

# **WEST MARSHALL FACT SHEET**

## **ABUSE OF STUDENTS BY DISTRICT EMPLOYEES**

As directed by Chapter 102 of the Iowa Code, the West Marshall Community School District has appointed a designated investigator responsible for the investigation of allegations regarding the abuse of students by school employees. Categories of abuse are:

1. Physical abuse by intentional infliction of injury or excessive force.
2. Sexual abuse by sexual offenses or misconduct or encouraging prostitution.

The designated investigator for the abuse of students by district employees is Christina deNeui, Elementary School Principal, 483-2671. The alternate investigator is State Center Police Officer Jeff Bunn.

## **ABESTOS INFORMATION**

The Environmental Protection Agency has developed guidelines for schools to use in identifying asbestos within buildings. The Institute for Environmental Assessment has designed a system for determining relative risks and suggesting appropriate safety responses. Some recommendations for the West Marshall Community School District have been established to safeguard all building occupants from low risk levels of asbestos.

A District Asbestos Management Plan is in place to monitor buildings containing low risk levels of asbestos. These areas are identified below. Our plan is located in the superintendent's office, 3<sup>rd</sup> Street, N.W., State Center, Iowa. For additional information detailing a particular person in charge of the management plan, contact Jacy Large at 641-483-2660.

Asbestos is present in West Marshall school buildings as follows:

Grades PK-3 Building, 207 3<sup>rd</sup> Street, S.W.

Friable asbestos containing material is present in the elementary building. This does not pose a health risk at this time. This friable asbestos-containing material is encapsulated.

Grades 4-5 Building, 214 West Main Street

No friable asbestos present.

Annex, 109 2<sup>nd</sup> Street, S.W.

No friable asbestos present.

High School, 3<sup>rd</sup> Street N.W.

Friable asbestos containing material is present in the high school building. This material does not pose a health risk at this time. This friable asbestos-containing material is encapsulated.

Bus Barn, 305 6<sup>th</sup> Street St. S.W.

No friable asbestos present.

A schedule to abate and remove asbestos is in plan and on going through summer projects.

## **BOARD SUPPORT OF DISCIPLINE POLICIES**

The Board of Education of the West Marshall School District affirms their intent to support the school discipline policy, to support school staff that enforces the discipline policy, and to hold school staff accountable for enforcing the discipline policy.

## **EXCLUSION FROM SCHOOL PROGRAMS**

The Board recognizes the existence of various religious beliefs and acknowledges the American tradition of separation of church and state. Parents who wish to have their child excluded from a school program because of religious beliefs must inform the principal in writing. The principal will determine an alternative activity or study for the student. Board Policy 603.8

## **HAZARDOUS CHEMICAL DISCLOSURE**

The Board of Education has adopted a hazardous chemical disclosure policy. It was primarily established for the protection of employees. Community members may request information about chemicals being used in the schools. Generally, students do not have access to hazardous chemicals. However, in certain courses, (for example, chemistry biology, physics) hazardous chemicals may be present. Board Policy 403.4

## **HOMELESS STUDENTS**

The Board of Education of the West Marshall Community School District is responsible for locating and identifying homeless children and youth who are "found" within the district.

A "homeless child or youth of school age" is defined as one between the ages of 5 and 21 who lacks a fixed, regular and adequate night-time residence and includes a child or youth living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; living in a community shelter facility or not living with nuclear family members or friends who may not have legal guardianship over the child or youth of school age.

The District shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, and food and nutrition programs, on the same basis as those services and assistance provided to resident pupils.

West Marshall Homeless Education Coordinator is Patti Edler who can be reached at 641-483-2136.

If you need further assistance or information, please contact the Superintendent of Schools, West Marshall Community School, P. O. Box 670, State Center, IA 50247, phone 641-483-2660.

do not want their student's information disclosed without their prior written consent.

## HUMAN GROWTH AND DEVELOPMENT

The West Marshall Community School District has identified Human Growth and Development curriculum units that are infused throughout our curriculum or taught in a specific course. Every grade and subject level will provide parents/guardians an outline of these units and their objectives. Parents/guardians may examine curriculum and teaching materials at any time or they may review them during open houses scheduled at each school during the month of September. Should a parent want their child excused from a class, they must request the excuse, in writing, an alternated assessment for the class.

