

## **ANNUAL MANDATED NOTIFICATIONS**

### **OPEN ENROLLMENT**

Parents or guardians considering the use of the option to enroll their children in another public school district in the state of Iowa should be aware of the following dates:

\*March 1, 2022 -- Last date for open enrollment requests for the 2022-2023 school year.

\*September 1, 2021 -- Last date for open enrollment for entering Kindergarten students and those falling under the "good cause" definition for the 2021-2022 school year. Parents or guardians of open enrollment students whose income falls below 160 percent 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. For further details, contact the superintendent's office.

### **POST SECONDARY ENROLLMENT OPTIONS ACT**

The state of Iowa has established a program called the "Post Secondary Enrollment Options Act." This act makes it possible for the 11th and 12th grade students to take college courses for which the local district is obligated to pay expenses up to \$200, not including travel. The course must be one that is not currently offered at the local school and must be nonsectarian. The accepted course must be taken through an eligible Iowa post secondary school. See the Guidance Counselor for further information.

### **NOTICE OF NONDISCRIMINATION**

Parents/Guardians of the Boyer Valley Community District prohibit discrimination on the basis of sex, race, religion, creed, color, national origin, marital status, sexual orientation, gender identity, age, socio-economic status or 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 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973. Any student, parent of a student, or employee of the district shall have the right to file a formal complaint alleging noncompliance with regulations outlined in the above-named acts. Inquiries or concerns regarding the grievance procedure may be directed to Kurt Brosamle, Principal/Superintendent Boyer Valley School, 1102 Iowa Ave, Dunlap, IA 51529 (712-643-2251), to the Director of the Civil Rights Commission, Des Moines, or to the U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Mo, 64114 (816-268-0550), Telecommunication Device for the Deaf: 800-437-0833, E-MAIL: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov), WebSite: <http://www.ed.gov/ocr>

### **RELEASE OF STUDENT & RECORDS INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)
- (4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. School districts that anticipate marketing or selling directory information for marketing purposes need the following statement in this notice. "The school district will not market or sell directory information without prior consent of the parent." Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing by registration date to the principal. The objection needs to be renewed annually. NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, GRADE LEVEL, ENROLLMENT STATUS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION. Parents not wanting military recruiters or postsecondary institutions to access the

information must ask the school district to withhold the information. Also, school districts that provide postsecondary institutions and potential employers access to students must provide the same right of access to military recruiters. Parents not wanting military recruiters to contact their children, have the right to deny permission for this activity. (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.

### **WAIVER OF FEES**

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 of students who believe they may qualify for temporary financial hardship should contact the superintendent's office. Forms can be found elsewhere in this newsletter or will be available at registration. This waiver does not carry over from year to year and must be completed annually.

### **ABUSE OF STUDENTS**

Pursuant to Chapter 232 of the Iowa Code, abuse of children may fall in either of the two categories: (1) The non-accidental physical injury of a student as a result of the action of an agency employee or (2) Sexual offenses of misconduct as defined by Iowa Code, Chapter 709. The investigators for the alleged abuse of a student by an employee are: Level I – Kurt Brosamle (643-2251) & Level II – Harrison, Monona or Crawford Co. Sheriff.

### **CHEMICAL RIGHT-TO-KNOW**

This is to notify you of the hazardous chemicals that we have in our buildings. The chemicals are evaluated and the proper information is available to those it affects. For the safety of all, chemicals are stored away from students and staff who do not need them.

### **ASBESTOS/AHERA NOTIFICATION**

The Boyer Valley School Districts are required by law to notify occupants of the building about the existence of friable and non-friable asbestos. The district has had the buildings inspected and has a management plan in operation, equipment has been purchased, and appropriate records are being maintained.

The asbestos management plan indicates the location, condition and response act to minimize the exposure of asbestos to the building occupants. The building plans are available to the public at the superintendent's office. A copy has also been sent to the state office.

### **OCCUPATIONAL EXPOSURE TO BLOOD BORNE PATHOGENS**

The Boyer Valley School Districts has established written procedures and guidelines to eliminate or minimize occupational exposure to blood borne pathogens. The plan for designated employees include scope and application, definitions, exposure control, methods of compliance, Hepatitis B vaccination, and post-exposure evaluation and follow-up, communication to hazards to employees and record keeping.

### **HOMELESS STUDENTS**

In accordance with Chapter 3, Iowa Administrative Code the Boyer Valley Schools encourages homeless children and youth to enroll in school. A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with nonnuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age. For more information, please contact HS Guidance Counselor at 643-2251.

### **MEDICATION POLICY**

Students may need to take prescription or non-prescription medication during school hours. The medication must be prescribed by a licensed medical or osteopathic physician or dentist. Students may carry prescription medication only under special circumstances and only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instruction for administration of any medication as well as parental authorization and signed request to administer the medication. The prescription and the parent's signed request to dispense the medication are kept on file in the office. Medication is held in a locked cabinet (or refrigerated when required) and distributed by the school nurse. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name, phone number, and address of the pharmacy (if applicable); date of prescription (if applicable); name of the physician (if applicable); and potential side effects. No aspirin will be dispensed at school unless a written permission note from the parent is on file in the school office. The over-the-counter medications must be in the original container. We cannot give any medication that is not properly labeled. The note from the parent must be dated and signed by the parent, and written directions for giving enclosed. These instructions must be renewed at the beginning of each school year and all previous aspirin instructions will be destroyed at the end of each school year.

