

Harris-Lake Park Community School Required Notices

Equal Opportunity - Children enrolled in the Harris-Lake Park Community School District shall have an equal opportunity for quality public education without discrimination regardless of their age, color, creed, language, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Equal opportunity, in compliance with state and federal laws, shall apply to the programs and activities offered by the school district. Any questions regarding compliance with equal educational opportunity should be directed to the Superintendent.

Discrimination Statement - It is the policy of the Harris-Lake Park Community School District not to discriminate with regard to age, color, creed, language, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status in its education programs, activities or employment policies. The curriculum, curriculum content, curriculum offerings, instructional materials, and teaching methodologies will reflect this philosophy.

Inquiries regarding the Districts compliance with Title VI, or Section 504 should be directed to the Central Office of Harris-Lake Park Community Schools, 905 S. Market, Lake Park, Iowa 51347, telephone (712) 832-3809, to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or the Director of Region VII Office of Civil Rights, U.S. Department of Education, Kansas City, Missouri.

The Districts designated investigator of physical/sexual abuse of students by school employees is the Guidance Counselor, 905 S. Market, Lake Park, Iowa 51347, telephone (712) 832-3809.

The Districts Grievance Officer for racial/sexual harassment allegations is the Superintendent of Schools, Dennis Peters, 905 S. Market, Lake Park, Iowa 51347, telephone (712)832-3809.

Equal Opportunity Employment/Affirmative Action - The Harris-Lake Park Community School shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity and Affirmative Action laws, directives and regulations of federal, state and local governing bodies and agencies. This obligation to affirmatively implement equal employment opportunity to all employees and applicants for employment includes hiring, placement, upgrading, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and State Department of Education for the class or position for which they apply. In employing school district personnel, the board shall consider the qualifications, credentials, and records of the applicants without regard, to age, color, creed, language, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. In keeping with the law, the board shall consider the veteran status of applicants.

This policy shall be reviewed by the administration at least one time per year. Employees shall be given notice of this policy annually.

USDA Nondiscrimination Statement - In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- 2) fax: (202) 690-7442; or
- 3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Student Rights - THE SCHOOL'S primary responsibility is to insure that each student has the OPPORTUNITY TO LEARN, free from undue disturbance or personal torment by others. In order to exercise this responsibility, the school insures that:

(A) Each student has the opportunity to be free from emotional and physical torment, to be in class, pass through the halls, and to be on the school grounds.

(B) Each student has the responsibility to dress as his/her parents see fit and so long as the SCHOOL JUDGES IT SANITARY, DECENT, and SAFE and not disruptive to the learning process.

(C) Each student and staff member has the right to be treated with respect.

(D) Each student has the privilege to participate in curricular and extra-curricular activities so long as he or she has met the requirements of the State of Iowa, the Harris-Lake Park Community School District and Harris-Lake Park Community School.

(E) Each student has the privilege to express views and opinions so long as it does not infringe on anyone's basic right to learn and is done in an orderly manner.

(F) Each student has the opportunity to a fair hearing on disciplinary matters with the understanding that the final decisions must be made by the school.

(G) Each student has the opportunity to bring his/her concerns about school matters to the attention of the staff and administration of the building. Along with these privileges and responsibilities go the obligation of everyone to respect these as the rights of all students. **Any student violating the rights of others will be held responsible, appropriately disciplined (including the forfeiture of his/her rights) in accordance with the Harris-Lake Park Board of Education's policy statement.**

STUDENT RECORDS - The Harris-Lake Park School district maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his or her education and may include, but are not limited to, the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

Parents of students under the age of 18 and students over the age of 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the records, to challenge the content of the records on grounds of inappropriateness, inaccuracy or an invasion of privacy and to have the records explained

STUDENT DIRECTORY - The principal or person in charge of each attendance center may release the following types of information to the public, where appropriate, keeping in the privacy of the student and the student's family and the totality of the surrounding circumstances: name, address, telephone listing, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most previous school or institution attended by the student and other similar information.

To prevent the public release of such information, a parent must file a written objection with the aforementioned person responsible for maintaining student records.