## POST-SECONDARY OPTION ACT

The Postsecondary Enrollment Options Act provides students in grades 11 and 12 the opportunity to enroll part-time in nonsectarian courses in eligible postsecondary institutions of higher learning in Iowa. A 9<sup>th</sup> or 10<sup>th</sup> grade student who is identified as a gifted and talented student, according to the school district's criteria and procedures, may also participate under this Act. Eligible courses will include any that are not taught at West Marshall CSD.

Postsecondary schools include: Marshalltown Community College, 3700 S. Center Street, Marshalltown, IA 50158

## RELEASE OF DIRECTORY INFORMATION AND PHOTOGRAPHS

The Family Educational rights and Privacy Act (FERPA), a Federal law, requires that West Marshall CSD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, West Marshall CSD may disclose appropriately designated "directory information" without written consent, unless you have advised the District, in writing, to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the West Marshall 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 included, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education 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

If any parents or guardians of students under the age of 18, or students over the age of 18, do not want West Marshall CSD to disclose directory information from education records without prior written consent, The District must be notified, in writing by September 15 (or within ten days of the student's enrollment during the school year), West Marshall CSD has designated the following information as directory information:

- Student's name, address and telephone number
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade Level
- Most recent previous educational institution attended by the student and other similar information.

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

## EQUITY STATEMENT

It is the policy of the West Marshall CSD not to illegally discriminate on the basis of race, creed, color, national origin, religion, sex, age, disability, sexual orientation, gender identity and socioeconomic status or marital status in its educational programs, activities or employment practices as required by Title VI and IX of the Civil Rights Act and Section 504 of the Federal Rehabilitation Act and Iowa Code 216.9.

It is also the policy of this district that the curriculum content and instructional material utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and lifestyles open to individuals in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

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, or refer to the board policy manual located in each building principal's office. Inquiries regarding compliance with Title IX, Title VI, Section 504, or Iowa Code 216.9, may be directed to Kristian Einsweiler, High School Principal, Box 670, State Center, IA 50247, 641-483-2136, to the Director of the Civil Rights Commission, Des Moines, IA, or to the Direction of Region VI Office of Civil Rights, Department of Education, Chicago, IL (312-886-8434).

## REVIEW OF INSTRUCTIONAL MATERIALS

Parents and other members of the school district community may review instructional materials used by students. These materials must be viewed on school premises. Persons who desire to view materials should first contact the building principal where the materials are being used. Board Policy 605.2

## WAIVER OF STUDENT FEES

Students whose families meet the income guidelines for free and reduced price lunches, the Family Investment Program (FIP), Supplemental Income (SSI), transportation assistance under open enrollment, or who are in foster care, are eligible to have their student fees waived or reduced. Students whose families are experiencing temporary financial difficulty may also be eligible for a temporary waiver of student fees. Parents of students who believe they may qualify because of temporary financial hardship may obtain a waiver form at the principals' offices. This waiver does not carry over from year to year and must be completed annually.

## OPEN ENROLLMENT INFORMATION

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 1, 2016 – Last date for regular open enrollment requests for the 2016-2017 school year.

\*September 1, 2016– Last day for open enrollment requests for students entering Kindergarten and for those students who meet the definition of good clause under 281 Iowa Administrative Code 17.4(1) for the 2015-2016 school year.

Parents/guardians of open enrollment 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 should be aware that open enrollment may result in loss of athletic eligibility.

For further information, contact the superintendent's office by calling 483-2660.

## STUDENT RECORDS

The West Marshall 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 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 plan, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The records of each student are generally located in the school in which he or she is attending. The person in charge of record

maintenance for each school building will note in the student's other records or any exception.

Please refer to the Annual Notice of FERPA in this newsletter for further information about student records.

