

### **Non-Discrimination/Accommodation Notice**

The Brentwood School District strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, in its programs or activities. If an otherwise qualified person with a disability needs accommodations to attend or participate in a school or district activity, please contact a staff member responsible for that event at least four (4) business days in advance. Questions, concerns or requests for information/assistance can also be directed to the District Compliance officer, Dr. Joan Oakley, at 962-4507, for each applicable federal law.

### **Asbestos Notification**

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g (4) requires that building occupants to be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan. A copy of the Management Plan is available for review through the district office at 1201 Hanley Industrial Drive, Brentwood, MO 63144. The Management Plan identifies the types and locations of asbestos in the building and identifies inspections, sampling data and response actions taken by the district. Questions regarding asbestos or the Management Plan can be directed to Frank Merrins, Director of Facilities and Maintenance, at 962-4507.

### **No Child Left Behind Complaint Resolution Procedures**

This complaint resolution applies to all programs administered by the Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB), the Educate America Act and the Improving America's Schools Act (IASA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed: it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied or misinterpreted.

The written, signed complaint must be filed and the resolution in accordance with local district policy must be filed.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is evidence that the parties have attempted in good faith to resolve the complaint at the local level, the department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any person directly affected by the actions of the Department may file a similar written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact Mr. David Faulkner, Superintendent of Schools.

### **Public Complaint Procedures**

The following steps are proper procedures to be followed by persons with questions or complaints regarding operation of the school district:

1. Complaints on behalf of individual students should be first addressed to the teacher.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the principal of the school.

Unsettled matters from (2) above, or problems and questions concerning the school district should be directed to the Superintendent of Schools.

If the matter cannot be settled satisfactorily by the Superintendent it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting.

If necessary, a board hearing will be scheduled to resolve the complaint. However, the decision of the Board will be final except in the case of complaints concerning administration of federal programs. In that case the complainant may go to the

appropriate section of the Department of Elementary and Secondary Education and on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability for lodging complaints against the local district of the state.

Complaints regarding district compliance with nondiscrimination laws will be processed according to the grievance.

### **McKinney-Vento Homeless Education Assistance Act and the Foster Care Bill of Rights**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, according to the McKinney-Vento Homeless Assistance Act. Brentwood's Assistant Superintendent, Dr. Joan Oakley, coordinates the district's homeless students. For more information, call 314-96-4507.

### **Parents Right to Know Notice**

Our district is required to inform you of certain information that you, according to the No Child Left Behind Act (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide you in a timely manner, the following information:

Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Whether a teacher is teaching under emergency or other provisional status through state qualifications or licensing criteria have been waived.

Whether your child is provided services by a paraprofessional and, if so, their qualifications.

What baccalaureate degree major a teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certifications.

In addition to the information that parents may request, districts must provide to each individual parent

Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and

Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

### **Protection of Pupil Rights Amendment**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and

It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

Political affiliations;

Mental and psychological problems potentially embarrassing to the student and his/her family;

Sex behavior and attitudes;

Illegal, anti-social, self-incriminating and demeaning behavior;

Critical appraisals of other individuals with whom respondents have close family relationships;

Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or

Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe

that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-59**

### **Services and Rights for Students with Disabilities**

Students with disabilities have protections and rights under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and, when diagnosed with an educational disability that requires special education services, the Individuals with Disabilities Education Act (IDEA). Such students are protected from discrimination and entitled to a “free appropriate public education.”

All responsible public agencies are required to locate, evaluate and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Brentwood School District, in partnership with the Special School District of St. Louis County, assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, special learning disabilities, speech or language impairment, traumatic brain injury, visual impairments/blindness and any child with a developmental delay.

The Brentwood School District, in partnership with the Special School District of St. Louis County assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri’s First Steps Program.

The Brentwood School District, in partnership with the Special School District of St. Louis County, assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Special School District of St. Louis County has developed a Local Compliance plan for implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This Plan contains the agency’s policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency’s assurances that services are provided in compliance with General Education Provision (GEPA). This plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian’s name/address; birth date and age of the child; the child’s disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability that is not attending the public school, please contact Dr. Joan Oakley at (314) 962-4507 or the Special School District of St. Louis County at (314) 989-8100.

