistent with the purposes and mission of the School District. The guidelines and user agreements will include all requirements of the Children's Internet Protection Act (CIPA).

WYANDOTTE PUBLIC SCHOOLS
PROCEDURES
Acceptable Use

8000.01

Introduction

The purpose of all digital communications at Wyandotte Public Schools is to facilitate communications and collaboration in support of student learning. All use of digital communication will comply with the Children's Internet Protection Act. Use of District provided digital communications, as well as an individual's personal digital communication device(s) while on school property, will be subject to all Policies and Procedures of the District.

To remain eligible as users, staff, students, volunteers, and others use of digital information must be in support of and consistent with the educational objectives of the District. Access is a privilege, not a right and entails responsibility. Users should expect that files are not private. Digital messages and files stored on computers and digital devices will be treated like all school property and subject to search. Accordingly, the Board of Education authorizes the Superintendent or designee to search or examine messages and file contents found on computers and digital devices being used on District property, when there is reasonable suspicion, or when a reasonable educator would conduct such a search, at any time, without notice, and without staff, parental/guardianship, or pupil consent.

Acceptable Use

In making decisions regarding staff and student access to digital communication, Wyandotte Public Schools considers its own stated educational mission, goals, and objectives. Digital information, collaboration and research skills are now fundamental for work and for preparing students to be lifelong learners. Access to digital communication enables staff and students to facilitate learning and enhance educational exchange. The District expects that faculty will blend thoughtful use of digital communication throughout the curriculum while also providing guidance and instruction to students in its use as stated in the Michigan Educational Technology Standards. Participation in any type of collaborative media tool for the purpose of student learning will be governed by District Policies and Procedures. Otherwise, participation in collaborative media tools while on school computers is strictly prohibited.

Outside of school, parents and guardians bear responsibility for the same guidance of digital communication use as they do with information sources such as television, telephones, radio, movies, and other forms of media.

All students must sign an Acceptable Use Form prior to being assigned a Network user ID and will abide by all District Policies and Procedures. Any individual signing on to District provided digital communication access must accept the District's AUP prior to use. Student use of District-provided digital communication access is considered an

Effective Date: September 6, 2015

PROCEDURES**Acceptable Use**

extension of school property; therefore, behavior is subject to Wyandotte Public Schools Student Code of Conduct. Individuals who violate Policies and Procedures governing digital communication usage and/or the Student Code of Conduct will be subject to disciplinary actions

Unacceptable Use

The following uses of digital communication are not permitted while using any digital communication devices while on school property:

1. Access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
2. Transmit obscene, abusive, sexually explicit, slanderous, cyber bullying, or threatening language.
3. Violate any local, state, or federal statute.
4. Vandalize, damage, or disable the property of another individual or organization.
5. Access another individual's materials, information, or files without permission.
6. Use network resources for recreational purposes when such use puts a stress on network resources.
7. Violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Disciplinary Action

Any violation of District Policy or Procedures may result in loss of District provided access to digital communications and/or confiscation of personal digital communication devices. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may become involved. The intent of these Procedures is to make clear which uses are and are not appropriate, but not to exhaustively enumerate all such possible uses. Using the guidelines given above, Wyandotte Public Schools may at any time make determination that particular uses are or are not appropriate. The District will investigate complaints and/or possible inappropriate use. In the course of investigating complaints, District staff will safeguard the privacy of all parties.

Reliability

Wyandotte Public Schools makes no warranties of any kind, neither expressed nor implied, for the digital communication access it provides. The District will not be responsible for any damages users suffer, including—but not limited to—loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District servers or information gathered through District-provided digital communication access. The District will not be responsible for personal property used to access District networks or for District-provided

WYANDOTTE PUBLIC SCHOOLS
PROCEDURES
Acceptable Use

8000.01

digital communication access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the digital communication.

Acceptable Use Agreements

Prior to allowing any student access to the District's digital communications, or allowing students to bring personal electronic communication devices on school property; parents and students must sign the following Acceptable Use Procedures statement and Electronic Communication Devices statement:

ACCEPTABLE USE PROCEDURES:

We acknowledge that as a parent/guardian and a student enrolled in WPS that we have read the Acceptable Use Procedures and Electronic Communication Procedures incorporated within this document. We realize the use of digital communications is a privilege not a right, must comply with the Children's Internet Protection Act, and we are aware that misuse of digital communications while on school property may result in loss of privileges and discipline as outlined in the District Policies and Procedures.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

ELECTRONIC COMMUNICATION DEVICES:

WPS permits students to possess, but not use inappropriately, or without permission, electronic communication devices (ECD's), such as cellular phones, and laptops, subject to the provisions of the Student Code of Conduct, the Acceptable Use Policy and Procedures, the Children's Internet Protection Act, and the Electronic Communications Devices Procedures (located in the Student Code of Conduct Procedures). Parents who permit students to bring ECD's to school and students who bring ECD's to school, by doing so: consent to permit District personnel to confiscate ECD's used in violation of Policies and Procedures; and, consent to permit school personnel to search the contents of ECD's, regardless of whether a particular ECD was used in violation of Policies and Procedures. Thus, parents and students have no legitimate expectation of privacy in the contents of ECD's possessed by students on District premises. WPS is not responsible for lost or stolen ECD's brought on District premises.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Effective Date: September 6, 2015

8000**GENERAL POLICIES****8000.02 Americans with Disabilities Act (ADA) /****Section 504 of the Rehabilitation Act of 1973 (Section 504)**

In accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504), and Title II of the Americans with Disabilities Act (ADA), the School District will ensure that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination. The School District does not discriminate in admission or access to, participation in or treatment of, students with disabilities in its programs and activities. Similarly, the School District does not discriminate against any job applicant or employee with a disability in any term or condition of employment or in the recruitment process.

The Superintendent will appoint a Compliance Officer or Officers to assure that there is adherence to this policy. The Superintendent will also develop a complaint procedure for the processing and early disposition of alleged violations of the policy.

WYANDOTTE PUBLIC SCHOOLS
PROCEDURES
Section 504 Grievance (ADA)

8000.02

It is the Procedures of Wyandotte Public Schools not to discriminate on the basis of disability. Wyandotte Public Schools has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the Office of Special Education, Director of Special Education, 734-759-6015, who has been designated to coordinate the efforts of Wyandotte Public Schools to comply with Section 504.