## DISPENSING OF MEDICINE

The school will administer medication under certain prescribed guidelines. Prerequisites to assure that the specified drug is dispensed to the designated pupil in the prescribed amount at the specified time are listed below:

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
2. The prescribing physician or dentist's signature must be on a request which will include: name of pupil, name of medication, dosage, times to be administered, route of administering, and special instruction. The prescription label will contain the above listed information in order for school officials to administer medication.
3. The signed parent/guardian permission form must be on file before school personnel will administer medication according to written directions of the prescribing physician or dentist.
4. File all medication permission slips in the pupil's cumulative health folder.
5. The medication is brought to school and kept in the prescription container filled by the pharmacist.
6. All medications are appropriately identified for each child, kept in a locked drawer or cabinet and the employee responsible for dispensing the medication has custody of the key. When required, refrigeration will be provided.
7. Record pupil's name and medication(s), the amount given, and the initials of the person dispensing the dose each time the medication is given at school.
8. The amount of medication given at school, and the amount left in the container, if any, should equal the amount of medication received at school.
9. At vacation time, end of school year or end of dispensing time, any remaining medication will be returned to the pupil's parents or destroyed. This action should be noted on the health record.
10. Medication may be dispensed by the school nurse or by the child's teacher or school secretary if they have been trained in nonparental drug administration.
11. Nonprescription medications (over-the-counter) should not be administered by school personnel. Exceptions to this are those approved by the County Medical Society.
12. The school will not be held responsible for monitoring the usage of medications by a child during school hours when the student carries and self-administers his/her own medications.

If at any time the medication storage drawer, cabinet, or refrigerator is broken into, accounting of the medication must be done immediately. The school administration should notify police and parents immediately of any loss.

When parents are unable to bring medication to school, bus drivers may accept and transport medication to school. On these occasions, the bus driver should accept only the prescription containers filled by the pharmacist. A form requiring the signature of parents, bus drivers, and school building employee responsible for accepting medications will be provided.

Parents may be required to administer medication if prior arrangements have not been made with school officials.

**IMMUNIZATIONS/HEALTH CERTIFICATES**

West Marshall Board Policy requires a certificate of health from a licensed physician for all students enrolling in kindergarten. This certificate must be on file in the elementary office on or before the starting date of school in the year a student begins kindergarten.

Prior to this initial enrollment in kindergarten, every child shall submit to the principal one of the following statements:

- 1. A signed valid Iowa Department of Public Health Certificate of Immunization, or;
- 2. A signed valid Iowa Department of Public Health Certificate of Immunization Exemption (medical/or/religious).

The state also now requires lead screenings and dental screenings for students entering kindergarten and those entering high school.

**New Iowa Vaccine Requirement**

The Iowa Department of Public Health (IDPH), Bureau of Immunization requires the tetanus, diphtheria, and pertussis (Tdap) vaccine for students enrolling in 7<sup>th</sup> grade. This requires a one time booster also.

**ATTN: Parents of Home School Students**

Home school students **must** have immunization records! Children who are being home schooled must follow the same immunization requirements as any other school-aged child. A certificate or exemption cards must be filed at the school where the child would normally attend if they were enrolled in a school district. (Refer to the Iowa Administrative Code Education [281] Title V Nontraditional Students, Chapter 31, Competent Private Instruction and Dual Enrollment.) Questions? Contact the school nurse at 641-483-2671.

**NOTIFICATION TO PARENTS**

Parents/guardians in the West Marshall Community School District have the right to 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 schoolwide Title I program.

Parents/guardians may request this information from the superintendent's office by calling 483-2660, or sending a letter of request to: Office of Superintendent, P. O. Box 475, State Center, IA 50247.

**NATIONAL SCHOOL LUNCH PROGRAM**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

**Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

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

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

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

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

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

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

- 1. Protected information surveys of students;

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

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. West Marshall will develop and adopt 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. West Marshall will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. West Marshall 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. West Marshall 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. 20202-5920

#### CIVIL RIGHTS NOTIFICATION

It is the policy of West Marshall CSD not to discriminate on the basis of race, creed, color, sex, sexual orientation, age, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have questions or grievances related to

compliance with this policy by West Marshall, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14<sup>th</sup> St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site:

<http://www.state.ia.us/government/crc/index.html>

#### LOCKER INSPECTIONS

The 1997 General Assembly made changes to the law on locker inspection. Student lockers are the property of the school. Students shall use the lockers assigned to them for storing their school material and personal items necessary for attendance at school. It shall be the responsibility of students to keep their assigned locker clean and undamaged. Expenses to repair damage to lockers are charged to the student.

