

# **ANNUAL NOTICES TO PARENTS**

## **ASBESTOS NOTICE**

The district hired Advanced Environmental Services to remove, repair, and inspect asbestos containing building materials in the Clarence and Lowden facilities. The district has inspected all buildings for asbestos and found that all applicable areas are encapsulated and maintained in good condition. A periodic surveillance is done bi-annually. Only certified staff may remove asbestos and schools are usually evacuated during removal. Our custodians are briefed on measures to take if and when asbestos is disturbed. The custodial staff will be completing a two-hour online asbestos training session provided by GWAEA. Parents are notified that the district follows all prescribed measures and are advised that a record of all asbestos action is on file in the Superintendent's Office, Stanwood, Iowa and may be viewed any time during normal school hours.

## **CHILD ABUSE REPORTING/LEVEL I ABUSE INVESTIGATORS**

In compliance with state law and to provide protection to victims of child abuse, all alleged incidents of child abuse are reported to the Iowa Department of Human Services. If the employee making the report believes the child is in immediate danger, the local law enforcement agency is also notified.

State law requires that the school district annually appoint a level one investigator for abuse of a student by a school employee. The school board has appointed Kaitlyn Noel, elementary school counselor, as the Level I investigator. If any parent or guardian has a complaint to file against a school employee, please contact one of these individuals.

## **COMPULSORY ATTENDANCE/HOME SCHOOLING**

The parent, legal guardian, or legal custodian of any child who has reached the age of 6 and has not yet turned 16 by September 15th of the current school year, and who is not enrolled in either a public school or an accredited nonpublic school must file an annual form with the local public school district. This includes parents of home schooled children and children who are enrolled in a non-accredited school. The form is due by the first day of September or, if the child begins home schooling after being enrolled in the public school, the form is due 14 calendar days after the last day of enrollment.

If you need the form, please contact the Superintendent's Office, 102 E. North Street, PO Box 247, Stanwood, IA 52337.

## **CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force", "not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parents.

If you have any questions, about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: [www.educateiowa.gov](http://www.educateiowa.gov).

## **NON-DISCRIMINATION POLICY**

The North Cedar Community School District is an equal opportunity employer and does not discriminate against any person regardless of race, color, national origin, gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion or creed in its educational programs, activities, and its employment/personnel practices. If you have questions or grievances related to this policy, please contact Mark Dohmen, Superintendent, 102 E. North Street, PO Box 247, Stanwood, IA 52337, (563) 942-3358, who serves as the district's Educational Equity Coordinator. Grievance forms are available in each office.

## **STUDENT RECORDS AND DIRECTORY INFORMATION**

The North Cedar 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's 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.

Records of each student are located in the principal's office of the building where he/she is enrolled. Any exception will be noted in the student's other records by the building principal. The district policy on student records can be secured on request.

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 eighteen years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- A. School officials, teacher 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 application.
- E. Governmental officials to which information is to be returned under state law adopted prior to November 19, 1974.
- F. Organizations which process and evaluate standardized tests.
- G. Accrediting organization for accrediting purposes.
- H. Parents of dependent children, regardless of child's age.
- I. Appropriate parties in a health or safety emergency.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary to the middle school and to the high school levels, and when a student transfers out of the district. Records of students who have been referred for testing by the Area Education Agency are also on file at the AEA offices. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

A permanent record of the student's grades will be maintained in the high school principal's office.

Parents of students under the age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records at a reasonable cost, to write a response to material 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.

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

The board of education has stated that it declines to designate student records as directory information under FERPA. The school district will provide such information for traditional uses, such as the yearbook, honor rolls, athletic programs and other school publications. In addition, the school district has also provided student's names and addresses to postsecondary educational institutions which desire to notify students of educational scholarship opportunities, and also to the armed forces for recruitment purposes. The school district intends to continue to disclose student information for these and other similar educational purposes. If you desire to withhold the use of information from the educational records of your child for even these limited educational purposes, please contact the building principal by September 15th.

If you have no objection to the use of student information for the educational purposes described above, you do not need to take any action.

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