

# HANCOCK PLACE SCHOOL DISTRICT

## Public/Legal Notices

Hancock Place School District is committed to the concept of equal opportunity for all persons. The School system will not discriminate against individuals in education programs and employment practices. The following items serve as the district's current announcement of compliance with the regulations set forth by the federal government.

### Section 504/ADA

The Hancock Place School District does not discriminate on the basis of disability in admission to, or access to, or operations of its programs, services, or activities. The Hancock Place School District does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Individuals who need auxiliary aids for effective communication in programs and services of the Hancock Place School District are invited to make their needs and preferences known to the ADA/Section 504 Compliance Coordinator, Dr. Timothy M. McInnis.

### Title IX/Sexual Harassment

The Hancock Place School District maintains a firm policy prohibiting all forms of discrimination, sexual harassment or violence against students or employees. In keeping with Title IX of the Educational Amendments of 1972, Public Law 92-318, it is the Hancock Place School District's belief that all persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator, or other school personnel, which creates an intimidating, hostile, or offensive environment, will not be tolerated under any circumstances.

### Age Discrimination Act of 1975/Title VI of the Civil Rights Act of 1964

The Hancock Place School District prohibits all forms of age discrimination in keeping with the Age Discrimination Act of 1975. In addition, the Hancock Place School District also prohibits any form of discrimination on the basis of race, color, and national origin as outlined in Title VI of the Civil Rights Act of 1964.

Questions, concerns, complaints or requests for additional information regarding the ADA, Section 504, or Title IX/Sexual Harassment may be forwarded to Assistant Superintendent Dr. Timothy M. McInnis, 9417 South Broadway, St. Louis, MO 63125, 314-544-1300.

### Census of the Handicapped

The Hancock Place School District, in compliance with Missouri legislation (HB 474), is conducting a census of handicapped and disadvantaged children and youth. The law requires a complete listing of all handicapped and disadvantaged persons who are under 21 years of age. Children attending the Hancock Place and Special School District (SSD) schools who qualify will be reported. The district needs the assistance of parents and other district residents regarding handicapped children who are:

- 1) below school age (0-5 years of age)
- 2) attending nonpublic schools
- 3) unable to attend school
- 4) unable to complete high school and unable to succeed in vocational programs as a result of academic deficiency, socioeconomic or cultural handicaps.

The purpose of this census is to provide information necessary to plan for future programs for children and youth who are not being serviced by current educational programs. The information on this form is required by state law at this time.

**Child's Name** \_\_\_\_\_ **Child's Age** \_\_\_\_\_

**Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Birth Certificate Number** \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Please return to:

Dr. Thomas Dittrich Jr. Hancock Place School District, 9417 South Broadway, St. Louis, MO 63125

### **Sex Discrimination Prohibited**

Sex discrimination in federally assisted education programs is prohibited by Title IX of the Education amendments.

The federal regulations require that the Hancock place School District, as a recipient of Federal assistance to its education programs, notify all applicants for admission and employment, students and parents, employees, referring agencies, and all employees and professional organizations having agreements with the District that it does not discriminate on the basis of sex in its education programs or activities and that it is required by Title IX not to discriminate in such a manner.

Dr. Thomas Dittrich Jr., is designated as the District's Compliance Officer by the Board of Education, and can be reached at 314-544-1300, 9417 S. Broadway, St. Louis, MO 63125. Anyone believing that non-compliance or misrepresentation of Title IX provision exists should contact the school district staff member involved. Should this prove to be unsatisfactory, a written complaint should be filed with Dr. Dittrich. Should the complainant be dissatisfied with the resolution of the Compliance Officer, the complainant may make a written appeal to the Board of Education, with a copy of the appeal sent to the Compliance Officer. The final decision rests with the Board of Education except that if the decision is unsatisfactory to the complainant, the complainant may appeal the decision to the Office of Civil Rights in Kansas City.

### **Non Discrimination of Disabled**

The Disabilities Act states that no institution receiving federal funding can discriminate against disabled persons. Hancock Place Schools do not discriminate against the disabled. Inquiries by persons concerning employment practices or related matters for the disabled or protection assured them by Title IX may be directed to Dr. Thomas Dittrich, Jr., District Compliance Officer, Hancock Place School District, 9417 South Broadway, St. Louis, MO 63125. Phone 314-544-1300.

### **Family Education Rights and Privacy Act**

According to Hancock Place School District policy and the Federal Family Education Rights and Privacy Act, parents of students attending the Hancock Place schools have the right to inspect and review the education records of their children. Parents have the right to a hearing to challenge the content of their child's record and to ensure that inaccurate or misleading data is corrected. No data about a named student, other than directory information can be released without written consent from the student's parents and parents must be notified when records are subpoenaed. When a student reaches the age of 18 or attends a postsecondary institution, parent consent and rights no longer apply. The right to review records, to challenge the contents of records, and to give release consent become the rights of the older student. The school principal is responsible for maintaining security and privacy of student's records.

### **Directory Information**

The Hancock Place School District declares the following as "directory information", as provided in said act, and that information relating to students may be made public if said information is any of the following categories: student's name, address, telephone listing, date and place of birth, major field of study, pictures participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors and awards received, and most recent previous educational agency or institution attended.

The parent of any student may notify the principal of the school which the student attends that any or all of the above information designated should not be released without the parent's prior consent, providing that such notification is given to the principal in writing within thirty (30) days of this public notice.

### **Special School District Services**

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; non-resident children attending a private school within the district; highly mobile children, such as migrant and homeless children; children who are wards of the state; 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 Special School District of St. Louis County in partnership with the Hancock Place School District assures that a free, appropriate public education (FAPE) is provided to all eligible children with disabilities between the ages of 3 and 21 under their jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Special School District in partnership with the Hancock Place School District 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 Special School District in partnership with the Hancock Place School District assures that personally identifiable information collected, used, or maintained by the districts 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. This Plan and School Board Policies contain the district's procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the district's assurances that services are provided in compliance with General Education Provision Act (GEPA). This Plan is available for public review in the Office of the Superintendent of Schools at Special School District and Hancock Place School District during regular school hours on days school is in session.

This notice will be provided in native languages as appropriate. Questions or requests for assistance/information should be directed to the Principal of Hancock High School or Dr. Thomas Dittrich Jr., Executive Director of Student Services and Liaison to SSD.

### **Medications Require Parental Permission**

Since students may require medication to be taken during school, every parent should understand the policy for the administration of medicine to students. The student's physician must prescribe medicine. All prescription drugs must be in a pharmacy container, labeled with the student's name, date, medicine doses, time to be taken at school, and the date to be discontinued. The parent or a responsible adult designated by the parents is requested to bring the medicine to the school nurse or principal's office. Any form of over-the-counter medication cannot be given unless the student has written orders from the student's physician and authorization from the parent or guardian.

### **Voluntary Interdistrict Choice Corporation - FERPA Notice**

The district has determined that the Voluntary Interdistrict Choice Corporation (VICC) and its officers, employees and agents are 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.