



2026-2027 Avondale Annual Notifications

Asbestos Management Plan

The Avondale School District has developed a comprehensive Asbestos Management Plan as required by the Environmental Protection Agency. It is available for review through the Avondale School District Facilities Office at 2940 Waukegan Street, Auburn Hills, MI 48326. Please direct questions or concerns regarding asbestos to our Facilities Supervisor, Krystin Cummings at (248) 537-6025.

Child Find Special Education / Section 504 Notice

Avondale School District offers evaluations, programs and services to individuals who are identified as having, or who are suspected of having, a disability as defined in either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973. These services are available to eligible persons ages 0-26 who reside within, or attend a K-12 school program within Avondale School Districts' district attendance boundaries. Referrals are accepted from parents, staff members, community agencies and other interested parties. For more information about available services, parent/student rights or referral procedures, contact the Executive Director of Student Services at 2940 Waukegan Street, Auburn Hills, MI 48326 or call 248.537.6004.

Concussions & Athletic Activities

Avondale School District annually provides families with information and resources regarding concussions and athletic activities. While completing the online registration process, parents are asked to review the guidelines with their student(s) and indicate that they understand and have received the information.

For additional information, please contact Avondale High School's Athletic Director, Melissa Tuccini at melissa.tuccini@avondaleschools.org, 248.537.6195

Family Educational Rights and Privacy Act (FERPA) Annual Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- school officials with legitimate educational interest;
- other schools to which a student is transferring;
- specified officials for audit or evaluation purposes;
- appropriate parties in connection with financial aid to a student;
- organizations conducting certain studies for or on behalf of the school;
- accrediting organizations;
- to comply with a judicial order or lawfully issued subpoena;
- appropriate officials in cases of health and safety emergencies; and,
- state and local authorities, within a juvenile justice system, pursuant to specific State law.

No Child Left Behind (Section 9528) requires student directory information be made available to military recruiters and institutions of higher education. Under the Family Educational Rights and Privacy Act (FERPA) a student or his/her parent/guardian may request that information not be released without prior written consent.

Schools may disclose, without consent, "directory" information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information

and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327 (voice). Individuals who use TDD may use the Federal Relay Service (<https://www.federalrelay.us/>). Or you may contact the Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

FERPA Annual Notice for Directory Information

Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Avondale School District (Avondale), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Avondale may disclose appropriately designated "directory information" without written consent, unless you have advised Avondale to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Avondale to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Advertising and/or social media;
- Graduation programs; and
- Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent [These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c)].

Disclosure of "Directory Information"

Except as otherwise stated in Board Policy 8330 (student records), school officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of directory information.

If you do not want Avondale to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify Avondale Administration in writing by October 1, 2025. The Board designates the following as directory information:

- Student name and address
- Parent name and address
- Parent email address
- Student & parent telephone numbers
- Student's date and place of birth
- Student's major field of study
- Student's participation in officially recognized activities and sports
- Student-athletes' height and weight
- Dates of attendance
- Date of graduation
- Student honors, awards, degrees and scholarships earned
- Student honor roll designations
- Student grade placements
- Photographs and videos of students participating in school activities, events or programs
- Other information generally found in yearbooks

The Board further designates district-assigned student email addresses as directory information for the limited purposes of (1) facilitating the student's participation in and access to online learning platforms and applications, and (2) be included in internal school and district email address books.

Education Benefits Application Reminder (Free & Reduced Lunch)

Avondale School District (Avondale) proudly offers healthy and delicious breakfast and lunch meals to our students every school day in all of our buildings. Our children need these healthy meals to fuel their daily learning. This year, we are pleased to announce that all Avondale students will receive free breakfast and lunch each school day due to State of Michigan legislation.

Even though all students will receive free meals, we kindly request that all Avondale families complete the Education Benefits Form through the [Meal Magic Family Portal](#).

This request is critical as the information obtained from these applications allows Avondale to apply for grants and state and federal funds for programs that support all students. These programs ensure Avondale's ability to continue offering all students a world-class education.

Completing this form is vital to district funding. Please complete the form as soon as possible. All information on the form submitted is confidential.

If you have additional questions, contact Avondale Food and Nutrition Services at 248.537.6290.

Interpreter & Translation Services

Avondale School District will provide interpreter/translator services to parents/caregivers of students for a variety of school functions such as enrollment, IEPs, parent-teacher conferences, disciplinary actions, follow-up written communication, etc. Administrative assistants have all been trained in the Interpreter and Translation Request Process. To request an interpreter or translation, contact the administrative assistant for the school where your child attends. The school may use a tele-interpreter service to fulfill an immediate need or situation where an in-person interpreter is not available.