Any person who believes s/he has been subjected to discrimination on the basis of disability may file a grievance under these Procedures. It is against the law for Wyandotte Public Schools to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedures:

- Grievances must be submitted to the Section 504 Coordinator within 10 school days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A grievance must be in writing, containing the name and address of the person filing it. The grievance must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the grievance. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of Wyandotte Public Schools relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing date.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Wyandotte Board of Education Office, Superintendent of Schools, within 15 days of receiving the Section 504 Coordinator's decision. The Superintendent shall issue a written decision in response to the appeal no later than 30 days after its filing date.

Effective Date: September 6, 2015

PROCEDURES**Section 504 Grievance (ADA)**

-
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

Wyandotte Public Schools will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

WYANDOTTE PUBLIC SCHOOLS
PROCEDURES
Section 504 Process (ADA)

8000.02

Section 504 of the Rehabilitation Act of 1973 and its implementing regulations prohibit discrimination on the basis of disability by any program or activity that receives or benefits from federal funding. Section 504 requires that disabled students be provided with a free appropriate public education including education with non-disabled peers to the maximum extent appropriate.

The Section 504 Process consists of four steps: (1) Referral; (2) Evaluation; (3) Eligibility Determination; and (4) the Section 504 Plan. For eligible students with a plan, the District must also provide regular reviews of the plan, reviews to support changes in program and/or transitions across grade levels, and conduct re-determination evaluations.

I. Referral

The referral may be made by a parent, staff member, or the student, and may be made at any time. A referral must be made in writing and dated at the time the request is made, including the reason for the referral. Referrals should be directed to the designated Section 504 Coordinator at the student's school building. Parents will be provided with copies of referrals and consent forms.

II. Evaluation

An assessment or evaluation team will conduct an individual, multi-source evaluation of a student referred for a Section 504 evaluation beginning with a thorough review of the student's educational records. The nature and extent of the information needed to make an eligibility decision is determined on a case-by-case basis by the team of persons knowledgeable about the student, the meaning of evaluation data and placement options. Additional evaluation tests will be conducted by the school if deemed necessary. Parental consent will be obtained prior to the initial evaluation. Other sources of information that may be considered include:

- Observations of the student
- Standardized tests or other assessments by school staff
- Parent/Student/Teacher interviews
- Behavior rating scales or other checklists
- Pertinent medical information
- Information provided by the parent

Effective Date: September 6, 2015

PROCEDURES

Section 504 Process (ADA)

III. Eligibility Determination

The eligibility determination is made by the evaluation team, which may include the classroom teacher, instructional resource teachers and appropriate related services staff, if needed. The team will meet to make the determination within 30 school days of the referral. The 504 Team will determine eligibility under Section 504 and determine what services and/or accommodations are needed to meet the student's needs as they relate to the educational setting, if any.

Please note that a diagnosis of a physical or mental impairment does not, in and of itself, determine eligibility under Section 504. There must also be separate findings that the impairment substantially limits a major life activity.

IV. Section 504 Plan

Where a student is found to be eligible, a Section 504 Plan will be developed. The building Section 504 Team, which includes the parents, will be responsible for determining the special accommodations and services that are needed to ensure that the student receives a free appropriate education. The Plan will specify how services will be provided and by whom.

The Section 504 Plan will be signed by the Building Administrator. Prior to implementation, a copy of the Plan will be provided to the parent, which indicates the School District's intent to implement the plan. The parent will also be provided a copy of the Notification of Parental Rights.

If a Section 504 Plan is developed for a student, only school personnel with implementation responsibilities will be informed of the existence and particulars of the plan. Staff will be informed on the contents of the plan when the plan is created, revised, and at points of transition, including transfers between buildings, or changes in schedule, staff, or program.

The Section 504 Coordinator will monitor the student's progress and the effectiveness of the student's plan and meet with the parent(s) at least annually to determine whether the Section 504 Plan continues to be appropriate or whether any changes are thought to be necessary. A Section 504 team meeting will be convened at any time to review the changes in student need or other appropriate concerns.

Wyandotte Public Schools		Section 504 Program Forms
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Appendix A: Section 504 Forms

Wyandotte Public Schools	Form A	Section 504 Checklist
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Student's Name	Date of Birth
Current School	Grade

1. Section 504 Referral

- ☐ Receive signed Section 504 Referral for Evaluation (Form B)
- ☐ Date received by the School District:

2. Parent Consent for Evaluation

- ☐ Provide parent Section 504 Notice of Referral and Consent for Evaluation (Form C)
- ☐ Provide parent Section 504 Notice of Procedural Safeguards (Form D)
- ☐ Date parent consent received by the District (Form E):
- ☐ Date evaluation should be completed:
(30 school days from date consent received for initial evaluation.)

3. Evaluation Process

- ☐ Identify Section 504 team members (persons who are knowledgeable about the student, the meaning of evaluation data, and placement options).
- ☐ Determine needed evaluation data. **Note:** Evaluation information should be obtained from a variety of sources.
- ☐ Use Teacher Input forms (Form F)
- ☐ Seek parent consent to obtain medical information, if appropriate (Form G).
- ☐ Send Letter to Physician (Form H) with Physician's Statement form (Form I).

Note: A parent is not required to provide the School District with medical information or permission to contact the student's physician.

4. Section 504 Meeting

- ☐ Determine date, time, and location for meeting.
- ☐ Notify Section 504 team members of meeting date, time, and location.
- ☐ Send parent Section 504 Meeting Notice and Invitation (Form J)
- ☐ Convene meeting.
- ☐ Review evaluation data and determine eligibility/continued eligibility.
- ☐ Complete Section 504 Meeting Summary (Form K) and Student Accommodation Plan (Form L)
- ☐ Provide parent Notice of Procedural Safeguards (Form D)
- ☐ If parent is not present at meeting, send copy of paperwork, including Notice of Procedural Safeguards, to home address.

5. Section 504 Plan Implementation

- ☐ Notify persons with implementation responsibilities of the Plan's existence and their responsibilities under the Plan.
- ☐ Monitor the student's progress and the effectiveness of the Plan.
- ☐ Review the Plan at least annually and whenever the student's situation warrants review.

