

Harris-Lake Park Community School Required Notices

EQUAL EDUCATIONAL OPPORTUNITY - The board will not discriminate in its educational activities on the basis of: 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.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of 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. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

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, 905 S. Market, Lake Park, Iowa 51347, telephone (712)832-3809.

The Harris-Lake Park Community School District offers career and technical programs in the following service areas:

- Agricultural Education
- Business Education
- Health Occupations Education
- Family and Consumer Sciences Education
- Industrial Education

It is the policy of the Harris-Lake Park Community School District 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. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator

Title: Superintendent of Schools

Address: 905 South Market Street, Lake Park, IA 51347-0008

Telephone: 712-832-3809

REQUIRED NOTICE OF NONDISCRIMINATION-CODE NO. 102E-1: Students, parents, employees and others doing business with or performing services for the Harris-Lake Park Community School District are hereby notified that this school district does not discriminate on the basis of age (except students), 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 admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of age (except students), 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 admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact:

Title: Superintendent of Schools

Address: 905 South Market, Lake Park, IA 51347-0008

Telephone: 712-832-3809

who has been designated by the school district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code § 280.3 (2007).

EQUAL OPPORTUNITY EMPLOYMENT/AFFIRMATIVE ACTION - The Harris-Lake Park Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

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 Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to age, color, creed, national origin, race, religion, sex, sexual orientation, gender identity, disability. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment for any teaching position the school district will perform the background checks required by law. The district may determine on a case-by-case basis that, based on the duties, other positions within the district will also require background checks. Based upon the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived.

Advertisements and notices for vacancies within the district will contain the following statement: "The Harris-Lake Park Community School District is an EEO/AA employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Harris-Lake Park Community School District, Lake Park, Iowa 51347; or by telephoning 712-832-3809.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, Wisconsin, 53203-2292, (414) 291-1111 or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.iowa.gov/government/crc/>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

NOTICE OF OPEN ENROLLMENT PROCESS AND TRANSPORTATION ASSISTANCE - If a parent or guardian wishes to open enroll their child or children, they must:

- Complete an application (available in any Iowa public school district's central office and on the Iowa Department of Education's [Department] website),
- Submit an application for each child in their family, and
- Send a copy of the application to both the resident and receiving school districts.

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.

MEAL CHARGES – HARRIS-LAKE PARK COMMUNITY SCHOOLS BOARD POLICIES CODE NO. 701.5

In accordance with state and federal law, the Harris-Lake Park CSD adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals

Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than \$30.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Payments may be made to the meal account by cash, check, or on-line payments through SchoolPay. SchoolPay may be accessed at the school website: www.harris-lp.k12.ia.us. Instructions for on-line payments may also be obtained at the Harris-Lake Park CSD Administrative Office, 905 South Market Street, Lake Park, IA 51347.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Employees may use a charge account for meals, but may charge no more than \$30.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$2.00. Families will be notified by email and notices sent home with their child. When the negative balance reaches \$10.00 the parents will be notified by phone. Negative balances of more than \$10.00, not paid prior to end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Communication of the Policy

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained. The superintendent may develop an administrative process to implement this policy.

Approved: 5-22-17

HAZARDOUS CHEMICAL DISCLOSURE - The board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals 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 - July 2023 - 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. Ron Nissen is our Asbestos Program Manager and all inquiries regarding the plan should be directed through the superintendent 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.

REQUIRED NOTICE: WEAPONS - The board believes weapons, 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, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will 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 weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, 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, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The superintendent may develop an administrative process or procedures to implement the policy.

TOBACCO & NICOTINE FREE SCHOOLS - School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately.

CELL PHONE POLICY - Cell phone and portable communication device usage during instructional time, for non-instructional purposes, is detrimental to the education process. It is disruptive and distracting to the student using the device as well as the teacher and the rest of the class. Therefore, the Harris-Lake Park Middle/High School has adopted the following policy in regards to the use of such devices.

Cell phones and other portable communication devices are not to be seen, heard, or used during the school day. The school day is defined as the time from the first bell in the morning to the dismissal bell at the end of the day. The only exception to this is that students will be allowed to use their cell phones during lunch in the cafeteria in the hallways between classes. Phone calls should only take place in the office, students are not allowed to make phone calls in the commons or in the hallways. If a student uses their phone during lunch to contact a student that is in class, both students will be in violation of the cell phone policy and subject to the consequences outlined below. During instructional time students are not allowed to use their phones, unless permission is granted by the teacher at that time.