Students and parents may file with the Department of Education, complaints concerning

alleged failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to: The Family Educational Right and Privacy Act Office, Department of Education, Switzer Building, 330 C. Street S.W., Washington, D.C. 20201.

What's In a Name? Iowa school accreditation rules have been amended to require that a student's permanent school record shall be recorded and maintained under the student's legal name.

In an effort to avoid trauma to the student, schools may choose to list the alternative name by means of an asterisk or in parenthesis as long as the school's records unambiguously reflect the legal surname. Families are advised that chapter 674 of Iowa Code 12.3(4) instructs persons how to go about making a legal name change, and that at age 14, only one parent (and the child) has to consent to the change.

School records must accurately reflect the name, gender, and address of the student when the student was in attendance at that school. Changes that occur while the student is in attendance at the school shall be noted in the student's record, however updates that occur after the student's graduation date do not mean changing history and the basic data about the person when she/he was enrolled must not change.

Family Educational Rights and Privacy Act (FERPA) Annual Notice of Student Education Record Policy

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") 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 day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (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.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (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.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent.

Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing by September 1st to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, GRADE LEVEL, ENROLLMENT STATUS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

Even though names, student addresses and telephone numbers are not considered directory information, military recruiters and postsecondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district to withhold the information. Also, school districts that provide postsecondary institutions and potential employers access to students must provide the same right of access to military recruiters. Parents not wanting military recruiters to contact their children, have the right to deny permission for this activity.

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.

The School District may share any information with the Parties contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the School District to the Parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The Harris-Lake Park Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. A copy of the school district's policy is available for review in the office of the principal of all of our schools.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

Even though student addresses and telephone numbers are not considered directory information, military recruiters and post-secondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters and post-secondary institutions to access the information must ask the school district to withhold the information.

The school district has designated the following information as directory information: (The only items left out of this list are address and telephone numbers. Boards need to amend the form to reflect their practice.) student's name; date and place of birth; email address, grade level, enrollment status, major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational institution attended by the student; photograph and other likeness and other similar information. You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than September 1st of this school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

If you have no objection to the use of student information, you do not need to take any action.

RETURN THIS FORM IF YOU WISH TO WITHHOLD STUDENT/DIRECTORY INFORMATION

HARRIS-LAKE PARK COMMUNITY SCHOOL DISTRICT

Parental Directions to Withhold Student/Directory Information, for 20__ - 20__ school year.

Student Name: _____ Date of Birth _____

School: _____ Grade: _____

(Date)

(Signature of Parent/Legal Guardian/Custodian of Child)

This form must be returned to your child's school no later than_____, 20____.

Additional forms are available at your child's school.

Parental Directions to Withhold Student Names, Addresses and Phone Numbers from Military Recruiters and Post-Secondary Educational Institutions, for 20__ - 20__ school year.

Student Name: _____ Date of Birth _____

School: _____ Grade: _____

(Date)

(Signature of Parent/Legal Guardian/Custodian of Child)

IMMUNIZATION REQUIREMENTS: For elementary and secondary students born on or after September 15, 2003:

4 years of age and older

*5 doses of DTP

*4 doses of Polio

*2 doses of MMR

*3 doses of HepB

*2 doses of Varicella unless student has a documented history of chickenpox.

Additional for 7th - 12th Grade Students born on or after September 15, 2000

* 1 dose Tdap (Tetanus-Diphtheria-Pertussis)

Iowa law requires that every child must have one of the following on file at the school by the first day of school: Current Iowa Certificate of Immunization, Iowa Certificate of Religious Exemption, Iowa Certificate of Medical Exemption. If immunizations are in process, the child is enrolled in school on a provisional status. The law allows 60 days for completion. At the end of the 60 days, students will not be allowed to attend school until immunizations have been completed. All immunization records are audited by Dickinson County Public Health and reported to the State of Iowa.

Lead Testing: All kindergarten students must provide proof of having at least one blood lead test done after the age of 3. Your doctor can provide this testing.

Dental Screening: Iowa law requires all incoming kindergarten and ninth grade students must provide the school with proof of a dental check-up. The purpose of this law is to improve the oral health of Iowa's children. For elementary school age children, this form can be completed by a dentist, dental hygienist, physician, physician assistant, or nurse. For high-school, the form must be completed by a dentist or dental hygienist only.