A student, the student's belongings, locker or car may be searched by school officials whenever they have a reasonable suspicion that the student has violated or is violating either the law or school rules bearing on the order of safety and that the search will produce evidence of the violation. The student may be invited to be present for the search when feasible. Any contraband (items possessed in violation of law or school rules) will be confiscated and may be turned over to law enforcement.

Locker inspection may be conducted by school officials without any suspicion of wrong doing by students. Either the student whose locker is being inspected or another person shall be present when a school official conducts a locker inspection.

#### SCHOOL BOARD MEMBERS

Tom Hemesath-President  
 April Coulter  
 Rodney Honeck  
 Shawn Meyer  
 Ryan Pfantz  
 Don Porter  
 Bob Ranson

#### SCHOOL ADMINISTRATORS

Jacy Large, Superintendent  
 Kristian Einsweiler, High School Principal  
 Jeffrey A. Barry, 6-8 Principal  
 Christina deNeui, PK-5 Principal

#### FERPA NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS

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. 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 [or appropriate school official] 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 or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 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 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 to perform a special task (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. [Optional] Upon request, the School 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 re-request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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 Avenue, SW  
Washington, DC 20202-5901**

La Ley de Derechos Educativos de la Familia y la Confidencialidad (*Family Educational Rights and Privacy Act*), conocida por sus siglas en inglés FERPA, confiere a los padres y los estudiantes mayores de 18 años (denominados “estudiantes aptos”) ciertos derechos con respecto a los expedientes académicos o registros educativos del estudiante. Estos derechos son:

(1) El derecho a inspeccionar y revisar el expediente del estudiante en un plazo de 45 días contado de la fecha de petición de acceso.

El padre o estudiante apto debe presentar al director de Escuela [o el correspondiente funcionario escolar] una petición por escrito que señale el documento o los documentos que desea inspeccionar. El funcionario de escuela se encargará del acceso y de notificar al padre o el estudiante apto respecto a la hora y el lugar donde los documentos se pueden inspeccionar.

(2) El derecho a solicitar una modificación del registro que el padre o el estudiante apto estime inexacto o equívoco.

Un padre o estudiante apto puede pedirle a la escuela que se modifique un registro que él considere inexacto o equívoco. Debe dirigirse por escrito director de la escuela [o al correspondiente funcionario], señalar con claridad la parte del registro que desea que se modifique, y especificar por qué es inexacto o equívoco. Si la escuela determina no modificar el registro en el sentido de la petición presentada por el padre o el estudiante apto, la escuela notificará al padre o el estudiante apto sobre la decisión y le avisará sobre su derecho a una audiencia en relación con la petición de modificación. Se proporcionará información adicional al padre o el estudiante apto sobre el procedimiento de audiencia al ser notificado sobre el derecho a audiencia.

(3) El derecho a dar consentimiento para la divulgación de información susceptible de identificación personal contenida en los expedientes académicos del estudiante, salvo en los casos señalados por FERPA que autorizan la divulgación sin consentimiento.

Una excepción, que permite la divulgación sin consentimiento, se trata de la divulgación a los funcionarios escolares con intereses educativos legítimos. Un funcionario escolar es un empleado de la escuela en calidad de administrador, supervisor, instructor, o personal de apoyo (incluyendo el personal de salud o médico y el personal de la unidad de seguridad o policial); una persona que integre el Consejo Escolar; una persona o compañía con la cual la escuela contrate para desempeñar una función particular (como un abogado, un auditor, un consultor médico, o un terapeuta); o un padre o estudiante que se desempeñe en un comité oficial, tal como un comité de disciplina o de procedimientos conciliatorios de disputas laborales, o que asista a otro funcionario escolar en el ejercicio de sus funciones.

Un funcionario tiene un interés legítimo si el funcionario necesita revisar un registro educativo a fin de cumplir con su responsabilidad profesional.