Teachers have ultimate authority on cell phones in their classroom. If a teacher asks for a student cell phone or asks students to put cellphones in a cabinet, phone caddy, or shelving area the student must abide. If students do not want cell phones put in the above listed locations the phone should not be brought in the classroom.

Due to privacy concerns, cell phone cameras and other recording devices are NEVER to be used in restrooms or locker rooms or anywhere on school grounds without the knowledge and consent of those being recorded/photographed. Violation of this expectation will be grounds for disciplinary action and possible involvement of the Lake Park Police Department if it is believed the law has been violated.

Penalties for violation of the H-LP Cell Phone/Portable Communication Device policy will be dealt with according to the following guidelines:

- 1st Offense: Phone is confiscated and sent to the office, student may pick up at the end of the school day.
- 2nd Offense: Phone is confiscated and sent to the office and a PARENT must pick the cell phone up from the office.
- 3rd Offense: Phone is confiscated and sent to the office and a PARENT must pick the cell phone up from the office. The student is NOT allowed to have their cell phone at school for **10 school days**. Cell phone will remain at home or turned into the office each day of cell phone suspension.
- 4th Offense: Phone is confiscated and sent to the office and a PARENT must pick the cell phone up from the office. The student is NOT allowed to have their cell phone at school for **20 school days**. Cell phone will remain at home or turned into the office each day of cell phone suspension.

- 5th Offense: Phone is confiscated and sent to the office and a PARENT must pick the cell phone up from the office. The student is NOT allowed to have their cell phone at school for the remainder of the school year. Cell phone will remain at home or turned into the office each day of cell phone suspension.

Violations accumulate on a school year basis, they do NOT reset at the quarter or semester. The school has the legal right to examine any phone that has been used to violate a rule or policy.

STUDENT LOCKER POLICY - Student lockers are the property of the school district. Students will 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.

BUS TRANSPORTATION: All buses, when under school authority, will have the following regulations in effect:

*The bus driver is in charge of the bus and all passengers from the time they enter the bus until they have been discharged at their destination.

*Passengers are not to extend arms, hands, or head out of the bus windows or doors.

*Passengers must not attempt to get on or off the bus or move about within the bus while the bus is in motion.

*Passengers are to be sure that the road is clear and then await the driver's signal before crossing the highway to enter the bus.

*Passengers are not to stand or play in the doorway of the bus.

*Except for ordinary conversation, classroom conduct must be observed at all times.

*The use of tobacco by drivers and passengers is forbidden. Passengers are not to throw wastepaper or rubbish on the floor or seats, litter, mark or deface or damage any part of the bus.

*The Emergency Exit is not to be tampered with or used for boarding or exiting the bus.

*After warning a student for infractions of bus regulations, should a repetition occur, the bus driver shall have the right to suspend such student from the bus until a conference is held with the parent and student by the building principal.

*All students must be seated when the bus is in motion.

EDUCATING THE HOMELESS - The Harris Lake Park School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

The term "homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled up");
 - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - Living in emergency or transitional shelters; or
 - Abandoned in hospitals.
- Children and youth who have 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;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school, the board shall:

- Designate the school homeless liaison as the local homeless children and youth liaison;
- Provide training opportunities for staff so staff may help identify and meet the needs of homeless children and youth;
- Remove barriers, including those associated with fees, fines, and absences, to the identification, enrollment, retention, attendance and/or success in school for homeless children and youth;
- Ensure collaboration and coordination with other service providers;
- Ensure transportation is provided in accordance with legal requirements;
- Provide school stability in school assignment according to the child's best interests;
- Ensure the privacy of student records, as provided by applicable law, including information about a homeless child or youth's living situation;
- Engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law; and
- Prohibit the segregation of a homeless child or youth from other students enrolled in the district.

IMMUNIZATION REQUIREMENTS: STATE HEALTH REQUIREMENTS BY GRADE –

These requirements need to be met prior to the first day of school for the 2023-2024 school year.

- **Preschool:** 4 doses Dtap, 1 dose MMR, 3 doses Polio, 3 doses Hib, 2 doses PCV, Dental Screen, Vision Screen, Physical
- **TK & Kindergarten:** 5 doses Dtap, 2 doses MMR, 4 doses Polio, 2 doses Varicella, 3 doses Hepatitis B, Physical, Dental Screen, lead screening
- **3rd Grade:** Vision Screen
- **7th Grade:** 1 dose Tdap (Tetanus, Diphtheria, Pertussis) vaccine AND 1 Meningitis (MenACWY)
- **9th Grade:** Dental Screen
- **12th Grade:** 2nd dose of Meningitis (MenACWY)

A Tetanus-Diphtheria booster should be given every 10 years or following a dirty wound if a booster hasn't been given within the previous 5 years.