For more information, please contact Alexandria Murphy, Avondale English Language Development Coordinator at alexandria.murphy@avondaleschools.org, 248.303.5984.

McKinney-Vento Homeless Assistance Act

The McKinney-Vento Homeless Assistance Act authorizes the federal Education for Homeless Children and Youth (EHCY) Program and is the primary piece of federal legislation related to the education of children and youth experiencing homelessness. It was reauthorized in December 2015 by Title IX, Part A, of the Every Student Succeeds Act (ESSA).

If you know of a family who is living in any of the following situations: shelter, motel, vehicle, campground or on the street because they cannot afford housing, contact:

Jennifer Letica
Avondale School District Homeless Coordinator
(248) 537-6039
[***jennifer.letica@avondaleschools.org***](mailto:jennifer.letica@avondaleschools.org)

Medications in School

Medications, with few exceptions, should be administered at home. Most medicines, including antibiotics, can be scheduled to be given before school, after school and/or at bedtime. If unavoidable, medication will be administered in school according to the school district medication policy. This policy requires that the doctor and parent complete the *Authorization for Medication* form, available from any school office. The medication container must be labeled by the physician or pharmacist with the student's name, medication name, dosage to be administered and doctor's name. A doctor's written order is necessary to change the dosage. Avondale School District Policy requires an *Authorization for Medication* form for all medications, including over-the-counter medicines/treatments. The *Authorization for Medication* forms are valid for one school year only.

Notice of Video Surveillance/Electronic Monitoring

(Board Policy 7440)

All Avondale facilities utilize video surveillance/electronic monitoring equipment to observe, monitor and/or record the behavior and activity of all persons on school property or grounds, or participating in school functions. Cameras are not located in areas where individuals have a reasonable expectation of privacy, such as restrooms and locker rooms.

Personal Curriculums

Under Michigan Compiled Laws § 380.1278b, school districts and public school academies are legally prohibited from limiting or discouraging a student's request for a Personal Curriculum (PC) for any reason other than the explicit best interest of the individual child.

All students are entitled to request a Personal Curriculum (PC) to modify the Michigan Merit Curriculum (MMC) graduation requirements. A Personal Curriculum is a process for individualizing a student's educational program and modifying MMC requirements while incorporating the MMC content expectations as much as practicable for the student. When a PC is requested, Avondale Schools will develop and grant the request in accordance with Michigan law.

Avondale Schools will not limit or discourage a request for a Personal Curriculum on any basis other than the best interests of the individual student. Students with an IEP may request a PC prior to entering 9th grade, with implementation beginning in 9th grade; other students may request a PC after completing 9th grade. To request a Personal Curriculum or learn more, contact your student's high school counselor or principal. Additional information is available from the Michigan Department of Education.

Pesticide Notification

Avondale School District has implemented an Integrated Pesticide Management Program for the purpose of reducing or eliminating the use of herbicides or pesticides in District buildings and sites. There are times; however, that a pesticide or herbicide application is necessary. Prior to these times, unless an emergency occurs, you have the right to be notified of these applications. This notification is in compliance with State regulations.

If you wish to be notified of scheduled applications during the school year, please contact the Avondale School District Facilities office at (248) 537-6033, to obtain a Prior Notification Request. A list will be retained to contact you regarding dates of any application that may occur while school is in session.

During summers and school break periods, weed-controlling herbicides may be applied to all sites. This is your notification of those applications. Notification will also be posted at the main entrances of all buildings where applications occur.

Requirements for Student Immunizations

Michigan law requires children to be up-to-date with required immunizations **ON** or **BEFORE** the first day of school/childcare. A child who fails to meet this requirement will not be admitted to school/childcare. The following circumstances allow a required vaccine to be waived or delayed:

1. A valid medical contraindication exists, preventing the child from receiving the vaccine at this time. A medical waiver should be completed and signed by the child's physician and should state the contraindication, vaccine involved, and time period during which the child is prevented from receiving the vaccine.
2. The parents/caregivers have valid religious or philosophical beliefs which prevent receipt of a vaccination. Waivers should not be taken lightly. A child who is not fully vaccinated against vaccine-preventable diseases could be a risk to others and for contracting the disease.

On December 11, 2014, the administrative rule was passed by Michigan Department of Community Health requiring any parent/guardian wanting to waive vaccine/vaccines for nonmedical reasons to receive vaccine education from their local health department. This rule applies to children entering childcare, kindergarten, and 7th grade or newly enrolling in the school district after January 1, 2015.

