

## **ANNUAL NOTIFICATION STATEMENTS, 2012-13 SCHOOL YEAR**

### **BULLYING AND HARASSMENT**

The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

### **CHAPTER 103 GUIDELINES**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property. State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT – FERPA**

The Family Educational Rights and Privacy Act (FERPA) lets parents and students over 18 years of age certain rights with respect to the student’s education records. They are: 1. The right to inspect and review the student’s education records within 45 days of the written request for access. 2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student’s privacy rights. 3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. 4. The right to inform the school district that the parent does not want directory information to be released. 5. 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 Ave, SW, Washington, DC, 20202-4605.

### **FEE WAIVER**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify should contact the building secretary at registration time or anytime during the year for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### HOMELESS STUDENTS

If anyone in the Interstate Community District is aware of homeless students, or students who are not attending school and they are believed to be of compulsory school age, they are encouraged to notify Geoff Tessau, Homeless Liaison Coordinator, who will in turn, encourage these youths to enroll in school.

### HUMAN GROWTH AND DEVELOPMENT CURRICULUM

Parents may request to view materials that are being used for teaching Human Growth & Development. They may also ask that their child be excused from instruction. For details regarding either viewing materials or asking that their child be excused from instruction, parents should contact the building principal.

### LATE START AND EARLY DISMISSAL ANNOUNCEMENTS

School may require a late start or early dismissal due to weather related conditions, so we encourage all parents to make emergency plans with your child in the event school follows a different schedule. The district will first notify TV stations WHO (Channel 5), KCCI (Channel 8), WHO (Channel 13), and KDSM (Fox 17) and the following radio stations 1040 WHO, KISS 107.5, The Bus 100.3, Capitol 106.3, 1460 KXNO, Star 102.5, 93.3 KIOA, Lazer 103.3, Lite 104.1, 1350 KRNT, and Praise 940 as well as post on our school website. You can also receive notification through our district system by including contact information at registration or submitting via the Edline portal beginning in October.

### LOCKER SEARCHES / INSPECTIONS

Student lockers / desks are spaces provided to the students as a courtesy but remains under full control of the school district. School officials may conduct an inspection of a “students locker, desk or other facilities or spaces owned by the school district as a courtesy to a student” without the student being present or notified in advance. The intent of the legislation was to remove any expectation of privacy by the student in these areas.

### NON-DISCRIMINATION STATEMENT

It is the policy of the Interstate 35 Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district’s Equity Coordinator, 405 E. North Street Street, 50257, 641-765-4818.

### OPEN ENROLLMENT

Parents/Guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates:

- File application on or before March 1 of the school year prior to open enrollment year.
- If the application is for a kindergarten student, file the application on or before September 1 of the school year in which open enrollment is requested.

Open enrollment handbooks and applications are available online at our website and in the Superintendent’s Office.

## POST-SECONDARY ENROLLMENT OPTIONS ACT

The Post-Secondary Enrollment Options Act, Iowa Code, Chapter 261 (c), authorizes an opportunity to promote vigorous academic pursuits and to provide a wider variety of options to high school students, by enabling certain students to enroll part-time in nonsectarian courses in eligible, post-secondary institutions, of higher learning in Iowa. The local school district will pay up to \$250 per course for these students. If interested, contact Angela Steinlage at (641) 765-4818.

## SEXUAL HARASSMENT

All members of the Interstate 35 Community School District, including, but not necessarily limited to, the Board, administration, faculty, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of Board Policy 104. Violations of this policy by students will be cause for disciplinary action up to and including suspension and expulsion. School employees shall be responsible for promoting understanding and acceptance of, and assuring compliance with state and federal laws and Board policy and procedures governing sexual harassment within the school setting.

## STUDENT ABUSE BY SCHOOL EMPOLYEES

If a parent wishes to charge a school employee with abuse, there are two levels of investigation. The level one investigators who should be contacted are Devin Ebert, Guidance Counselor, or Geoff Tessau, Assistant Principal for 21<sup>st</sup> Century Learning. Local law enforcement will handle the second level of investigation.

## STUDENT HANDBOOKS

Student handbooks have been approved by the Board of Education and published online. Among other topics, these handbooks outline student responsibility, discipline policies and the staff's ability to enforce them.

## TEACHER QUALIFICATIONS

Parent/Guardians in the Interstate 35 Community School District have the right to learn about the following regarding their child's teacher's qualifications: state licensure status, special endorsements for grade level/subject area taught, and baccalaureate/graduate certification/degree. Parents/Guardians may request this information from the Superintendent's Office by calling (641) 765-4291 or sending a letter of request to the Superintendent's Office, 405 E. North Street, Truro, IA 50257.