## **HEALTH/HUMAN GROWTH AND DEVELOPMENT CURRICULUM**

The Boyer Valley Schools have adopted a sequentially developed Health/Human Development Curriculum for grades K-12. Parents and guardians may have their child excused from the class when human growth and development topics are taught. The students will incur no penalty but may be required to complete an alternative assignment that relates to the class and is consistent with assignments required of all students in the class. Parents wishing to have their student excused from the human growth and development topics should contact the building principal to secure the required excuse form. Information relating to the human growth and development topics and when they will be taught can be obtained by contacting the classroom teacher.

## **DISABILITIES ACT**

The Boyer Valley Community School Districts are committed to complying with the requirements in Section 504 of the Vocational/Rehabilitation Act of 1973, and Americans with Disabilities Act is seeking information from adults with disabilities in our community.

1. Do you have a physical or mental disability, and do you have a child enrolled in our school? We are responsible for providing you access to parent-teacher conferences and other programs and activities, including graduation.
2. Are you or do you know of an individual with a disability that may attend a function in our buildings? We would like to be aware of this in case there are physical barriers in accessing our building. If you have special needs as detailed above, please contact the superintendent's office at 643-2251.

## **EXTENDED YEAR SPECIAL EDUCATION**

This will be considered written notice to all parents of students (eligible individuals) who qualify as potential recipients of extended year special education (EYSE). In certain circumstances, to ensure provision of a free, appropriate education, an eligible individual shall be provided extended year special education in identified critical skill areas when the special education instructional program, support services, or both in which the individual is regularly participating are not in session for periods of three or more consecutive weeks. A review of all eligible individuals receiving special education shall be conducted by the Individualized Education Program (IEP) team for the purpose of identifying those individuals who may require extended year special education in accordance with this rule. The parents of the eligible individual shall be provided written notice of the IEP team's subsequent determination regarding the individual's need for extended year special education services, may appeal the decision by contacting the school. Special education policies, suspension/expulsion procedures, and a student's due process rights may be obtained from either principal.

## **DRUG FREE WORK PLACE**

The Boyer Valley Board of Education has adopted a policy related to maintaining a drug free work place. All employees are informed about the dangers of drug abuse in the work place. Employees are also made aware of available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations occurring in the work place.

## **HIGHLY QUALIFIED TEACHERS**

Parents and or guardians in the Boyer Valley Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school wide Title I program. Parents/Guardians may request this information from the Office of the Superintendent by calling 643-2251 or sending a letter of request to Office of the Superintendent, 1102 Iowa Ave., Dunlap, IA 51529.

## **EQUAL EDUCATIONAL OPPORTUNITY**

The board will not discriminate in its educational activities on the basis of race, color, national origin, religion or creed, gender (sex), disability, sexual orientation, gender identity or marital status, socioeconomic 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 education activities on the basis of race, color, religion, sex, marital status, national origin, sexual orientation, gender identity or disability. 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.

## **CIVIL RIGHTS**

It is the policy of the Boyer Valley Community School not to discriminate on the basis of race, religion or creed, color, gender (sex), sexual orientation, gender identity, marital status, socioeconomic status, national origin, or disability, in its programs, activities, or employment practices as required by the Iowa Code section 216.7. If you have questions or grievances related to compliance with this policy by the Boyer Valley Community School, please contact the Iowa Civil Rights Commission, Grimes State Office Building,

### **ANTI-BULLYING/HARASSMENT POLICY**

The Board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, race, color, age, national origin, gender, sexual orientation, gender identity, marital status, socioeconomic status, religion, creed, sex, physical attributes, physical or mental ability or disability ancestry, political party preference, political belief, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age, gender, marital status, socioeconomic status or disability is also prohibited. For further details on the Boyer Valley Board's Anti-Bullying/Harassment Policy check Board Policy 104 of the Boyer Valley Board Manual.

### **SEARCH AND SEIZURE**

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and particularly suspicion that a school district policy, rule, regulation or law has been violated. The search is 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. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

### **STUDENT LOCKERS**

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 is 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.

### **WELLNESS POLICY**

The Boyer Valley Board of Education is committed to the optimal development of every student. The board believes for students to have the opportunity to achieve personal, academic, developmental, and social success, there needs to be a positive, safe, and health-promoting learning environment at every level, in every setting.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. In accordance with law and this belief, the board commits to following a Wellness Policy. This policy can be found on the school's website, <http://www.boyer-valley.k12.ia.us/> under Board policy 507.9. The Wellness Policy committee welcomes input from parents, staff, community members and students. Contact the school nurse with any concerns or ideas.

The 2020-2021 Assessment report of the Boyer Valley's Wellness Policy can be found on the school's website at <http://www.boyer-valley.k12.ia.us/>

### **IOWA YOUTH SURVEY**

Boyer Valley MS/HS may be administering the Iowa Youth Survey again this year to all students in grades 6, 8, and 11. The purpose of the survey is to collect information about Iowa youth so we can better understand their beliefs, values, and decisions about what makes them feel secure, strong, and safe in their communities, schools, and families. In addition, information is collected about their ideas on alcohol, tobacco, drugs, bullying and harassment, and violence prevention. The information collected will help the state planning agencies, our district, and local community task forces put together valuable future programming. It is important to ask

children to tell us what is good and working about their life in Iowa, and what needs improvement, in their eyes. The Attorney General for the Iowa Department of Public Health (IDPH) has developed a plan for making sure that the survey is voluntary and has parent approval. This plan is called a “passive consent” procedure and it has three parts: 1. An Information Summary to give you the basic information about the survey (information available at Registration in August) 2. An opportunity to read the survey questions at your child's school or online at: <http://www.iowayouthsurvey.iowa.gov/> before your child/children volunteer to answer the questions. 3. An opportunity for you to provide written refusal if you do not want your child/children to participate in such a survey. More information about the Iowa Youth Survey will be available at Registration in August, including a form to sign if you do not want your child/children to participate in the survey.