



**General Public Notice Requirements  
Michigan School Districts  
2008**

The following chart provides references to laws that require school districts to publish some form of public notice on certain matters. The chart is limited to “general” notice requirements. Thus, it does not cover notices that are required on an individual basis (e.g., notice to parent of identification, evaluation or evaluation placement under 504); nor does it cover meeting/hearing notices.

A significant portion of the information on the chart was researched and developed by Oakland Schools (Carolyn Claerhout) and the National School Boards Association (Lisa Soronen).

\* Signifies that the notice requirement may include additional information from what is included in the chart.

<b>Subject</b>	<b>Source</b>	<b>Notice Requirements</b>
Notice required by Family Education Rights and Privacy Act (FERPA) (required annually).	20 U.S.C.A § 1232	(1) School districts must give notice of the categories of information which they have designated as public directory information (2) School districts must give parents notice of their rights under this statute.
Notice of free and reduced price meals and/or free milk	7 C.F.R. § 245.5	If school districts participate in the National School Lunch Program, the School Breakfast Program, or the Special Milk Program, near the beginning of the school year, they must provide parents and the general public with information about free and reduced price meals and/or free milk.
Inform parents of school district administration of medication practices (suggested annually).	MCL 380.1178, 380. 1179, and 380.1317	The Revised School Code grants immunity to schools, who, in good faith, administer medication to students by a nurse, in an emergency, or when another adult is present if the medication is administered with written permission from a parent and in accordance with a doctor’s instructions.

Provide copy of school locker search policy to parents and students (required annually).	MCL 380.1306	The Revised School Code requires a school board to adopt a student locker search policy and provide a copy of this policy to students and parents.
Notice to parents of pesticide application (required annually).	MCL 324.8316	Michigan's Environmental Laws require that at the beginning of the school year, school administrators notify parents of their right to be informed before pesticides are applied at the school.
Asbestos update to occupants of buildings containing asbestos (required annually).	15 USC 2641 <i>et seq.</i>	The Asbestos Hazard Emergency Response Act requires inspection and notification of friable asbestos containing materials in school buildings. An annual asbestos report must be given to all occupants on the asbestos related activities done in the past year.
Schools of choice notices (required annually if participating).	MCL 388.1705; 388.1705c	Publish deadlines for accepting nonresident students under schools of choice.
Notice if not operating breakfast program when less than 20% of school building is eligible for free lunch and reduced lunch program.	MCL 380.1272a	The Revised School Code requires a school district to operate a breakfast program for full-time students at school unless less than 20% of the students in the school building qualify for federal free and reduced lunch program and the district holds a public hearing and issues a decision not to operate the program at the school building.
Inform parents of right to request information regarding the professional qualifications of classroom teachers (required annually).	The No Child Left Behind Act	At the beginning of each school year, school districts that receive Title I funds must notify parents (of each student attending every school receiving Title I funds) that they may request, and the district will provide parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers.*
Notice of assignment to teacher who is not highly qualified (as needed).	The No Child Left Behind Act	A school that receives Title I funds must give timely notice to parents that their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.
Notice to parents of achievement level on state academic	The No Child Left Behind Act	A school that receives Title I funds must provide each parent

assessments (as needed).		information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the test is taken.
Notice to parents with children of limited English proficiency (required annually).	The No Child Left Behind Act MCL 380.1155	A school district that uses federal funds to provide a language instruction education program for children with limited English proficiency must, no later than 30 days after the beginning of the school year, give the parent(s) of each child identified for participation or participating in such a program information relating to the standards and objectives of the program and information relating to the child's level of English proficiency.*
Notice of classification for failing to meet adequate yearly progress (as needed).	The No Child Left Behind Act	A school district receiving Title I funds must promptly notify parents of each student enrolled in an elementary or secondary school identified for improvement, corrective action or restructuring that the school has been so identified.*
Notice of supplemental educational services (as needed).	The No Child Left Behind Act	If a school fails to make adequate yearly progress according to certain statutory timetables, the district must make supplemental educational services available to eligible children in the school. The district must provide annual notice to parents of the availability of these services, the identity of approved providers of these services and a brief description of the services, qualifications and demonstrated effectiveness of each provider.
Notice of violence and drug prevention efforts (as needed).	The No Child Left Behind Act	A district receiving safe and drug-free school program funds must inform and involve parents in violence and drug prevention efforts. The district must make reasonable efforts to inform parents of the content of safe and drug-free school programs and activities other than classroom instruction.
Notice of voluntary school choice program (as needed).	The No Child Left Behind Act	If a district or school receives a federal grant to fund a voluntary school choice program, it must promptly notify parents of students in the area to be served

		by the program of the program's availability and a clear explanation of how the program will operate.
Notice of access to assessment data (as needed).	The No Child Left Behind Act	A district must make reasonable efforts to inform parents and the public about their right to access all assessment data (except personally identifiable information), questions and current assessment instruments. Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment and is not required to answer any test question.
Notice of release of directory information to military recruiters (required annually).	The No Child Left Behind Act	Districts receiving federal education funds must notify parents of secondary school students that they have a right to request that their child's name, address and telephone number not be released to a military recruiter without their prior written consent.
Notice of specific policies (required annually).	Protection of Pupil Rights Amendment	Districts must give parents annual notice of adoption, substantive changes in, or continued use of policies regarding the following: (1) rights of parents to inspect third party surveys before they are distributed to students and take measures to protect student privacy when surveys ask for certain sensitive information; (2) parental right to inspect any instructional materials; (3) administration of physical examinations or screening of students; (4) collection, disclosure or use of personal information from students for the purpose of marketing or selling that information; and (5) the parental right to inspect any instrument used to collect personal information before it is distributed to students.
Notice of specific activities (required annually).	Protection of Pupil Rights Amendment	Districts must give parents annual notice at the beginning of the school year of the specific or

		<p>approximate dates during the school year when the following activities are scheduled or expected to be scheduled: (1) activities involving the collection, disclosure or use of personal student information for the purposes of marketing or selling that information; (2) administration of surveys that contain requests for certain types of sensitive information; and (3) any non-emergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance, and not necessary to protect the immediate health and safety of students.</p>
Notice of homeless students' rights	McKinney Vento Act	Homeless student liaisons are required to provide public notice of the education rights of homeless students disseminated in places where homeless students receive services under the McKinney Vento Act.
Identity of and contact information for Title IX Coordinator and notice of nondiscrimination	Title IX	Title IX requires each school district that receives federal funds to have a Title IX coordinator, to notify all students and employees of the name, office address, and telephone number of the designated coordinator, and to adopt and publish a grievance procedure to resolve discrimination complaints. Title IX also requires each recipient to publish notice that it does not discriminate on the basis of sex in admissions or employment, and any inquiries concerning the application of Title IX may be referred to the Title IX coordinator or the Office of Civil Rights.
Notice of privacy practices	Health Insurance Portability and Accountability Act (HIPAA)	The HIPAA requires covered entities to provide notice of its privacy practices. The notice describes how the covered entity may use and disclose protected health information, the covered entities' duties to protect privacy, information about the covered entities' privacy practices, an individual's rights to complain

		about privacy violations to the U.S. Department of Health and Human Services, and contact information for complaints to the covered entity.
Notices required by school board policy and procedure	School board policy and/or administrative procedures	School districts may have additional notice requirements in their board policies.