

Annual Legal Notices

2026–2027 School Year

Central Lake Public Schools | 8169 W. State Street, Central Lake, MI 49622 | (231) 544-3141 | centrallake.org

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How to Use These Notices

The district makes many notices and policies available at centrallake.org. Certain federal and Michigan requirements may also call for direct notice, individual letters, opt-out opportunities, advance notice, or other delivery methods. Website posting alone should not be assumed sufficient. Paper copies and assistance may be requested from the appropriate school office.

1 | Equal Opportunity, Nondiscrimination and Title IX

Central Lake Public Schools is committed to equal educational and employment opportunity and to addressing unlawful discrimination, harassment and retaliation. Students, families, employees and applicants may raise concerns with district administrators. The exact protected-class language and grievance procedures must be aligned with adopted Board policy and current law.

Title IX — sex discrimination and sexual harassment

Reports may be made to a building principal or other school administrator. The district-reported practice is that administrators initially review concerns and refer matters to the Title IX Coordinator when appropriate. The Title IX Coordinator conducts formal investigations, and the Superintendent reviews findings and makes determinations. Appeals follow the adopted Title IX Board policy. These steps require legal/policy review, including prompt Coordinator notification, supportive measures, formal grievance safeguards and role separation where applicable.

Title IX Coordinator: Tiffany Truscott, Administrative Secretary | ttruscott@centrallake.org. District staff receive annual Title IX training. Title IX policy information is included in employee handbooks or onboarding materials; required notice to students, families and applicants must be verified. Retaliation is prohibited; protections are addressed in adopted Board policy.

Regulatory note: The federal 2024 Title IX rule was vacated, and the Department of Education restored the prior regulatory text effective September 29, 2026. Review district policy against the operative 2020 framework before publication.

General discrimination complaints

General discrimination complaints may be submitted to a building principal or the Superintendent. The district-reported procedure is that the principal investigates and determines a response; a written appeal may be submitted to the Superintendent. Civil Rights Compliance Coordinator: Tiffany Truscott | ttruscott@centrallake.org.

Employment nondiscrimination

Equal employment opportunity information is communicated in job postings, employee handbooks, onboarding materials, the district website and Board policies, and through district administration or Human Resources. Employees report workplace discrimination or harassment to their supervisor or building principal. The supervisor or principal investigates; a written appeal may be submitted to the Superintendent.

2 | Section 504 and Disability Access

Section 504 protects qualified students with disabilities from discrimination and provides evaluation, accommodation and procedural rights. Parents may request a Section 504 evaluation or accommodation plan in writing to the building principal or Section 504 Coordinator. Rights information is provided in student handbooks, through school offices, directly by the Coordinator, at evaluation/planning meetings, and in written notices during the process.

Section 504/ADA Coordinator: Sara Tausch, Director of Special Education | stausch@centrallake.org. Written Section 504 grievances are submitted to the Coordinator, who investigates and provides a written determination. Confirm applicable hearing/appeal rights, impartial review and policy timelines.

3 | Special Education / Child Find / IDEA

Central Lake Public Schools and its partners identify, locate and evaluate children suspected of having disabilities who may need special education and related services. Child Find information and referrals are available in student handbooks or enrollment materials, school offices and through Char-Em ISD. Parents may submit a written request for an initial special education evaluation to the building principal or Director of Special Education.

Director of Special Education: Sara Tausch | stausch@centrallake.org. The IDEA Procedural Safeguards Notice is provided upon initial referral or parent request for evaluation, during evaluation or IEP meetings, on parent request and through Char-Em ISD personnel.

4 | FERPA — Student Education Records

The Family Educational Rights and Privacy Act generally affords eligible parents and eligible students rights to inspect and review education records, request amendment of records believed inaccurate or misleading, consent to disclosures unless an exception applies, and file a complaint with the U.S. Department of Education. Written requests to inspect or amend records may be submitted through the school office; the appropriate building principal is the district contact. The district posts its annual FERPA notice on centrallake.org and offers paper copies at school offices.

The district has identified student name and grade level as its directory-information categories. Parents or eligible students who wish to opt out must submit a written request to the building principal within 10 days after the annual FERPA notice.