Iowa law requires that every child must have a completed immunization record on file at the school by the first day of school. 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. *The provisional does NOT apply to 7th and 12th grade meningitis vaccine as this has to be completed to come to school the first day of school.

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. Prescription medications shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

As needed, "PRN" over the counter medications including "Tylenol, Motrin/Ibuprofen, Midol, Benadryl, cough drops, Pepto Bismol, or generic equivalents" can be administered with parent consent via JMC online authorization. These medications will be administered by the school nurse or trained medication personnel. Dosages are given according to manufacturer's recommendations.

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information as provided by law

Disposal of unused, discontinued/recalled, or expired medication shall be in compliance with federal and state law. Prior to disposal school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications need to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

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. In order to facilitate parent and family involvement, it is the goal of the district to conduct outreach and implement programs, activities and procedures to further involve parents and families with the academic success of their students.

PARENTAL INVOLVEMENT - Involve parents and families in the development of the Title I plan, the process for school review of the plan and the process for improvement by.

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 1/2 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 when 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, volunteering 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 keep 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 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.

ANTI-BULLYING/HARASSMENT POLICY – Code No. 104The Harris Lake Park Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. "Harassment" and "bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the individual in reasonable fear of harm to the individual's person or property.
 2. Has a substantial detrimental effect on the individual's physical or mental health.
 3. Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.

- "Trait or characteristic of the individual" includes but is not limited to age, color, creed, 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.
- "Volunteer" means an individual who has regular, significant contact with students.

HUMAN GROWTH AND DEVELOPMENT - 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.

CONCURRENT/PSEO CLASSES - Concurrent/PSEO will only count a maximum of 1 semester (1 credit) each for graduation requirements for math, science, English and social studies. All PSEO classes can count toward elective credits for graduation.

Students may use up to two Concurrent/PSEO classes only to meet the required seven class load requirement with the exception of second semester of senior year when a student may take three.

A student shall not be eligible to enroll in comparable courses being offered by the school. (Ex. Psychology must first be taken at H-LP before a Concurrent/PSEO Intro to Psychology course can be taken.)

Concurrent/PSEO courses are college-level difficulty. H-LP is not connected with the online system or instructors of these classes, therefore, students must contact instructors directly with questions.

These courses provide educational opportunities to high school students that reflect the same quality, rigor and relevance available in college credit classes taught on campus. Iowa Lakes Community College is accredited with the National Alliance of Concurrent Enrollment Partnerships (NACEP).

Concurrent courses and descriptions available to students at H-LP can be found here: [Course Descriptions \(https://www.iowalakes.edu/registrars-office/course-descriptions/\)](https://www.iowalakes.edu/registrars-office/course-descriptions/)

STUDENT RIGHTS - THE SCHOOL'S primary responsibility is to ensure 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:

- 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.
- 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.
- Each student and staff member have the right to be treated with respect.
- 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.
- 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.
- 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.
- 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 500.R.**

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 - Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The district has designated the following as "directory information".

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

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 s/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) affords 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 under FERPA.
Parents or eligible students may ask the school district to amend a record. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.
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.
- (4) 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.

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION - The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Harris Lake Park Community School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Harris Lake Park Community School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Harris-Lake Park Community School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and,
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

The school district has designated the following information as directory information: 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.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want the Harris Lake Park Community School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1, 2023. The Harris Lake Park Community School District has designated the following information as directory information:

- Student's name;
- Date and place of birth;
- Electronic 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 educational institution attended by the student;
- Photograph

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

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

HARRIS-LAKE PARK COMMUNITY SCHOOL DISTRICT

This form must be returned to your child's school no later than September 1 of the current school year.
Additional forms are available at your child's school.

Parental Directions to Withhold Student Names, Addresses and Phone Numbers from Military Recruiters for 20__ – 20__ school year.

Student Name: _____ Date of Birth: _____

School: _____ Grade: _____

Signature of Parent/Legal Guardian/Custodian of Child _____ Date: _____

Parental directions to Withhold Student/Directory Information in all areas for 20__ -20__ school year.

(information will be withheld from athletic rosters, yearbook, music programs, newsletter/news articles, etc)

Student Name: _____ Date of Birth: _____

School: _____ Grade: _____

Signature of Parent/Legal Guardian/Custodian of Child _____ Date: _____