This notice will be provided in native languages as appropriate.

### **Annual Census of Students with Disabilities**

The Brentwood School District, in Compliance with Special School of St. Louis County, is required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty-one (21), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency or articulation), language disorders, visual impairment, hearing impairment, physical/other health impairment, multi-disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The Brentwood School District assures it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for Missouri's First Steps Program.

The Brentwood School District and Special School District are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the Districts relating to their children. Parents the right to request amendments of the records if they feel the information is inaccurate, misleading or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the Districts to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Districts have developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the office of the Superintendent of Schools.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty-one (21) who reside in the District. This census must be compiled by December 1 each year. This information is treated as confidential and must include: name of child, parent/legal guardian's name/address; birth date and age of the child; the child's disability and services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending public school, please contact the Brentwood School District at 314-962-4507 or the Special School District of St. Louis County at 314-989-8100.

### **Safe Schools Act Information**

In 1996, Missouri legislators approved the Safe Schools Act, under which all public schools in the state are required to abide by strict security and disciplinary regulations including procedures for reporting school incidents in accordance with the Policy. The Brentwood School District publishes an annual discipline manual that includes the laws required for Safe Schools. District rules, regulations and practices related to student conduct, disciplinary procedures and consequences are included.

### **Annual Notification Student Records**

The protection of student rights has always been a top priority of the Brentwood School District. This document is distributed annually to all parents and students in order to comply with state and federal requirements to notify the parents/guardians and eligible students of their rights with respect to the student's educational records.

In general, a student's educational record includes any information maintained by the school district, which contains information directly related to a student. A major exception would be a personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.

The Family Educational Rights and Privacy Act (FERPA) affords to parents/guardians ("parents") of students, and to students themselves who are over 18 years of age ("eligible students"), certain rights with respect to the student's education records maintained by Brentwood School District ("District").

These rights are outlined below:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a written request for access. Parents or eligible students should submit to the school principal a written request that identifies, as precisely as possible, the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible

student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to parent or eligible student when notified of the right to hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education record 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 school official includes a person employed by the District as an administrator, supervisor, instructor, counselor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District's Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent, student or other person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibilities for the District. The Voluntary Interdistrict Choice Corporation (VICC) and its officers, employees, and agents are also school officials with legitimate educational interests, because they act for and on behalf of the District with respect to transfer students and the transfer program, and because they seek to advance the interests of both. A transfer student's attendance records and other educational records relevant to the student's participation in the program or to the program itself may accordingly be disclosed to VICC without obtaining written consent from the parent/guardian or eligible student. Upon request, the District discloses education records without consent to officials of a school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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 20202-4605.

5. There is a set of information the District has designated as directory information. This information may be released without prior written consent to parent and student organizations for marketing purposes, such as for "buzz" books produced in the fall, and to outside organizations including, but not limited to, companies that manufacture class rings or publish yearbooks in the spring. Other examples include play bills for drama productions; yearbooks; honor rolls or other recognition lists; graduation programs; and sports activity sheets. Such information is also considered a "public record" which must be released upon demand to any person who requests it, under the Missouri Sunshine Law. If a parent, guardian, or eligible student does not want the district to release the information listed below, they must notify the Assistant to the Superintendent of Student Services in writing within 10 days of receiving this notification of the information they do not want released.

The following "Directory Information" may be released without obtaining parental consent: student's name, parent's name, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, awards received, artwork or course work displayed by district, photographs, videotapes, digital images and recorded sound.

In addition, federal law requires the District to provide military recruiters, upon request, with secondary school students' names, addresses, and telephone listings, unless parents have advised us that they do not want their student's information disclosed without their prior written consent. If you do not wish to have your child's name released to military recruiters, please notify Dr. Ed Johnson, Brentwood High School Principal, at 962-4507.

The Assistant Superintendent has district-wide responsibility for student educational records and, as such, is the custodian of the records. Anyone having questions regarding school policy relating to student records is welcome to contact Dr. Joan Oakley, 1201 Hanley Industrial Drive, St. Louis, MO 63144 or (314) 962-4507.