

## STUDENT RECORDS: ANNUAL NOTIFICATION

The Central City Community 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 which 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.

The records of each student are generally located in the school which he or she is attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each school building. The name and position of the person responsible for maintenance of student records for each school building is listed below:

| <u>School</u>                          | <u>Name</u>      | <u>Position</u>   |
|--|------------------|-------------------|
| Central City Elementary                | Amy Smith        | Pre-K-5 Principal |
| Central City Middle School/High School | Jason McLaughlin | MS/HS Principal   |

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- A. School officials, teachers, and AEA personnel with a legitimate educational interest.
- B. Officials of other schools in which the student proposes to enroll.
- C. Representatives of state and local government when auditing and evaluating federal education programs.
- D. Officials connected with a student's educational financial aid applications.
- E. Organizations which process and evaluate standardized tests.
- F. Accrediting organizations for accrediting purposes.
- G. Parents of dependent children, regardless of child's age.
- H. Appropriate parties in a health or safety emergency.
- I. In response to a court order or legally issued subpoena.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level to high school level, and when a student transfers out of the district. Those records not of permanent importance are destroyed no sooner than three years after graduation or discontinued attendance or the student should have reached the maximum age of compulsory school attendance.

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

## DIRECTORY INFORMATION

The following may be released to the public by the Central City Community School District in regard to any individual student of the school district as a necessity or desirability arises. Any student, parent or guardian not wanting this information released to the public, must make an objection in writing to the principal or other person in charge of the school which the student is attending. It is desirable to renew this objection at the beginning of each school year.

Name, Address, Telephone Listing, Date and Place of Birth, Major Field of Student, 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 School or Institution Attended by the Student. EOE

## ANNUAL NOTIFICATION OF EQUAL EMPLOYMENT OPPORTUNITY GRIEVANCE PROCEDURE

Students, parents of students, applicants for employment and employees of the Central City Community School District shall have the right to file a formal complaint alleging non-compliance with federal and state regulations requiring non-discrimination in educational program and employment.

Level One - Immediate Supervisor. Employees with a grievance of discrimination on the basis of gender, race, national origin, disability, or religion may first discuss it with their principal or immediate supervisor, with the object of resolving the matter informally. A student, a parent or an applicant for employment with a complaint of discrimination on the basis of gender, race, national origin, disability, or religion may discuss it with the instructor, counselor, supervisor, building administrator, program administrator, or personal contact person involved.

Level Two - Superintendent, Tim Cronin. If the grievance is not resolved at Level One and the grievants wish to pursue the grievance, they may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Education Equity Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievants could reasonably become aware of such occurrence. The grievants may request that a meeting concerning the complaint be held with the Educational Equity Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Equity Coordinator shall investigate the complaint and attempt to resolve it. A written report from the main office regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

This procedure in no way denies the right of the grievants to file formal complaints with the Iowa Civil Rights Commission, the Federal Office of Civil Rights or other agencies available for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination. The Educational Equity Coordinator is: Gretchen Price, Curriculum Director, Central City Community Schools, 400 Barber Street, Central City, IA 52214, (319) 438-6181, 8:00 a.m. - 4:00 p.m.

## ANNUAL ASBESTOS NOTIFICATION

Central City Community Schools completed an asbestos removal program several years ago. All known friable asbestos was removed at that time. Asbestos, however, occurs as an ingredient in many composite materials although not in a friable (powdery, airborne) form. Thus, the district has a management program to insure that no hazardous exposure occurs for employees or students. The Superintendent along with the Head Custodian are the program managers and have received the required training. Questions regarding this should be addressed to the Superintendent.

## HUMAN GROWTH AND DEVELOPMENT

Senate File 2094, Human Growth and Development, requires annual notification to parents of their right to review all human growth and development curriculum.

You may do so by contacting, Chris Greene, Curriculum Coordinator, (319) 438-6181.

A pupil shall not be required to take instruction in human growth and development as long as the pupil's parents or guardian files with the appropriate principal a written request that the pupil be excused from the instruction.