Appendix A: Section 504 Forms

Wyandotte Public Schools	Form B	Referral for Evaluation
------------------------------------	-------------------	--------------------------------

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Date of Referral

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Student's Name

Date of Birth

--	--

Current School

Grade

Reason for Referral: (Please briefly describe the nature of your concerns(s), e.g., academic, behavioral, gross/fine motor, social/emotional, medical, other)

--

Pre-referral Interventions: (Please indicate interventions, support, or other actions tried prior to the referral in an effort to address the concern(s) identified above.)

--

Has the student been referred, evaluated, or provided special education or 504 services in the past? ☐ Yes ☐ No

--

If yes, please explain:

--	--

Person Making Referral

Title

--	--

Signature

Date

--	--

Phone

Email

Please submit form to the Building Principal.

--	--

Principal's Signature of Receipt

Date

Appendix A: Section 504 Forms

Wyandotte Public Schools	Form C	Notice of Referral and Consent for Evaluation
------------------------------------	-------------------	--

Parent's/Guardian's Name	Date
Student's Name	Date of Birth
Current School	Grade

Your child has been referred for an evaluation under Section 504 of the Rehabilitation Act of 1973 ("Section 504"). Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance and requires the school district to provide eligible students a Free Appropriate Public Education (FAPE) designed to meet the student's individual educational needs as adequately as the needs of non-disabled students are met.

In order to be eligible for services under Section 504, a student must have a physical or mental impairment that substantially limits one or more major life activities. In determining whether a student meets these criteria, the school district will draw upon information from a variety of sources which may include the following:

- School records
- Observations
- Standardized tests or other assessments
- Parent/Student/Teacher interviews
- Behavior rating scales or other checklists
- Pertinent medical information
- Information provided by the parent/guardian
- Other relevant information

Your child's teacher(s), building administrator, counselor, and other individuals (school psychologist, school nurse, *etc.*) may be involved in the evaluation process. Once the evaluation is completed, a meeting will be scheduled to discuss the results of the evaluation. You will be notified of the time, date, and location of the meeting and are welcome to attend and participate in the decision-making process.

The purpose of this letter is to advise you that the school district proposes to evaluate your child under Section 504 and to obtain your consent for the evaluation. In addition, enclosed is a copy of the Notice of Procedural Safeguards which describes the rights afforded parents under Section 504.

Please indicate on the enclosed form your consent for the Section 504 evaluation and return this form to me as soon as possible. Please feel free to contact me if you have any questions.

Sincerely,

Enclosures

Wyandotte Public Schools	Form D	Notice of Procedural Safeguards
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The following is a brief summary description of the rights provided by Section 504 of the Rehabilitation Act of 1973 to students with disabilities, or suspected disabilities, and some related rights provided by Title VI of the Civil Rights Act of 1964 and the Family Educational Rights and Privacy Act. The intent of the law is to keep you fully informed about decisions concerning your child and to inform you of your rights in the event you disagree with any decisions concerning your child. You have the right to:

1. Have the District advise you of your rights under Federal law.
2. Receive notice with respect to Section 504 identification, evaluation, and/or placement of your child.
3. Have an evaluation and placement decision for your child based upon information from a variety of sources and which is made by a team of persons knowledgeable about the student, the meaning of evaluation data, and placement options.
4. Have your child receive a Free Appropriate Public Education (FAPE), which is the provision of regular or special education and related aids and services that are designed to meet individual educational needs of your child as adequately as the needs of students without disabilities are met, if the child is Section 504 eligible.
5. Have your child be educated with non-disabled students to the maximum extent appropriate, if the child is Section 504 eligible.
6. Have your child take part in and receive benefits from the District without discrimination on the basis of disability.
7. Have your child educated in facilities and receive services comparable to those provided to non-disabled students.
8. Examine all relevant records of your child, including those relating to decisions about your child's Section 504 identification, evaluation, educational program, and placement; and obtain copies of those records at a reasonable cost, unless the fee would effectively deny you access to the records.
9. Receive information in your native language and primary mode of communication.
10. Have a periodic re-evaluation of your child, including an evaluation before any significant change of placement.
11. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the District.
12. Request and participate in an impartial due process hearing regarding the identification, evaluation, or placement of your child, including a right to be represented by counsel in that process and to appeal an adverse decision.
13. File a complaint in accordance with the District's grievance procedures or with the U.S. Department of Education, Office for Civil Rights.

Appendix A: Section 504 Forms

Wyandotte Public Schools	Form E	Parent Consent
------------------------------------	-------------------	-----------------------

Student's Name	Date of Birth
Current School	Grade
Parent's/Guardian Name	Phone
Address/City/Zip	Email

CONSENT FOR SECTION 504 EVALUATION

I understand that my child has been referred for an evaluation under Section 504. The evaluation will draw upon information from a variety of sources, which may include, but is not limited to: a school record review, observations of the student, parent/child/teacher input or interviews, assessments, and other relevant information. The purpose of the evaluation is to determine whether my child is eligible for services under Section 504.

(Check all that apply)

- ☐ I have received a copy of the Section 504 Notice of Procedural Safeguards.
- ☐ I consent to the Section 504 Evaluation.
- ☐ I do not give permission for the Section 504 Evaluation.

Parent's/Guardian Signature	Date

Please return this form to:

Principal's Name	Building	Phone
Address/City/Zip	Email & Fax	

For School Use Only:

Signature of Recipient	Date

Appendix A: Section 504 Forms

Wyandotte Public Schools	Form F	Teacher Input
------------------------------------	-------------------	----------------------

Student's Name	Date of Birth
Current School	Grade

1. Do you have any concerns about this student? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain:

2. Academic concerns (please describe):

3. Behavioral concerns (please describe):

4. Other concerns (please describe):

5. Please list any accommodations, interventions, or strategies you have used to address the above concern(s) and indicate how the student responded to the intervention.