MEDICATION POLICY - Our policy on medication taken at school will be strictly enforced. The policy is that NO medication of any kind (including aspirin) will be administered to a child at school unless we have a completed form signed by the parent or legal guardian. These forms will be handed out when you register or can be obtained at the school office. All medicine must be brought to the office and will be administered by the school secretary, who has been trained in dispensing medication, or the school nurse.

The following information must be on the medication container:

1. Name of medication.
2. Dosage.
3. Time medication is to be given.
4. Name of physician prescribing medication.
5. Name of pupil.

This can best be accomplished by sending the medication in the prescription bottle.

HEALTH EDUCATION - The Harris-Lake Park School District offers a health education program for students. Health education can help promote and maintain optimal health levels and enable students to make knowledgeable decisions regarding health issues. The health curriculum is designed to promote healthy living and keeps in compliance with the mandates of the Code of Iowa and Senate File 2094.

The elementary program (grades one through six) includes: personal health, environmental health, safety and survival skills, consumer health, family life, substance use and non-use, encompassing the effects of alcohol, tobacco, drugs and poisons on the human body, emotional and social health, health resources, and prevention and control of disease, including characteristics of communicable diseases. The junior high program (grades seven and eight) includes: personal health; food and nutrition, environmental health, safety and survival skills, consumer health, family life, substance use and non-use, encompassing the effects of alcohol, tobacco, drugs, and poisons on the human body, emotional and social health, health resources, and prevention and control of disease and the characteristics of communicable diseases, including sexually transmitted diseases.

The high school program includes: personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life, substance abuse and non-use, emotional and social health, health resources, and prevention and control of diseases, including sexually

transmitted diseases.

The instructional materials used to teach the health curriculum may be examined upon request.

The law specifies, "A pupil shall not be required to take instruction in human growth and development if the pupil's parent/guardian files with the principal a written request that the pupil be excused from instruction." It is the school district's intent to provide appropriate instruction following state guidelines and with assistance of our local advisory committee. The Harris-Lake Park Community School District will honor parent/guardian wishes relative to the topic with as little disruption of the total program as possible.

STUDENT LOCKER POLICY - Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

USE OF DRUG DOGS - Drug dogs may be used to search cars in the parking lot, lockers, and other common areas of the school, with or without students being present.

SEARCH & SEIZURE - School district authorities may, without a search warrant, search students, or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Action by school authorities regarding search and seizure will comply with School Board Policy 502.6

DISCIPLINE - Discipline is the guidance of the conduct of pupils in a way which permits orderly and efficient operation of the school, i.e. the maintenance of a scholarly, orderly, atmosphere to achieve maximum educational benefits for all pupils.

Enforcement of Discipline:

- (1) Teachers are the front line personnel in discipline. They are responsible for control of discipline, not only in their room, but all places where there are students and they are present. A teacher is authorized to use oral or moral persuasion measures, detention, denial of class privileges or whatever extra assignments he/she feels is proper for the minor breach of conduct to be served within three days of the violation. Bussed students must also serve detentions within three days.
- (2) When a teacher has exhausted all means of discipline action that he/she is authorized to administer, and the student does not respond, the student shall be turned over to the principal or his/her designee, either orally or in writing, with all facts concerning the behavior problem and the action taken by the teacher.
- (3) If a student is referred to the principal's office 3 times during the length of the course for disruptive behavior, the student will be removed from the class and placed in a restricted study hall. It is the student's responsibility from that point on to make up work for the class and receive credit.

REQUIRED NOTICE: WEAPONS - The board believes weapons and other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

NOTICE OF OPEN ENROLLMENT DEADLINES AND TRANSPORTATION ASSISTANCE -

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

September 1 of a given year: Last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the current school year.

March 1 of a given year: Last date for regular open enrollment requests for the following/next school year.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents have the right to appeal to the State Board if the original request to open enroll was based on repeated acts of harassment or serious health condition of the student.

Parents should be aware that open enrollment may result in the loss of athletic eligibility. For further details, contact the school office.