#### TEACHER QUALIFICATION NOTIFICATION

Parents/guardians in the Central City 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 Office of the Superintendent by calling Tim Cronin (319) 438-6181 or sending a letter of request to the Office of the Superintendent, 400 Barber Street, Central City, IA 52214.

#### ANNUAL NOTIFICATION OF NON-DISCRIMINATION

The Central City Community School District is an equal opportunity employer complying with state and federal regulations in regard to race, color, creed, sex, marital status, national origin, religion, age, sexual orientation, gender identity, SES, or disability. Inquiries or grievances relating to this may be directed to the Elementary Principal, Amy Smith, Central City Community Schools, 400 Barber Street, Central City, IA 52214, (319) 438-6181, to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Avenue, Suite 800, Milwaukee, Wisconsin, 53203-2292, (414) 291-1111 or the Iowa Civil Rights Commission, 211 East Maple, Des Moines, Iowa 50309, (515) 281-4121. Information and copies of the procedures for filing a complaint are available in the School District's Central Administrative Office.

#### HACAP HEAD START

HACAP Head Start is a program for families providing a pre-school/daycare experience for children ages 3-5 and support services to families. The program focuses on children from low income households, as well as children with disabilities.

HACAP is now taking applications for fall enrollment in Head Start. If you know of a family who could benefit from the Head Start Program, please have them call:

HACAP Urban Service Center 739-4211

#### ANNUAL NOTIFICATION HOMELESS STUDENT SEARCH

A homeless student is defined as a student or youth between the ages of 5 and 21 who has not graduated from a school, 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.

The Central City Community School District is making a concentrated effort to locate and identify any homeless children or youth of school age who are found within our school district, whether or not they are enrolled in school.

The district will work with any student so identified so said student can further his/her education. The district will attempt to eliminate barriers to enrollment so said child/student can enroll in school.

If you are aware of any student or students that meet the definition of homeless, please contact the school so a concentrated effort can be made to enroll the child or youth in school and/or improve housing. If you would like more information on this effort, feel free to contact the school. Call 438-6181 or write: Central City Community School District, Attention: Holly Hosch, 400 Barber Street, Central City, Iowa 52214.

#### ANNUAL NOTIFICATION CHILD ABUSE REPORTS

Iowa Code 290.17 requires the school to notify parents/guardians of the procedures followed when there is reason to suspect abuse of their child by any school employee. Parents/guardians wishing to request an investigation of suspected child abuse by a school district employee should contact Superintendent Tim Cronin.

Level I Investigator is Holly Hosch or Brittany Guler. The Level II Investigator is the Linn County Sheriff's Office.

#### FERPA NOTIFICATION

THE Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records. This Act gives the parent or guardian the right to:

- Inspect and review his/her child's educational records
- Make copies of these records
- Receive a list of the individuals having access to the child's records
- Ask for an explanation of any item in the records
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights
- Have a hearing on the issue if the school refuses to make the amendment

Contact Dr. Tim Cronin, Superintendent, at 438-6181 for more information

#### ANNUAL NOTIFICATION MULTI-CULTURAL/GENDER FAIR POLICY

It is the policy of the Central City Community School District not to discriminate on the basis of race, color, creed, national origin, sex, ethnicity, religion, sexual orientation, gender identity, age, marital status, or physical disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of the district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the curriculum and teaching strategies is to reduce stereotyping and eliminate bias on the basis of race, color, creed, marital status, sex, ethnicity, religion, sexual orientation, national origin, gender identity, age and/or physical disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with this policy may be directed to the superintendent by writing to him at the school or calling 438-6181, or by writing to the Director of the Iowa Civil Rights Commissions, Des Moines, or by writing to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Mo.

#### OPEN ENROLLMENT NOTIFICATION

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:

March 1, 2017 - Last date for regular open enrollment requests for the 2017-2018 school year.