6. Would the student have earned this grade without the accommodations, interventions, or strategies you used to address the concern(s)?
--

7. Other Concerns:

Appendix A: Section 504 Forms

Wyandotte Public Schools	Form G	Authorization for Release and Exchange of Medical Information
------------------------------------	-------------------	--

Student's Name	Date of Birth
Current School	Grade

Parent's/Guardian Name	Phone
Address/City/Zip	Email

I hereby authorize the release and exchange of otherwise confidential medical information between the Wyandotte Public Schools and:

Physician's Name	Phone
Address/City/Zip	Fax

I understand that any information released or exchanged will be treated in a confidential manner by the District and will not be transmitted to a third party without my permission. This authorization is valid for a period of ninety (90) days unless earlier revoked by me in writing.

Parent's/Guardian Signature	Date

Please forward documents to:

Principal's Name	Building	Phone
Address/City/Zip	Email & Fax	

Appendix A: Section 504 Forms

Wyandotte Public Schools	Form H	Cover Letter to Physician
------------------------------------	-------------------	----------------------------------

Physician's Name	Phone
Address/City/Zip	Fax

RE:

Student's Name

The above-named student is currently being evaluated by the Wyandotte Public Schools for the purpose of determining the student's eligibility for services under Section 504 of the Rehabilitation Act of 1973. In order to be eligible under Section 504, the student must have a physical or mental impairment that substantially limits a major life activity.

Enclosed is an authorization for release of information to the School District signed by the student's parent/guardian. Please assist us with our evaluation by completing and returning the enclosed Physician's Statement no later than _____.

Please forward documents to:

Principal's Name	Building	Phone
Address/City/Zip	Email & Fax	

We appreciate your assistance in this evaluation process. Please contact me if you have any questions. Thank you in advance for your cooperation.

Sincerely,

Enclosures

Appendix A: Section 504 Forms

Wyandotte Public Schools	Form I	Physician's Statement
------------------------------------	-------------------	------------------------------

Student's Name	Date of Birth
Current School	Grade

Physician's Section: Please provide the following information to assist the School District in its Section 504 Evaluation. Attach supporting documentation if needed.

1. Does the student have a physical or mental impairment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
2. Describe the student's current prognosis and the nature and extent of possible change in the student's condition?
3. What are the anticipated effects of the physical or mental impairment on the student's ability to access, participate in, or benefit from school/educational experience?
4. Does the student have any other special health/medical issues of which the School District should be aware which could affect the student in the school setting?
5. Is the student currently on any medication of which the School District should be aware? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
6. Additional comments to assist in educational planning for student.

Physician's Signature	Date
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Appendix A: Section 504 Forms

Wyandotte Public Schools	Form J	Meeting Notice and Invitation
------------------------------------	-------------------	--------------------------------------

Student's Name	Date of Birth
Current School	Grade
Parent's/Guardian Name	Phone
Address/City/Zip	Email

Dear Parent or Guardian:

You are invited to attend a meeting to determine or review your child's eligibility for services under Section 504 of the Rehabilitation Act of 1973. If it is determined that your child is or continues to be eligible, a Section 504 Plan will be developed (or reviewed and revised) at this meeting. The meeting information is as follows:

Location	Date
Room Number	Time

The School District has invited the following individuals to attend the meeting:

Name	Position/Title

You are encouraged to attend this meeting and participate in the decision-making process. If the meeting date or time is not convenient for you, please contact me at your earliest convenience and we will attempt to make other arrangements.

Please feel free to contact me if you have any questions.

Sincerely,

Enclosures

PLEASE RETURN THIS PORTION OF THE FORM IN THE ENCLOSED ENVELOPE

- ☐ I will attend the Section 504 meeting.
☐ I am not able to attend and request the meeting be rescheduled.
☐ I am not able to attend, but request that the meeting be held without me and that the paperwork be sent to my home address.

Parent/Guardian Signature: _____

Appendix A: Section 504 Forms

<b style="font-size: 1.5em;">Wyandotte Public Schools	Form K	Section 504 Meeting Summary
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Student's Name	Date of Birth
Current School	Grade

Parent's/Guardian Name
<input type="checkbox"/> Initial Evaluation <input type="checkbox"/> Annual Review
Reason for Meeting

Participants:

Name	Position/Title

Summary of Evaluation Results:

Eligibility Criteria and Determination:

The Section 504 definition of a handicapped individual includes those who have a physical or mental impairment that substantially limits one or more major life activities; or has a record of such impairment; or is regarded as having such an impairment. Major life activities may include, but not be limited to, caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Does the student have a limiting mental or physical impairment? ☐ Yes ☐ No

If yes, which major life activity is limited?

☐ Caring for Self ☐ Walking ☐ Seeing ☐ Hearing ☐ Speaking
☐ Breathing ☐ Learning ☐ Working ☐ Other:

I have been informed of and received a copy of my rights and procedural safeguards; and

☐ Agree with the determination ☐ Disagree with the determination

Parent Signature:	Date:
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Appendix A: Section 504 Forms

Wyandotte Public Schools	Form L	Student Accommodation Plan
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Student's Name	Date of Birth
Current School	Grade

Student Strengths:
Student Weaknesses:
Accommodation:
Person Responsible for Implementing Plan:
Accommodation:
Person Responsible for Implementing Plan:
Accommodation:
Person Responsible for Implementing Plan:
Accommodation:
Person Responsible for Implementing Plan:
Additional comments to assist in educational planning for student.

Appendix A: Section 504 Forms

Wyandotte Public Schools	Form M	Annual Review of Accommodation Plan
------------------------------------	-------------------	--

Student's Name	Date of Birth
Current School	Grade

Parent's/Guardian Name

<input type="checkbox"/> Initial Evaluation <input type="checkbox"/> Annual Review
--

Reason for Meeting

Dear Parent or Guardian:

As you are aware, your child has an active Section 504 Plan. 504 Plans are reviewed annually to determine if the Plan should be continued and/or revised. For example, often Plans need to be revised when a student changes from the elementary school level to the middle school level.

Your child's Section 504 Plan was reviewed on _____ by your child's teachers and/or principal/counselor.

☐ Your child's Section 504 Plan does not need any changes at this time (see attached Section 504 Plan).

☐ Your child's Section 504 Plan WAS revised. Please review the changes on the attached copy. If you are in agreement with the changes, please sign the revised Section 504 Plan and return to me at school.