Oakland County Health Division (OCHD) will provide this education for Oakland County residents and/or those students attending Oakland County childcare facilities and/or schools at no cost, but **appointments are required**. The 30-minute education session will include information on the risks of not receiving vaccines and the benefits of vaccination to the individual and the community. This will allow parents to make an educated, informed choice for their child.

Parents/guardians deciding to immunize their child will be able to do so after the education session at the OCHD clinic or their own doctor. If the parent/guardian still wants to waive one or more vaccines, OCHD staff will provide a certified waiver. The parents are required to provide the certified waiver to their child's school.

You may schedule your appointment for Waiver Education online at www.oakgov.com/health. If you do not have internet access or have any questions about the education session, call the Nurse-On-Call at 1.800.848.5533. Appointments are limited and scheduled on a first-come, first-served basis.

Safe Storage Notice

Avondale School District is committed to ensuring the safety and well-being of all students. In accordance with Michigan law, specifically the "Safe Storage Laws," ([MCL 28.429](#), [MCL 380.1313a](#), and [MCL 380.1313b](#)) Avondale is required to provide our families with information regarding the secure storage of firearms.

This requirement is mandated to promote safety within our community. We encourage you to review the following important resources carefully:

- [What is the Secure Storage Law in Michigan?](#)
- [Safe Storage Notice](#)

Additional resources and information on this topic can be found on the Michigan Department of Education (MDE)'s [Safe Storage Law webpage](#).

If you have any questions regarding this information, please contact the MDE's Office of Health and Safety at MDE-OHS@Michigan.gov.

Student Emergency Cards

It is very important that your child's emergency card information is kept up-to-date. If you change your home or cell phone number or change jobs, please make every effort to contact your child's school office to update their emergency card. This information is vital in the event that your child becomes sick or injured.

Student Code of Conduct

The Student Code of Conduct and Discipline Processes are available in student planners or parent handbooks. Copies of the Elementary or Secondary Student Handbooks and all district policies and administrative guidelines are available online at www.avondaleschools.org.

Students with Disabilities (FAPE Information)

Students identified with a disability are entitled to a Free and Appropriate Public Education (FAPE). Modifications, accommodations, or interventions will be put into place, regardless of mitigating factors. In some cases, a 504 Plan, which is an accommodation plan for a student with a disability, may be indicated. Any service provided for a child with a disability must be aligned with the impairment and decisions are made on data.

No qualified disabled person shall, on the basis of disability, be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance. In compliance with Section 504 of the Rehabilitation Act, Avondale will not discriminate against individuals on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. It is the policy of the Board to identify, evaluate, and provide a FAPE to students who have a physical or mental impairment that substantially limits a major life activity and are handicapped within the meaning of Section 504 of the Rehabilitation Act of 1973. Due process rights of students with disabilities and their parent(s)/legal guardian(s) under Section 504 will be enforced.

The following person is designated as the district Section 504 Compliance Officer/ADA Coordinator: Melinda Carroll

Watershed Notification

Avondale School District is a proud participant in three watershed initiatives: the *Clinton Main Sub Watershed*, the *Clinton-Red Run Sub Watershed* and the *Rouge Main 1-2 Sub Watersheds*. For more information on how you can help our community improve water quality in these watersheds, refer to the following resources:

- The Michigan Department of Environmental Quality: www.michigan.gov/deq
- The Clinton River Watershed Council: www.crowc.org
- The Rouge Project: www.rougeriver.com

Parents' Right to Know Notification Letter for Highly Qualified Teacher Status

Dear Title I School Parent or Guardian,

No Child Left Behind legislation requires all teachers to be highly qualified.

Title I, Part A program is a federal supplemental program designed to help children reach high academic standards. In receiving funds from this program, the District has a requirement to inform you of information regarding the professional qualifications of your child's classroom teacher. A highly qualified teacher is defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing

instruction. At this time, all of the teachers and paraprofessionals responsible for instructing your child maintain a highly qualified status.

Currently, Avondale School District has two schools receiving Title I funds, Auburn Elementary and R. Grant Graham Elementary. If your child attends one of these schools, you have the right to request the professional qualifications of your child's teacher or paraprofessional. If you wish to do so, please put this request in writing and submit it to the building principal. You will receive a written response within ten school days from the receipt of your request.

The intent of this letter is to continue open communication regarding the qualifications of the Avondale School District teaching staff and to provide an avenue for a meaningful and productive home-school connection.

Sincerely,

Catherine Kochanski
Superintendent, Avondale School District

Note: Additional policies, guidelines and notifications can be found in the elementary, middle school, GATE, and high school student/parent handbooks and on the board policy webpage. Annual notifications can be found throughout the year at www.avondaleschools.org/annual-notifications.