

ANNUAL NOTIFICATION STATEMENTS, 2018-2019 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 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.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

• *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•*Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Martensdale-St.Marys CSD has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Martensdale-St.Marys CSD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Martensdale-St.Marys CSD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Martensdale-St.Marys CSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

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 Martensdale-St. Marys 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 Josh Moser, Homeless Liaison Coordinator, who will in turn, encourage these youths to enroll in school.

Definition of a Homeless Child/Youth

- A homeless child or youth ages 3-21;

- A child who lacks a fixed, regular and adequate nighttime residence and includes the following:
- A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, or camping grounds due to the lack of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital, or is awaiting foster care placement.
- A child who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- A child who is living in a car, park, abandoned building, substandard housing, bus or train station, or similar setting; or
- A migratory child/youth who qualifies as homeless because of the living circumstances described above
- Includes youth who have runaway or youth being forced to leave home.

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 will also receive notification through our district system, Blackboard, by including contact information at registration or submitting via JMC.

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 (INCLUDING WITHIN THE CTE PROGRAM)

The Martensdale-St. Marys Community School offers career and technical programs in the following areas of study: business, finance, marketing and management, health occupations, and human services. It is the policy of the Martensdale-St. Marys Community School not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. MSTM's Equity Coordinator is Josh Moser, secondary principal. His address is MSTM Community School, 390 Burlington, Martensdale, Iowa 50160. His phone number is 641-764-2486 and his email address is: josh_moser@mstm.us.

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 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 Randy Folkerts at (641) 764-2486.

SEXUAL HARASSMENT

All members of the Martensdale-St. Marys 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 EMPLOYEES

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 Randy Folkerts, School Counselor, or Cally Thompson, School Counselor. 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 Martensdale-St. Marys 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) 764-2466 or sending a letter of request to the Superintendent's Office, 390 Burlington, Martensdale, IA 50160.

Should your child be taught for four or more consecutive weeks by a teacher who is not highly qualified, you will be notified by letter, email, or a phone call of this situation.

TITLE IX COORDINATOR: Josh Moser, josh_moser@mstm.us

SECTION 504 COORDINATOR: Beth Happe, beth_happe@mstm.us

ELEMENTARY SCHOOL COUNSELOR: Cally Thompson, cally_thompson@mstm.us

SECONDARY SCHOOL COUNSELOR: Randy Folkerts, randy_folkerts@mstm.us