If you have any questions, please contact as follows:

Staff Member's Name	Phone
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Enclosures

CC: Parent
 Principal
 CA60 File

Appendix A: Section 504 Forms

Wyandotte Public Schools	Form N	Grievance Procedure
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Wyandotte Public Schools has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504. A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, 600 Superior Avenue East, Suite 750, Cleveland, OH 44114-2611:

Step 1:

A person who believes that he/she has been discriminated against by the Wyandotte Public Schools is encouraged, but is not required, to discuss the matter informally with the appropriate building principal, in the case of a student, or his/her immediate supervisor, in the case of an employee.

- A. If the building principal or the immediate supervisor is the subject of the complaint, or the grievant is not a student or employee, the grievant may, instead, contact the Wyandotte Public Schools Section 504 Coordinator.
- B. The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within ten (10) business days.

Step 2:

If the informal Step 1 process does not resolve the matter, or if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to the Wyandotte Public Schools Section 504 Coordinator who will investigate the complaint.

- A. If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent of Schools who will appoint another administrator to conduct the investigation.
- B. The complaint shall be signed by the grievant and include the:
 - a. grievant name and contact information;
 - b. facts of the incident or action complained about;
 - c. date of the incident or action giving rise to the complaint;
 - d. type of discrimination alleged to have occurred; and
 - e. specific relief sought.
 - f. Note: Witness names and other evidence as deemed appropriate by the grievant may also be submitted.
- C. An investigation of the complaint will be conducted within ten (10) business days following the submission of the written complaint. The investigation shall include an interview of the parties and witnesses, a review of relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint.

Appendix A: Section 504 Forms

- D. A written disposition of the complaint shall be issued within ten (10) business days of completion of the investigation, unless a specific written extension of time is provided to the parties. Copies of the disposition will be given to both the grievant and the person who is the subject of the complaint.

Step 3:

If the grievant wishes to appeal the decision in Step 2, he/she may submit a signed, written appeal to the Superintendent of Schools within the (10) business days after receipt of the written disposition. The Superintendent or his/her designee shall respond to the complaint, in writing, within ten (10) business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

Wyandotte Public Schools provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Grievance Procedure. Further, a grievant making a complaint is neither required to prosecute the matter nor confront the alleged discriminator or harasser when that would be inappropriate.

If you have questions regarding these procedures or want to file a complaint, please contact the Wyandotte Public Schools Section 504 Coordinator at:

Section 504 Coordinator
Wyandotte Public Schools
639 Oak Street
Wyandotte, MI 48192
734-759-6022

Appendix A: Section 504 Forms

Wyandotte Public Schools	Form O	Section 504 Complaint
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Student's Name	Date of Birth
Current School	Grade
Parent's/Guardian Name	Phone
Address/City/Zip	Email

Complaint Summary:

1. Describe the alleged violations of Section 504. Please be specific and describe the specific incidents(s), as well as identify the individuals involved, dates/times/locations, etc. Attach additional pages if needed	
2. Describe your proposed resolution to address the alleged problem(s)/violation(s).	
Complainant's Signature	Date

Please submit this form to:

Section 504 Coordinator
Wyandotte Public Schools
639 Oak Street
Wyandotte, MI 48192
734-759-6022

A person who believes that he/she has been discriminated against by the Wyandotte Public Schools on the basis of disability may file a complaint through the District's grievance procedure. A complaint may also be filed with the Office for Civil Rights (OCR), U.S. Department of Education, 600 Superior Ave East, Suite 750, Cleveland, OH 44114. You may file a complaint with OCR at any time. Filing a complaint with the School District is not a prerequisite to filing with OCR.

Appendix A: Section 504 Forms

Wyandotte Public Schools	Form P	Manifestation Determination Meeting Notice and Invitation
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Student's Name	Date of Birth
Current School	Grade
Parent's/Guardian Name	Phone
Address/City/Zip	Email

Dear Parent/Guardian:

You are invited to attend a Section 504 manifestation determination meeting to review whether your child's misconduct was a manifestation of his/her disability.

The meeting information is as follows:

Location	Date
Room Number	Time

The School District has invited the following individuals to attend the meeting:

Name	Position/Title

You are encouraged to attend this meeting and participate in the decision-making process. If the meeting date or time is not convenient for you, please contact me at your earliest convenience and we will attempt to make other arrangements.

Please feel free to contact me if you have any questions.

Sincerely,

Enclosures

PLEASE RETURN THIS PORTION OF THE FORM IN THE ENCLOSED ENVELOPE

- ☐ I will attend the Section 504 Manifestation Determination meeting.
☐ I am not able to attend and request the meeting be rescheduled.
☐ I am not able to attend, but request that the meeting be held without me and that the paperwork be sent to my home address.

Parent/Guardian Signature: _____

Appendix A: Section 504 Forms

Wyandotte Public Schools	Form Q	Manifestation Determination Review
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Date of Manifestation Review	Date of Current 504 Plan

Student's Name	Date of Birth

Current School	Grade

Parent's/Guardian Name	Phone

Address/City/Zip	Email

The meeting information is as follows:

Location	Date

Room Number	Time

The School District has invited the following individuals to attend the meeting:

Name	Position/Title

Current Drug or Alcohol Use

<p>1. Does the student currently engage in the illegal use of drugs or alcohol?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>2. Is the student being disciplined for the possession or use of illegal drugs or alcohol?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If the answer to either question is yes, the student is not entitled to a manifestation determination review and the student may be disciplined to the same extent that such disciplinary action is taken against students without disabilities.</p>

Consideration for Review – In carrying out a manifestation determination review, the 504 Team shall:

Appendix A: Section 504 Forms

1. Describe the behavior or incident that is subject to discipline.
2. Review and summarize relevant information in student's file
3. Review and summarize relevant information in student's Section 504 Plan.
4. Review and summarize relevant teacher observation of the student.
5. Review and summarize relevant information provided by the parent.

Manifestation Determination

In relation to the behavior subject to discipline (see previous page):

1. Was the conduct in question caused by or did it have a direct and substantial relationship to the student's disability? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Was the conduct a direct result of the School District's failure to implement the Section 504 Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No
If the Section 504 team answers "Yes" to either of the questions above, then the behavior must be considered a manifestation of the student's disability.