5 | PPRA — Student Surveys and Privacy

The Protection of Pupil Rights Amendment provides rights concerning certain surveys, instructional materials and specified information collection activities. Parents may request review of survey materials through school offices. The district uses consent or opt-out forms when required. The general PPRA notice is currently posted on centrallake.org.

6 | Military Recruiters and Postsecondary Institutions

For applicable secondary students, parents and eligible students may request that the district not release student contact information to military recruiters or institutions of higher education without prior written consent. Information and opt-out forms are available through the Middle School/High School office, handbook and enrollment materials. Written opt-out requests are accepted at any time during the school year.

7 | Title I and Federal Education Programs

The Title I Parent and Family Engagement Policy is available on the district website, in handbooks and enrollment materials, at the annual Title I parent meeting held with the school open house, and directly to participating families; paper copies are available on request. The School–Parent Compact is included in the elementary handbook, reviewed at parent–teacher conferences and distributed to participating Title I families.

Parents' Right-to-Know information is posted on the district website, with paper copies on request. Verify required individual/direct notice and the teacher-qualification request process. Title I contact: Liz Hughes, Elementary Principal | ehughes@centrallake.org.

8 | English Learners and Language Access

Information about English Learner identification and language assistance is provided during enrollment/registration and through school offices. Translation or interpretation assistance is available through Char-Em ISD. Interpreters are arranged for parent meetings when needed; families may request language assistance through school offices.

English Learner/Title III Coordinator: Mary Spyhalski, School Counselor | mspyhalski@centrallake.org. Confirm individualized parent notification of EL identification, program details, participation/declination rights and timelines, and translated communications where required.

9 | Homeless Education — McKinney-Vento

Children and youth experiencing homelessness may have rights to immediate enrollment, school stability, transportation and educational supports under the McKinney-Vento Act. Families should contact Mary Spyhalski, district Homeless Education Liaison | mspyhalski@centrallake.org. Verify the full public notice, dispute-resolution procedures, contact posting and coordination with Char-Em ISD.

10 | Nutrition, Wellness and Health

School meals and education benefits

For 2026–2027, Central Lake Public Schools reports participation in the Community Eligibility Provision, providing breakfast and lunch at no charge to students at participating schools. Families are asked to complete an Education Benefits Form through registration, forms sent home, or paper copies at school offices. Food Service Director: Matt Jackson | mjackson@centrallake.org. Verify participating sites and USDA/MDE notice wording.

Local School Wellness Policy

The Local School Wellness Policy is available in the online Board policy manual. Stakeholder participation is available through the district wellness committee/advisory group, public or Board meetings, and staff wellness initiatives. A triennial assessment is planned for 2026–2027; results are to be available from the Food Service Director on request. Confirm the last assessment, required public posting and assessment deadline.

Immunizations and student medication

Immunization requirements are communicated through enrollment, handbooks, direct outreach for missing/incomplete records and school office personnel. Parents must complete medication authorization forms; prescription medication also requires healthcare-provider authorization. Forms are available at school offices; designated authorized staff administer medications under district procedures.

Mental health and student support

Mental health and suicide-prevention resources are communicated through counselors, student support staff and school wellness/prevention programming. Individuals in crisis may call or text 988. In an immediate emergency, call 911.

11 | Safe Schools and Student Conduct

Student conduct and discipline procedures are described in handbooks and enrollment materials and reviewed during orientation/classroom meetings; acknowledgments are collected and printed copies are available. Suspension/expulsion appeal rights are explained in handbooks, written notices, Board policy and through principals. Bullying or cyberbullying may be reported to principals, staff, the district anonymous reporting system or Michigan OK2SAY. Principals/designees investigate, document outcomes and follow up under policy.

Attendance requirements and truancy processes are communicated through handbooks, registration, orientation, parent portal, school offices, letters, parent meetings and, as appropriate, Char-Em ISD services. Bus rules are communicated through handbooks, registration, drivers and school offices. Transportation contact: Amanda Teal | ateal@centrallake.org.

Athletics and concussion awareness

Concussion information and acknowledgment forms are distributed through athletic registration, handbooks and preseason meetings; signed acknowledgments are retained by Athletics. Athletic Director: Brad Plackemeier | bplackemeier@centrallake.org.