September 1, 2017 - Last date for open enrollment requests for entering kindergarten students for the 2017-2018 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 should be aware that open enrollment may result in the loss of athletic eligibility. For further details, contact the school office.

#### School Bus Transportation Rules and Regulations:

ANY TIME (ESPECIALLY MORNINGS) THAT YOU ARE NOT RIDING, PLEASE NOTIFY YOUR DRIVER IN ADVANCE.

Because of the need for extreme safety factors on a bus, violations of the bus policy could result in severe consequences. Students riding buses will be reminded of the school expectations and will be asked to conduct themselves appropriately. Students who cause problems will be warned and may be suspended from riding the bus for a period of 1-3 days. Immediate suspension(s) may be issued without warning for gross misconduct. Continued behavior problems will result in removal from the bus for up to nine weeks if deemed necessary.

##### General Rules:

1. The bus will stop at regular bus stops only.
2. To ride on a bus other than your assigned bus, you must bring written permission from your parents and have it approved by the principal, or in his/her absence by the

designee.

3. Be careful not to damage the bus seats. If you notice any damage; report it to the driver immediately. Students will be held responsible for any damage to the bus.
4. Students riding activity buses must ride to and from the activity on the same bus. Exceptions to this rule must be approved well in advance of the activity by the activity supervisor or an administrator. Student participants may not drive to or from their respective activities.
5. The driver will not discharge riders at places other than the regular bus stop, at the student's home or at school, unless the student has received proper written authorization from the parent and has had it approved by the appropriate secretary or superintendent.

#### Safety Rules:

1. Be careful in approaching the place where the bus stops. There should be absolutely no horseplay at the bus stop. Stand back at least 10 feet from the edge of the road. Wait until the bus comes to a complete stop before attempting to board it.
2. Sit in assigned seat if given by the driver; otherwise, get a seat and remain seated facing forward until the bus reaches your destination. Do not move from seat to seat. The school administration and/or the bus driver reserve the right to assign seats.
3. Keep head, arms, hands, feet, etc., inside the bus. Do not open windows unless instructed to do so by the driver.
4. Loud talking or playing radios, etc., at high volumes is not permitted as it may distract the driver.
5. Students must keep all items and feet out of the aisles. The driver will let students know where large articles are to be kept.
6. At all railroad crossings for safety purposes, all passengers must remain quiet.
7. Know how to get off the bus should an emergency arise. If you are unsure, wait for instructions from the driver.
8. No glass containers or candy lollipops are allowed on the bus.
9. Students are to board and leave the bus only by the front entrance. In leaving the bus, students are required to remain in their seats until the bus has made a complete stop. Be aware of emergency exits should an emergency arise and how to use the exits. Wait for instructions from the driver when exiting in an emergency situation unless the driver is incapacitated. The emergency door is to be used ONLY for emergency situations.
10. Cell phones are to be turned off while on the bus.

#### Conduct Rules:

1. The bus is school property and all school rules apply to the bus as well as in the buildings; however, some violations may be dealt with more severely because of the safety risk involved.
2. Fighting, scuffling, profanity, and horseplay are all distractions to the driver and are specifically prohibited.
3. Throwing objects on the bus or out the windows is never permitted.
4. The bus driver is to be obeyed at all times. If you feel you are being treated unfairly, report it to your principal. Do not argue with the driver.
5. Help look after the safety and comfort of smaller children, rather than teasing or fighting with them.
6. Normal conversation is permitted; loud talk or noise is not permitted.
7. Eating/drinking is not permitted on routine bus routes, except when allowed by the bus driver on special occasions.
8. When on a class trip or a sporting event, teachers and/or chaperones are in charge. Remember the expectations of Central City School District: respectful, responsible, safe and kind.

Anyone having questions concerning bus routes or operation should call the Superintendent's Office at 438-6181.

We request that children be prompt in meeting the bus so a regular schedule can be maintained. Buses do not have to wait when they are on a regular schedule. A note giving parental permission

for their child to ride the bus to another student's home must be given to the office before riding another bus to that destination.