Manifestation Hearing Conclusion

- ☐ Is not a manifestation of the student's disability and school personnel may apply relevant disciplinary procedures applicable to all students.
- ☐ Is a manifestation of the student's disability?

Signature of Section 504 Committee Chair	Date

<input type="checkbox"/> I have been informed of and received a copy of my rights and procedural safeguards	
<input type="checkbox"/> Agree with the determination	<input type="checkbox"/> Disagree with the determination
Parent Signature:	Date:

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GENERAL POLICIES

8000.03

Bloodborne Pathogens

The School District follows universal precautions where there has been an exposure to blood or other potentially infectious materials. Universal precautions require that staff and students treat all human blood and certain human body fluids as though they were infectious.

The Superintendent, or his/her designee, will develop and implement an exposure control plan. This plan is to include in-service training for staff and provide opportunities for immunization at School District expense.

8000**GENERAL POLICIES****8000.04****Communicable Diseases**

The School District will work cooperatively with the Wayne County Health Department to enforce and adhere to the Michigan Public Health Code (Act 368 of 1978 as amended) with regard to the prevention, control and containment of communicable diseases. The Superintendent will appoint a committee comprised of School District employees and one or more representatives from the County Health Department to develop and recommend legally compliant procedures. The procedures will specifically address matters of confidentiality under State and Federal law.

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8000.04

Communicable Disease Control

- A. GENERAL** - Students and staff members may attend school unless there is definitive, clearly documented evidence to warrant exclusion. The Superintendent is the designated school official to receive information from the local or State Health Department pertaining to serious communicable diseases.¹ When the Superintendent has been informed by an official of the local or State Health Department that a student or District employee may be infected with a non-casual contact serious communicable disease, the Superintendent shall immediately obtain written consent from the employee or the student's parents to disclose confidential information, if necessary, to the Communicable Disease Review Panel (CDRP) and to communicate such information as may be necessary to appropriate members of the District staff.

The Superintendent is hereby designated as the authorized individual to receive information from the Wayne County or State Department of Health pertaining to a student or employee who has a non-casual contact serious communicable disease.

- B. CONFIDENTIALITY OF MEDICAL INFORMATION** - The privacy rights of any student or staff member with a communicable disease shall be protected in accordance with Federal and State laws on confidentiality, privacy and due process.
1. Written consent of the eligible student or parent/guardian will be routinely obtained before releasing personally identifiable medical information from a school record. Written consent will include:
 - a. The information on the disease, infection, or condition that may be disclosed;
 - b. The reason for the disclosure; and
 - c. To whom the disclosure may be made.
 2. The administration will determine what and to whom personally identifiable medical information can be released from a school record of an infected student if written consent cannot be obtained, and it is deemed necessary to release said information. The determination must include:
 - a. An evaluation of the necessity of releasing the specific information.
 - b. Consultation with the local Department of Public Health to make a "need to know" determination that disclosure is necessary if the original information was received from the local Department of Public Health.
 - c. An evaluation of the request in regards to whether the person receiving the medical information is a school official who has a legitimate educational interest in obtaining the information. "Legitimate educational interest" shall be based upon whether sharing this information with a specific individual would favorably affect:
 - i. the student's ability to learn and function in the classroom and related settings;

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8000.04

Communicable Disease Control

- ii. the teacher and other staff's ability to teach or provide other sources;
 - iii. the containment of a communicable disease for persons at risk; and
 - iv. the immediate health and safety of the student.
 - d. An evaluation of whether release of the information could lead to discriminatory practices or unauthorized re-disclosure.
3. If the presence of a communicable disease that can be spread by casual contact must be disclosed to persons in the school community, the District will make every attempt to release only general information about the existence of a specific communicable disease in the school with no personally identifiable information. The Board of Education designates the Superintendent to be the official spokesperson for the District regarding the existence of the communicable disease.
4. All personally identifiable medical information of a sensitive nature regarding an infected student will be kept in a separate file from the student's CA60 and will not be released in any form without compliance with the Communicable Diseases (CD Policy).

C. THE REVIEW PANEL

1. If the circumstances so warrant, as set forth in the CD Policy, the District will convene the Review Panel and follow a case-by-case review process.
- a. If the Superintendent determines that the Review Panel process is not necessary and the parent/guardian, eligible student or staff member requests the Panel to meet, the Superintendent shall convene the panel as soon as the required Panel members can be convened, but in any event not later than ten (10) school days from the date of the request.
 - b. If the student or staff member has been determined to be handicapped or is suspected of being so handicapped and requests that the District make certain adaptations or accommodations, the Review Panel shall consider any such requests and formulate recommendations to the Superintendent.
 - c. If the local Department of Public Health discloses any information to the District regarding the existence of a serious communicable disease and a foreseeable risk of transmission of said disease exists in the school setting, the student/staff member shall be excluded from the school setting until the Review Panel meets and decisions are made in accordance with the protocol in these Procedures.
2. Panel Membership
- a. A physician knowledgeable about the individual's medical condition.
 - b. A health official from the Wayne County Health Department who is familiar with the disease.

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Communicable Disease Control

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- c. A student/employee advocate (e.g., counselor, child advocate, social worker, employee/union representative, etc.) from in or outside the school approved by the eligible student, parent/guardian, or staff member.
 - d. A school representative familiar with the student's behavior in the school or the employee's work situation (in most cases, the building principal or school nurse) as identified by the Superintendent.
 - e. A District administrator other than the Superintendent or the Human Resources Director.
- 3. The Superintendent will designate the Chair of the Panel. The Chair is responsible for ensuring that one or more opinions of the Panel are submitted to the Superintendent in accordance with the procedures outlined below and for ensuring that due process procedures are followed in dealing with the affected person.
 - 4. The Superintendent may be present during the testimony process but will be excused when the Panel is deliberating towards the "Proposal for Decision" recommendations to the Superintendent.
 - 5. The Chair of the Review Panel will designate the Panel member who will write the "Proposal for Decision".

