

Iowa Valley Tiger Tracks

INSIDE THIS ISSUE:

FERPA	2
Hearing Screening	2
PPRA	4
Waiver of Fees	4
Asbestos Notification	6
Notify School of Changes	6
Health Education	6
Activity Tickets	6
Bus Discipline Procedures	7
Use of Video Cameras on School Buses	7

Notification of Rights under FERPA

The Family Education 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. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official 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, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School 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 privacy of personally identifiable information 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 interest. A school official is a person

employed by the School 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 School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, 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 *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Ave, SW
 Washington, DC 20202-8520

(FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Iowa Valley CSD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Iowa Valley CSD 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 Iowa Valley CSD 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.

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 three directory information categories – 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. If you do not want Iowa Valley CSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Iowa Valley CSD has designated the following information as directory information:

-Student's name , -Address , -Participation in officially recognized activities and sports

-Telephone listing, -Weight and height of members of athletic teams

-Electronic mail address, -Photograph

-Degrees, honors, and awards receive, -Date and place of birth

-Major field of study, -The most recent educational agency or institution attended, -Dates of attendance

-Grade level , -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.)

Hearing Screening

Grant Wood Area Education Agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened. Students in grades 3, 4, middle, and high school, who are new to the school, that don't have a documented hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if

previous hearing test results were not within normal limits. Parent/guardians not wishing their child's hearing tested should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the school nurse.

Rights Under the Protection of Pupil Rights Amendment (PPRA)

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

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

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

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

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

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

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Iowa Valley CSD has develop[ed] and adopt[ed] policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Iowa Valley CSD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Iowa Valley CSD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Iowa Valley CSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office

U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520

Waiver of Fees

Our School Board has developed a policy dealing with a waiver of various fees as well as a policy dealing with free and reduced price breakfasts and lunches for qualifying individuals/families.

PPRA Notice and Consent/Opt-Out for Specific Activities

[The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Iowa Valley CSD to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

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

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Iowa Valley CSD will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Examples: *Date:* On or about October 15, 2009 *Grades:* Five and Six *Activity:* ABC Survey of At-Risk Behaviors.

Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parents and children, and use of alcohol and drugs at home. **Consent [for ED funded, protected information surveys only]:** A parent must sign and return the attached consent form no later than [insert return date] so that your child may participate in this survey.

Opt-out [for any non-ED funded protected information survey]: Contact [school official] at [telephone number, email, address, etc.] no later than [date] if you do not want your child to participate in this activity. *Date:* November 22 - 24, 2009 *Grades:* One through Six *Activity:* Flu Shots

Summary: The County Department of Public Health Services will administer flu shots for influenza types A and B.

Opt-out: Contact [school official] at [telephone number, email, address, etc.] no later than [date] if you do not want your child to participate in this activity.

Below are two examples dealing with the collection, use and distribution of personal information for student-based commercial services. Administrators should particularly note the difference in the type of consent required for each activity depending on what personal information is being collected, used or distributed. [Survey A: Limited to personal information designated as “directory information”]

Date: 2009-2010 School Year *Grades:* Nine through Twelve *Activity:* Student-Based Commercial Services

Summary: [School] collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, and telephone listings. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

Opt-out: Contact [school official] at [telephone number, email, address, etc.] no later than [date] if you do not want your child to participate in this activity.

[Note to schools: This information – names, addresses, and telephone listings – may be designated and disclosed as “directory information” under the Family Educational Rights and Privacy Act (FERPA). Instead of using this Model Notice format, schools may meet PPRA notice requirements for specific marketing activities that involve only designated “directory information” by allowing parents to opt of “directory information” at the start of each school year, which would include all marketing activities.]

[Survey B: Collects personal information beyond designated directory information]

Date: 2009-2010 School Year *Grades:* Nine through Twelve *Activity:* Student-Based Commercial Services

Summary: [School] collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, telephone listings and social security numbers. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products. **Consent:** A parent must sign and return the attached consent form no later than [insert return date] so that your child may participate in this activity.

[Note to schools: While some of the information – names, addresses, and telephone listings – may be designated and disclosed as “directory information” under the Family Educational Rights and Privacy Act (FERPA), schools that permit marketing activities that involve the collection, use, and disclosure of students’ social security numbers may not use an opt-out procedure and must obtain prior written consent in accordance with § 99.30 of the FERPA regulations.]

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to [school official, address]. [School official] will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

I ___ [parent’s name] ___ give my consent for ___ [child’s name] ___ to take the ABC Survey of At-Risk Behaviors on or about October 15, 2009.

Parent’s signature Please return this form no later than ___ [insert date] ___ to the following school official: [Provide name and mailing address.]

Community & Parent Notification Regarding Asbestos

The Iowa Valley District has had all facilities inspected by a certified asbestos inspector, as required by AHERA. During this inspection, all materials suspected of containing asbestos were located, sampled, and rated as to the condition and hazard potential. The inspection report and laboratory analysis records were given to a certified firm to develop asbestos management plans for our facilities.

A copy of the asbestos management plan is available for your examination in the offices of the superintendent and building principals. Proper notices are posted in each building. It is the intent of the Iowa Valley School District to comply with all federal and state regulations in this area. The school's asbestos management plan has already been initiated. All procedures will be followed to insure your children have a healthy, safe environment in which to learn.

This letter of notification, and methods of educating and training the district's employees, together with a set of procedures designed to minimize the disturbance of the asbestos-containing materials and plans for regular surveillance of these materials are all a part of the school's attempt to meet government

Notify School of Changes

In order for the school to be able to reach you in case of an emergency, it is important that we maintain complete and accurate records. Please notify the school when you have a change in address, phone number, or family situation by calling the elementary principal's office (642-5422), the junior-senior high principal's office

(642-3332), or the superintendent's office (642-7714).