WAIVER OF FEES NOTIFICATION - 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 for temporary financial hardship should contact the administrative office at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

ANNUAL PARENT NOTICE RIGHT TO REQUEST TEACHER QUALIFICATIONS - Our school receives federal funds for Title I programs that are part of the No Child Left Behind Act of 2001. Throughout the school year, we will continue to provide you with information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. if the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- c. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- d. if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact your child's school. Thank you for

your interest and involvement in your child's education.

PARENTAL INVOLVEMENT - Parental involvement is an important component in a student's success in school. The board encourages parents to become involved in their child's education to ensure the child's academic success.

The superintendent is responsible for notifying parents of this policy annually or within a reasonable time after it has been amended during the school year. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

PARENTAL INVOLVEMENT: It is the policy of the Harris-Lake Park Elementary that parents of students participating in the Title 1 program are encouraged and expected to be actively involved in their child's education. The Title 1 program will assist parents by providing materials and resources which can be used to further their understanding of parenting, reading, and supporting the education of their child. Meetings will be held every year to provide information about the Title 1 Program, how children learn to read, reading with children, activities to help their child grow in their reading skills, and overall support for parenting skills.

The written Parent Involvement Policy is distributed to parents annually at the fall Title 1 parent meeting, the fall parent-teacher conference, and mailings to new families. An annual meeting is held each fall for all parents of participating children. Parents receive a written invitation, and are notified by the monthly newsletter and newspaper announcements. The parents are given assistance in understanding the requirements of the Title 1 law, National Education Goals, content standards, performance standards, and assessments at the fall Title 1 meeting, and both spring and fall parent teacher conferences. Parents receive an explanation of the school's performance profile, expected proficiency levels for students, and their student's assessment results at the fall and spring parent teacher conferences, and a written report is sent home every 4 ½ weeks. At the fall Title 1 meeting parents are informed of the reasons for their child's participation, the curriculum, and the instructional objectives and methods. Parents receive timely responses to all parent recommendations. All information sent to parents is in the language used in the home. Full opportunities are provided for all parents to participate in Title 1 activities. A jointly developed school/parent compact outlines how parents, the entire school staff, and students share the responsibility for improved student achievement and the means by which the school and parents continue to build and develop partnerships to help children achieve the local high standards. The parent-teacher-child compact is reviewed at the Title 1 meeting and parents work in cooperative groups to brainstorm changes or additions. Ideas are shared and voted on whether to amend the policy. The policies are mailed to each family then the students return them to be kept on file. The Title I Program provides opportunities for parents to become partners with the school in promoting the education of their children at home and at school. At the fall meeting a list of ways to be involved is shared. Parents have the opportunity to ask questions or sign up for different activities. The ways parents can be involved include: attend parent meetings, attend parent-teacher conferences, volunteer in the classroom, sign up for Title 1 parent committee, help students do at-home reading, read books for Accelerated Reader, Book It, Read with Cy, Read-A-Million Minutes, sign up to be a Mystery Reader, come to Open House, Grandparents and Friends Day, sign up to be a V.I.P. and read to the class, explain the importance of reading with their job, comment sheets are sent home with library books for parents to deep anecdotes or write comments for the Title 1 teacher, a variety of incentives are provided to encourage students to read outside of school.

Parents are given help monitoring their child's reading progress by running records and video-taping the child reading. The school provides support for parental involvement activities. The school coordinates and integrates parent involvement programs and activities with other programs, such as, Accelerated Reader, Book It, Read With Cy, etc. An annual evaluation of the Parental Involvement Policy is conducted each spring to determine the effectiveness of the policy. This evaluation is used in designing strategies for school improvement and revising parent policies.

PARENTAL PARTICIPATION: A fall parent meeting is held each year to inform and gather information from parents regarding the objectives and goals of the program. The parents contribute suggestions and assistance in developing the Title 1 program and plan. This provides a time to discuss the program and answer any questions. Information about how to help their child

at home and parenting information and resources are shared. The parents and students are asked to sign a parent-teacher-child compact. There is a sign up for volunteers and the Title 1 parent committee. The students are challenged to do at-home reading and a description of the process is given. The Mystery Reader program is described and parents may sign up to read behind a screen while the students try to guess the identity.

An open house is held at the beginning of the school year, where parents and students may come and visit the teacher and classroom. Grandparents and Friends Day provides the opportunity for everyone to come and visit during the regular school day.