Emergency information and drills

The district communicates emergency notices through automated calls/texts, email, website, official social media, local broadcast outlets and school communication tools. Families provide/update emergency contact details during registration, via parent portal or school offices. Safety drill records are available on centrallake.org or from school offices. Emergency communications contact: Tiffany Truscott | truscott@centrallake.org. Emergency Operations Plans (EOP) are approved by the school board biannually.

12 | Technology, Media and Student Information

Student internet and technology acceptable-use procedures are included in handbooks, registration, signed acknowledgments and device distribution. Lost, damaged or stolen device expectations are in device checkout agreements and handbooks. Technology contact: Michael Moore | moorem@charemisd.org.

Student photo, video and identifying-information consent/opt-out procedures are explained in handbooks. Written opt-out requests may be submitted to the school office.

13 | Facilities, Environmental Health and Public Information

Asbestos / AHERA

The district maintains asbestos management information and makes management plans available for inspection in the office of Mac Eckhardt, Director of Maintenance and Operations | moeckhardt@centrallake.org. Asbestos-related work occurred during 2026 construction; precise activity and required notices must be confirmed before publication.

Integrated pest management and pesticide notice

Families and staff may request advance pesticide-application notification through Mac Eckhardt. The district reports posting pesticide notices on centrallake.org.

Drinking water

Drinking-water testing has reportedly been completed; results and required public disclosure are pending confirmation.

Financial transparency, AER and FOIA

The district makes Annual Education Reports and financial transparency/budget information available through centrallake.org. Business Manager: Linda Bielecki | bieleckil@charemisd.org. Freedom of Information Act requests are coordinated by Tiffany Truscott | ttruscott@centrallake.org.

14 | Employee Safety, Complaints and Reporting

Employees receive equal employment opportunity and anti-retaliation information through handbooks, Board policies, onboarding, annual training and district administration/Human Resources. Employees report suspected fraud, unlawful activity or other whistleblower concerns to their supervisor or principal; that person forwards the concern to the Superintendent. Complaints involving the Superintendent follow adopted Board policy. Verify protected reporting channels and conflict-of-interest alternatives.

Employees report workplace hazards to their supervisor or principal; concerns are referred to Mac Eckhardt. Workplace injuries must be immediately reported to the supervisor/principal, and the employee completes an accident report through the school office. Workers' compensation claims follow established district procedures. Potential bloodborne-pathogen exposure is immediately reported to the supervisor/principal.

15 | District Contact Directory

Responsibility	Contact	Email
Title IX / Civil Rights / FOIA / Emergency Communications	Tiffany Truscott	ttruscott@centrallake.org
Special Education / Section 504 / ADA	Sara Tausch	stausch@centrallake.org
English Learners / McKinney-Vento	Mary Spyhalski	mspyhalski@centrallake.org
Title I / Elementary	Liz Hughes	ehughes@centrallake.org
Food Service / Wellness	Matt Jackson	mjackson@centrallake.org
Maintenance / AHERA / IPM / Safety	Mac Eckhardt	moeckhardt@centrallake.org
Technology / Internet Safety	Michael Moore	moorem@charemisd.org
Business / Financial Transparency	Linda Bielecki	bieleckil@charemisd.org

Athletics / Concussion	Brad Plackemeier	bplackemeier@centrallake.org
Transportation	Amanda Teal	ateal@centrallake.org

Appendix A | Reference Sources for Legal Review

- U.S. Department of Education, FERPA/PPRA Annual Notices: <https://studentprivacy.ed.gov/annual-notice>
- U.S. Department of Education, Title IX overview: <https://www.ed.gov/laws-and-policy/civil-rights-laws/title-ix-and-sex-discrimination/sex-discrimination-overview-of-law>
- Federal Register, Recodification of Title IX Rules (effective Sept. 29, 2026): <https://www.govinfo.gov/app/details/FR-2026-09-29/2026-19929>
- District Board policy manual and centrallake.org (policy text and current district notices to be verified)
- Applicable Michigan Department of Education, MDHHS and MIOSHA guidance (topic-specific verification pending)