Health Education

(Human Growth and Development)

Our school has developed a comprehensive health education program for all students in grades K-12. Included in this program are materials relating to human growth and development which are presented at appropriate grade levels. You as parents are encouraged and entitled to review this material with your student(s)' teacher. If, after reviewing and discussing the material with the teacher and building

principal you find it objectionable or inappropriate, you may request that your student (s) receive alternate instruction and assignments. We welcome your input and thank you for your cooperation.

Activity Tickets

Activity tickets will be sold as they have in the past. Please remember that admission to the high school musical or play is not covered by the activity ticket. This became effective at the beginning of the 2000-2001 school year. Because of the royalties have become very costly, we will need to set the admission price based somewhat on the royalties. This price will

vary from year to year and will no longer be covered by the activity ticket.

School Bus Passenger Discipline Procedure and use of Video Cameras on School Buses Regulation

Please read carefully the “Bus Transportation Passenger Discipline Procedure” in this newsletter and share this information with your child(ren). Only students who are regularly scheduled riders will be permitted to ride school buses, except for activity trips. Any exceptions to this rule must be handled by the building principal.

The Iowa Valley Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of

the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

Bus Transportation Passenger Discipline Procedure

To assist in providing an efficient and safe environment the following procedure has been established for drivers and passengers on the Iowa Valley Community School buses and vans. Passengers are expected to follow the bus rider rules as printed in the Parent Newsletter. However, when difficulties arise, they are usually of two types.

- 1) **Passenger to passenger**—When a passenger(s) is experiencing difficulty with another passenger(s), he/she should first discuss the situation with the bus driver. If a satisfactory solution does not result, the passenger, or parent/guardian should contact the building principal. If the situation continues, the superintendent should be notified.
- 2) **Passenger and Drivers**
 - a) **First Offense**—The bus driver and passenger(s) will confer in an attempt to solve the situation.
 - b) **Second Offense**—The driver will contact the building principal who will then visit with the passenger(s) and the driver in an attempt to solve the problem. The incident will be recorded and a copy sent to the parent/guardian.
 - c) **Third Offense**—The driver will again contact the building principal in an attempt to solve the situation. Either the driver or the principal will contact the parent/guardian. (If the principal contacts the parent/guardian, the driver should be present to provide necessary information.) After the conference with the passenger(s) and the call to the parent/guardian, a notice of probation will be sent to the parent/guardian. This notice will indicate the problem(s) involved and state that any subsequent problems will cause suspension of the bus riding privileges for the period of time up to two weeks. If the phone contact was attempted but not made, the notice will also indicate that the parent/guardian was not able to be reached by phone. Communications among parents/guardians, bus drivers, and building principal is an essential part of a good, safe transportation system.
 - d) **Fourth Offense**—The driver will refer the passenger(s) to the building principal. A conference will be held with

the passenger(s) and a notice of suspension of bus riding privileges will be sent to the parents/guardians. This period of suspension could last for four weeks.

e) **Fifth Offense**—The driver will again refer the passenger(s) to the building principal. A conference will be held with the passenger(s) and a notice of suspension of bus riding privileges will again be sent to the parents/guardians. This period of suspension could last for the remainder of the year.

f) In the event of an emergency or extreme situation, suspension of riding privileges may be given without prior warning. This action will be taken at the discretion of the building principal after conferring with the bus driver, conference with the passenger(s) and notice to the parents/guardians.

g) At any step in this procedure the parent/guardian has a right to request an informal meeting or formal hearing with the bus driver and/or building principal. This request should be made to the building principal and will be held prior to any suspension of bus riding privilege.

Communication, cooperation, and respect are the ways to an effective and safe transportation system. The drivers, passengers, and parents/guardians are expected to communicate in an open and respectful manner on a regular basis regarding the transportation program. This is essential as initial problems begin to surface. Normally, these efforts will avert any serious difficulties.

Reminder to Get Physicals

With the start of football, volleyball, and cheerleading, don't forget to get your student physical. Appointments are difficult to schedule at the last minute. Make that appointment today.

Drug-Free Workplace

No employee engaged in work for the school district shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance as defined by federal or state law. The superintendent shall be responsible for publication and dissemination of this policy to each employee. See Administrative Handbook for detailed policy and procedures.

Open Enrollment Guidelines

Parents/guardians considering the use of the open enrollment option to enroll their child(ren) in another public school district in the state of Iowa should be aware of the following dates:

March 1st of the school year preceding the first year desired for open enrollment. Parents of children who will begin kindergarten in the school district are exempt from the March 1st deadline. Parents of children who will begin kindergarten must file by September 1st.

Special Needs Services

Additional support services are available to assist teachers and families when concerns arise with students. These services include our building staff (special education teacher, counselor, nurse, etc.) and Grant Wood Area Education Agency staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators, etc.) Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students by teacher or parent request through the counselor at the student's school.

Notice of Non-Discrimination

The Iowa Valley Community School does not discriminate in its educational programs and activities on the basis of 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. The Iowa Valley School also affirms its opportunities and equal access to school facilities without reference to affectional or associational preference. For additional information on non-discrimination policies, contact the guidance counselor, MCNS Coordinator or Mark Olmstead, Discrimination Coordinator in the High School building at 359 E. Hilton St., Marengo, IA 52301, 642-7714.

Procedures for Investigation of Allegations or Abuse of Students by School Employees

It is the policy of the Iowa Valley Community School that school employees not commit acts of student abuse. Any school employee who commits such an act is subject to disciplinary sanctions up to and including discharge.

It is the policy of the Iowa Valley Community School to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigation process.