D. DECISION-MAKING PROCESS

- 1. Upon learning of a student/staff member within Wyandotte Public Schools who has been identified by a qualified source as having a communicable disease that is known not to be spread by casual contact, the Superintendent shall:
 - a. Immediately consult with the physician of the student/staff member and/or the health official from the Wayne County Health Department to obtain information as to whether any circumstances exist to warrant the convening of the Review Panel, as set forth in the CD Policy.
 - 1) If the student/staff member's physician or the Health Department physician indicates the student/staff member is well enough to remain in the school setting and poses no immediate health threat through casual contact to the school population because of his/her illness, the student/staff member shall be allowed to remain in the school setting.
 - 2) If the student/staff member's physician or the Health Department official indicates the student/staff member is currently not well enough to remain in the school setting and/or that a documented risk exists to the infected individual or others in the school setting resulting from conditions, communicable diseases or infections that could pose an immediate health risk, the student/staff member shall be excluded from the school setting and the Superintendent, representative of the

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infected student/staff member or Health Department official may request the Review Panel to be convened to discuss the conditions under which the individual may return to school.

- b. Submit to the parent/guardian or infected person in writing a notice of his/her rights and the method of appeal.
- c. Consult with the parent/guardian, eligible student or staff member on the issues and determine if any circumstances exist as to warrant the convening of a Review Panel.

2. The Review Panel Process

- a. If it is determined that the Review Panel shall meet, it shall be as soon as the required Panel can be convened but in no event not less than ten (10) school days from the date of the decision or request to meet. The Superintendent may participate in the review process while the Panel considers the following information:
 - 1) Circumstances in which the disease is contagious to others and the current status of implementing current procedures for handling blood or body fluids;
 - 2) Infections or illnesses the student/staff member could have as a result of this disease that may be contagious through casual contact in the school setting;
 - 3) Behavior and neurologic development of the student and any potential impact on the communicability;
 - 4) Circumstances in which the disease is contagious to others;
 - 5) Nature of the interaction with others in the school environment and health/safety implications of that interaction;
 - 6) The impact of contagious diseases occurring within the school population while the infected person is in attendance;
 - 7) Psychological impact on the infected individual concerning remaining in the school setting;
 - 8) Potential request from the individual with the disease to be excused from attendance at school or on the job;
 - 9) Methods for protecting the privacy of the student or staff member, including maintaining confidentiality both of records and the person's condition;
 - 10) Recommendations as to whether the student or staff member should continue in the school setting, or the reason necessitating the Panel's needing to consider the question and under which circumstances s/he may return if s/he is not currently attending;
 - 11) Recommendations as to whether any type of restrictions or alternative assignment or delivery of program should be considered;

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- 12) The recommendation of who, if anyone, should be informed and under what legal conditions anyone would be informed without written permission of the eligible student, parent/guardian or staff member;
 - 13) Recommendations as to when the Panel should review the case again;
 - 14) Any other relevant information.
- b. Proposal for Decision
- 1) Within five (5) business days after convening the Panel, the Superintendent shall be provided with a written record of the proceedings and the "Proposal for Decision". The Proposal serves as a recommendation to the Superintendent. It is based on the information brought out in the Review Panel process and will include the rationale for the recommendation. If there is a minority viewpoint by Panel members following the review process, which should also be included in the report.
 - 2) If the Proposal for Decision is to exclude the affected person from the school setting because of documented risks to the infected individual or others in the school setting resulting from conditions, communicable diseases or infections that could pose an immediate health threat, the Proposal for Decision shall include the conditions under which the exclusion will be reconsidered.
 - 3) The parent/guardian or affected person will be given a copy of the Proposal. The Review Panel members will be given the opportunity to review the content of the Proposal for Decision.
- c. The Superintendent's Decision
- 1) Within five (5) business days after receiving the Proposal, the Superintendent shall either accept, modify, or reject the recommended course of action. If s/he rejects it, the Superintendent shall prepare a written statement setting forth the basis for his/her rejection as well as a justification for the course of action s/he recommends. Both the CDRP members and the affected person or parent shall receive a copy of the Superintendent's decision.

E. APPEALS PROCESS

1. Rehearing request
 - a. If the affected person or parent considers the Proposal for Decision to be unjust, s/he may request a rehearing in writing within five (5) business days of the date of the Proposal. The Chairperson shall consider the request only if:
 - 1) There is new evidence that could influence the decision, or
 - 2) There is substantial error of fact.
 - b. The Chairperson shall, within five (5) business days of receipt of the request, either grant or deny the request. If the request is denied, the Proposal for

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Decision shall be sent to the Superintendent immediately. If the request is granted, the same CDRP shall reconvene within ten (10) business days.

- c. Within five (5) business days after the rehearing, the Chairperson shall submit the original or revised Proposal for Decision to the Superintendent with a copy to the affected person or parent.

2. Appeal of the Superintendent's Decision

- a. If the affected person or parent does not agree with the Superintendent's decision, s/he or a representative may request reconsideration within five (5) business days of the date of the Superintendent's decision. The request shall be in writing and must be based on the belief that the decision contains substantial error of fact or is contrary to the weight of evidence contained in the Proposal for Decision.
- b. Within five (5) business days, the Superintendent shall deny the reconsideration or may grant an oral hearing to the affected person, parent or representative.

F. GENERAL

1. If the student with the disease is not attending school, the District will provide an alternative delivery of school programs.
 - a. If the Review Panel determines there is a risk of infection through casual contact to the employee while delivering this program, the employee may be allowed the option not to serve in the situation.
 - b. If the Panel determines there is no risk of infection to the employee, the employee will be expected to participate in the delivery of the alternative program subject to any applicable provisions of the collective bargaining agreement for employees.
2. The Review Panel member who is serving as the advocate for the infected individual (or another person designated by the Panel and approved by the parent/guardian, or the infected person) will serve as the liaison between the student/staff member, family and attending physician as it relates to the school setting.
3. The rights of an infected staff member shall fall under the same guidelines concerning any medical illness or condition that are outlined in the collective bargaining agreement or School District policies for employees.
4. Employees of the District shall be expected to teach and provide other normal personal contract services in school to a student or to work with a school employee determined to have a disease known not to be communicable by casual contact unless a determination to the contrary has been made by the Review Panel.

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G. SPECIAL EDUCATION STUDENTS - In order to be consistent with both State and Federal law and to protect the rights of handicapped students, the following protocol applies for special education students who have been identified by a qualified source as having a communicable disease that is known not to be spread by casual contact.