Comment sheets are sent home with library books so parents can keep anecdotes or write comments to the Title 1 teacher. Games, parenting videos, and books are available to write comments for the students and parents to check out and take home.

Many motivational reading programs are held during the year. A few are Book It!, Read-A-Million Minutes, Read With Cy, and Accelerated Reader.

Two parent-teacher conferences are scheduled during the school year. Written reports are mailed home every 4 ½ weeks.

HAZARDOUS CHEMICAL DISCLOSURE - The board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about each hazardous chemical in the workplace.

Each school district employee shall review this information about hazardous substances annually. Further, when a new school district employee is hired, the information and training, if necessary, shall be included in the orientation of the employee. When an additional hazardous substance enters the workplace, information about it shall be distributed and training shall be conducted for the appropriate employees. The superintendent shall maintain a file indicating when training and informing takes place.

School district personnel who will be instructing or otherwise working with students shall disseminate information about the hazardous chemical they will be working with as part of the instructional program. School district personnel are required to disseminate the information when the materials are used in the instructional program.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this program. The superintendent shall report annually to the board about the program.

ASBESTOS GUIDELINES - Dear Parents: We have recently had our facilities inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled, and rated the condition and hazard potential of all material in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were turned over to a professional, certified to develop asbestos management plans.

The Management Planner has developed an asbestos management plan for our facilities which includes: this notification letter, education and training of our employees, and a set of plans and procedures designed to minimize the disturbance of the asbestos containing materials, and plans for regular surveillance of the asbestos-containing materials. The above inspection is part of an EPA required three-year re-inspection. There were no repairs during this time period.

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours. Steve Eggers is our Asbestos Program Manager and all inquiries regarding the plan should be directed through myself to him.

We have begun implementing the asbestos management plan. We are intent on not only complying with, but exceeding federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to insure our students and employees have a healthy, safe environment in which to learn and work. Sincerely, Dennis Peters, Superintendent.

ANTI-BULLYING/HARASSMENT POLICY - Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. 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.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, language, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's age, color, creed, language, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or

harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The guidance counselor or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

EDUCATING THE HOMELESS - The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in district policies or practices, and comply with all state and federal policies on homelessness. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the school guidance counselor.

A homeless child is defined as a child or youth between the ages of 3 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas are modified as follows: School Records: For students transferring out of the district, records may be provided directly to the student or the student's parents. In addition, students transferring into the school district may provide cumulative records directly to the district. The school district will not require that such records be forwarded from another school district before that student may enroll. The school will then request the official records from the sending previous school.

Immunization Requirements: Homeless students will not be denied enrollment for lack of immunization records if:

- (1) they have a statement signed by a physician stating that immunization would be injurious to the student;
- (2) they provide an affidavit stating such immunization would conflict with their religious beliefs;
- (3) they are in the process of being immunized; or
- (4) they are a transfer student from another school.

The school district will make a reasonable effort to locate immunization records from the information provided or will arrange for the student to receive immunizations.

Waiver of Fees and Charges: Fees and charges which may present a barrier to the enrollment or transfer of a homeless child or youth may be waived in the discretion of the superintendent.

Enrollment Requirements/Placement: Enrollment requirements which may constitute a barrier to

the education of the homeless child or youth may be waived in the discretion of the superintendent. If the school district is unable to determine the grade level of the student because of missing or incomplete records, the school district will administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

Residency: For purposes of a homeless child or youth, residence for the purpose of attending school is where the child actually resides or the child's school district of origin. A child's school district of origin is the school district where the child was last enrolled. The deciding factor is the welfare of the child. As much as possible, the child will not be required to change attendance centers within the school district every time the child changes residence unless that change results in the child no longer being classified as homeless.

Transportation: Policies or practices regarding transportation of students which might cause a barrier to the attendance of a homeless child or youth may be waived by the superintendent.

Special Services: All services which are available to resident students are made available to homeless children or youths enrolled in the school district. Services include special education, talented and gifted programs, vocational education, English as a second language programs, health services and food and nutrition programs.

The contents of this policy will supersede any and all conflicting provisions in board policies dealing with the seven policy areas discussed above.