[Optativo] A petición, la escuela divulgará sin consentimiento registros educativos a los funcionarios de otro distrito escolar en donde el estudiante piensa o pretende matricularse. [NOTA: Según lo dispuesto por FERPA, un distrito escolar tiene la obligación de hacer un intento razonable de notificar al padre o el estudiante apto sobre la

petición de expediente a no ser que se señale en su notificación anual que tiene la intención de hacer llegar los expedientes en respuesta a la solicitud.]

(4) El derecho a presentar un reclamo ante el Departamento de Educación de EE.UU. respecto al presunto incumplimiento con los requisitos de FERPA por parte de la Escuela. El nombre y la dirección de la Oficina que administra FERPA son:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

[NOTA: Además, puede ser conveniente para una escuela incluir su aviso público de información de directorio junto con su notificación anual de derechos conforme a FERPA, según lo dispuesto por § 99.37 de las regulaciones.]

### **Area Education Agency 267**

The West Marshall Community School District and Area Education Agency 267, with the approval and support from the Iowa Department of Education, offers great opportunities for teachers and students to receive assistance when education problems arise.

Under current procedures, AEA 267 staff such as school psychologists, consultants, speech-language pathologists, audiologists, school social workers and early childhood special education teachers is considered part of the educational team. They, together with the special education teachers employed by our school, have opportunities to provide consultative services to all teachers and to work with any individual who is in need of help. If your child is experiencing learning or behavioral problems either at home or in school, you as a parent will be involved in the problem solving activities and the planning of interventions for your child. The interventions developed may include direct service outside the classroom. Together, we will discuss what you may do at home to help your child succeed in school.

### **Multi-Tiered System of Supports (MTSS)**

The District is expected to provide an annual notice to parents of their multi-tiered system and supports problem solving process. Notice: The MTSS process is available to all students. This process is interactive and ongoing. It involves teams of individuals collaborating with one another to create academic/behavioral intervention designed to meet the diverse needs of individual students. Members of MTSS teams include parents, educators, caregivers, administrators, AEA 267 support staff, and others who are knowledgeable about the educational needs of a student.

The purpose of our MTSS process is to identify and implement academic/behavioral intervention strategies

that address individual student needs in general education classroom settings. The MTSS process involves direct and frequent monitoring of student progress in the area of concern. It is also part of the assessment process that is used to determine whether or not a student needs to be considered for special education services.

### **DENTAL SCREENING REQUIREMENT FOR SCHOOL ENROLLMENT**

Children enrolling for the first time in an Iowa elementary or high school are required to have a dental screening.

#### **ELEMENTARY**

- Applies to Kindergarten students.
- Screening must occur no earlier than age 3 but prior to age 6.
- Screenings can only be performed by: dentists, dental hygienists, physicians, nurses, or physician assistants.

#### **HIGH SCHOOL**

- Applies to 9<sup>th</sup> grade
- Screening is valid from one year prior to enrollment to 4 months after enrollment date.
- Screenings can only be performed by: dentists or dental hygienists.

Required forms and additional information on the school dental screening requirement can also be found at:

[www.idph.state.ia.us/hpcdp/oral\\_health\\_school\\_screening.asp](http://www.idph.state.ia.us/hpcdp/oral_health_school_screening.asp)

### **Code No. 506.2E1**

The West Marshall Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. A copy of the School district's policy is available for review in the office of the principal of all of our schools.

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

Even though student address and telephone numbers are not considered directory information, military recruiters and post-secondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters and post-

secondary institutions to access the information must ask the school district to withhold the information.

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 August 15 of each school year. If you desire to make such a refusal, please complete and return the following information

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

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by the first day of school to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, EMAIL ADDRESS, DATE AND PLACE OF BIRTH, 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.

DATE \_\_\_\_\_, 20\_\_\_\_

**West Marshall Community School District**

Parental Directions to Withhold Student/Directory Information for 2016-2017 school year.

Student Name: \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Grade: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Legal Guardian/Custodian Date

This form must be returned to your child's school no later than the first day of school each year.

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Parental Directions to Withhold Student Names, Addresses and Phone Numbers from Military Recruiters and Post-Secondary Educational Institutions for 2016-2017 school year.

Student Name: \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Grade: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Legal Guardian/Custodian Date

This form must be returned to your child's school no later than the first day of school each year.