1. Procedure Determination

- a. If the student has been determined to be handicapped, the Individualized Educational Planning Team (IEPT) will serve as the Review Panel. (See Section C).
- b. If the student is suspected of being Physically or Otherwise Health Impaired (POHI), then, with parent consent, the referral Multidisciplinary Evaluation Team (MET), and the IEPT process could be done on an expedited basis, following the procedures presented in Section C. If the parent does not consent or if the MET cannot be expedited, the protocol in Sections C, Part 1 through 6 will apply. When and if the student is determined to be handicapped, procedures in Section C will be used and the procedures from Parts 1 through 6 will be terminated.
- c. The general procedures provided will apply except where reference is made to the Review Panel, which shall be deemed to refer in this case to the IEPT.

2. Procedure

- a. The IEPT shall be held as soon as the required members can be convened, but in any event, no later than ten (10) school days from the date of the request.
- b. The IEPT participants shall be expanded to include the following participants:
 - 1) A physician knowledgeable about the individual's medical condition;
 - 2) A health official from the Wayne County Health Department who is familiar with the disease;
 - 3) A student advocate (e.g., nurse, counselor, social worker, etc., from in or outside the school) approved by the infected person or parent/guardian.
- c. The IEPT will carry out its responsibilities as presented in R 340.1721d of the Administrative Rules for Special Education. It is important to note that when the IEPT convenes, the IEPT may wish to request additional evaluation information. The Team's authorization to do this is stated in R 340.1721e(3) of the Administrative Rules for Special Education. As part of this process, the 14 points presented in Section D. 2., a "The Review Panel Process" should be considered.
- d. The impartial due process hearing under R 340.1724 of the Administrative Rules for Special Education provides the necessary safeguards when the parent and School District disagree with the decision(s) of the IEPT.
- e. Section 300.513 of the Rules and Regulations for Part B of the EHA provides for the child's status during administrative or judicial proceedings. This

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concept is also presented in R 340.725c of the Administrative Rules for Special Education. The Federal language follows: "300.513 Child's status during proceedings".

- 1) During the pendency of any administrative or judicial proceeding regarding a complaint, unless the public agency and the parents of the child agree otherwise, the child involved in the complaint must remain in his or her present educational placement.
- 2) If the complaint involves an application for initial admission to public school, the child, with the consent of the parents, must be placed in the public school program.

Comment: Section 300.513 does not permit a child's placement to be changed during a complaint proceeding, unless the parents and agency agree otherwise. While the placement may not be changed, this does not preclude the agency from using its normal procedures for dealing with children who are endangering themselves or others.

¹In all circumstances arising under these procedures, the Human Resources Director shall act for the Superintendent in his/her absence.

8000**GENERAL POLICIES****8000.05****Copyrighted Works**

The School District will fully respect the personal property rights of others, whether tangible or intangible, in accordance with the Copyright Act of 1976, as amended. The Superintendent will develop and implement procedures to implement this policy. The procedures will specifically inform students, staff and other members of the school community about the applicability of copyright protections and what may be permitted under the “fair use doctrine.”

8000**GENERAL POLICIES****8000.06****Discrimination and Harassment**

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, marital status, genetic information, disability or age. The School District prohibits harassment and other forms of discrimination whether occurring at school, on School District property, in a School District vehicle, or at any School District related activity or event. The Superintendent will designate compliance officers and develop and implement procedures for the reporting, investigation and resolution of complaints of discrimination or harassment.

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Discrimination

8000.06

The Wyandotte Board of Education and the District follow the laws of the United States and the State of Michigan and do not unlawfully discriminate on the basis of age, sex, race, color, national origin, religion, height, weight, marital status, disability or genetic information.

Questions or concerns about these Procedures, or its application, may be directed to:

Human Resource Director
Wyandotte Public Schools
639 Oak Street
Wyandotte, MI 48192
(734) 759-6022

Investigative Procedures

Any District employee, applicant, parent or student who believes s/he has suffered illegal discrimination, shall report the incident(s) to one of the following individuals:

- District Superintendent
- Human Resources Director
- School Board President
- Immediate Supervisor/Principal
- Classroom Teacher

The District's Superintendent, or his/her designee, will investigate and resolve any such complaint. The District will appoint a non-District employee to investigate complaints of illegal discrimination against the Superintendent or Board of Education members. The District will not retaliate against any person because s/he made a good faith complaint of illegal discrimination.

The person conducting the investigation will ascertain the basis of the complaint, including permitting the complainant to identify witnesses and potentially relevant documents. In the same fashion, the investigator will ascertain the position of the person about whom the complaint has been made. This part of the investigation should be completed within ten (10) school days, absent unusual circumstances.

The investigator will, based on his/her investigation, determine whether illegal discrimination occurred. This determination will be based on the totality of the circumstance(s) including, but not limited to, factors such as:

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-
- The relationship between the parties;
 - Surrounding circumstances;
 - The nature of the behavior;
 - How often the conduct occurred;
 - The identity of the alleged perpetrator in relation to the alleged victim;
 - The location of the alleged discrimination;
 - The ages of the parties;
 - The context in which the alleged incidents occurred; and
 - Past incidents or past or continuing patterns of behavior involving the parties.

The investigator will also dispose of the complaint. The disposition may include:

- Actions to prevent the recurrence of illegal discrimination or the facts and circumstances that led to the complaint;
- Reasonable and appropriate sanctions or discipline against any person the investigator concludes committed illegal discrimination; and
- A reasonable and appropriate remedy for any victim of illegal discrimination.

The investigator may also make an interim disposition pending the completion of the investigation and final disposition. The investigator should dispose of the complaint within twenty (20) school days from the date it was presented, absent unusual circumstances.

The investigator will communicate the disposition of the complaint to the complainant and other involved parties on a need to know basis. The investigator's disposition will be final. However, any affected party dissatisfied with the investigator's disposition may pursue available legal remedies.

Complaints concerning illegal discrimination based on race, color, national origin, religion, sex, age, disability, or genetic information may be filed with:

The Office for Civil Rights
United States Department of Education
600 Superior Avenue East
Bank One Center, Suite 750
Cleveland, Ohio 44114