

OFFICIAL NOTICES IN THIS ISSUE

This newsletter contains numerous official notices relating to state and federal standards and announcements. Parents are encouraged to retain this issue as a reference throughout the school year.

Topics Covered:

Open Enrollment
 Notice of Nondiscrimination
 School Discipline
 Student Accident Insurance
 School Cancellations For Bad Weather
 Anti-bullying/Harassment
 Transportation Video Cameras
 Asbestos Management Plan
 General Education Intervention
 Locker Inspections
 Cafeteria Procedures
 McKinney-Vento Homeless Education Act
 Use Of Directory Information
 Notice: Corporal Punishment, Restraint, and
 Physical Confinement and Detention

OPEN ENROLLMENT

Parents and guardians wishing to file open enrollment forms for the 2019-2020 school year, must pick up applications from the Superintendent's office. The forms must be returned to both the resident and the receiving districts by March 1, 2019 for grades 1st – 12th and by September 1, 2019 for Kindergarten. An application may be made at anytime by a parent or guardian who moves out of the resident district and desires to have their pupil remain in that district under open enrollment with no interruption of the educational program.

For further details contact the Superintendent's Office at 641-784-3351.

NOTICE OF NONDISCRIMINATION
Board Policy 102.E1

The Lamoni Community School offers career and technical programs in the following areas of study:

Agriculture
Business
Family Consumer Services

It is the policy of the Lamoni Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact

Guidance Counselor
 Lamoni Community Schools
 202 N Walnut
 Lamoni, Iowa 50140
 641-784-3351

SCHOOL DISCIPLINE

The Lamoni Community School Board of Directors affirms its intent to support the school discipline policies, its' intent to support school staff that enforces the discipline policies, and its intent to hold school staff accountable for implementing the discipline policies.

STUDENT ACCIDENT INSURANCE

The school district does not provide accident insurance to cover injuries, which occur at school or during school-related activities.

The school provides worker's compensation for employees like all employers do, but there is no coverage for students. A school insurance plan is available to parents if a school-aged child is not covered by the family coverage. Information will be available at registration and in the Superintendent's Office.

SCHOOL CANCELLATIONS AND DELAYS DUE TO BAD WEATHER

In case of bad weather, avoid calling your child's school; instead, please check the following media:

KAAN RADIO FM 95.5
WHO RADIO AM 1040
Channel 5-WOI-TV Des Moines
Channel 8-KCCI-TV Des Moines
Channel 13-WHO-TV Des Moines

Information is available starting at approximately 6:30a.m. Unless you see or hear an announcement, assume school is running as usual.

ANTI-BULLYING/HARASSMENT BOARD POLICY 104

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and

practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment.

Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

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: 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. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension or expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If, after an investigation, a school volunteer is found

to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;

- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report.

Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The school nurse or designee will be responsible for handling all complaints by students alleging bullying or harassment. The school nurse or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the

investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site

and a copy shall be made available to any person at the Central Administrative Office at: 202 North Walnut
Lamoni, IA 50140.

LOCKER INSPECTIONS

A school district is allowed to inspect any number of lockers at any given time, as long as the student is present for the inspection. But, as school district policy, the board must first provide a one-time written notice to students and parents telling them, that lockers may now be inspected in this manner. This statement serves as the required notice.

TRANSPORTATION **VIDEO CAMERAS**

The Lamoni 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, and 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 will 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.

ASBESTOS MANAGEMENT PLAN

Chart Services was requested by Lamoni Community Schools to review and prepare an asbestos management plan identifying the presence of asbestos within our school buildings. Chart Services' federally certified inspectors, planners, public health and engineering consultant worked in conjunction with school administrative personnel to identify asbestos-containing building products. Asbestos is a mineral fiber associated with increased levels of disease when inhaled. The risk rating procedures which Chart Services used in commenting on the asbestos were developed in conjunction with national experts in the areas of industrial medicine, toxicology, industrial hygiene and engineering. After reviewing the characteristics of our buildings, a management plan was prepared for each building, a copy of which is maintained in the Superintendent's Office.

Buildings include high school, middle school, elementary, and ag building. The following building has known asbestos:

Elementary -thermal pipe insulation
-vinyl floor tile

Asbestos is a health risk only when it is loose, crumbled or crushed so that fibers are released into the air. None of the asbestos in our buildings is in that condition. Dan Boswell, Director of Maintenance, has received special training and is certified to do repairs if the asbestos containing insulation is torn or damaged. Lamoni School District implemented this management plan on July 9, 1989 and will conduct a periodic surveillance of all asbestos materials to assure that it will not become a health hazard.

GENERAL EDUCATION **INTERVENTION**

The Lamoni School District strives to make every student's educational experience a successful one. To ensure success of all students, we sometimes must make accommodations and/or modifications for particular students. These modifications and accommodations are referred to as general education interventions. They involve attempts to correct a student's academic or behavioral difficulties in a systematic fashion in a student's regular classroom. Teachers work with a team of teachers from their building to develop interventions to correct a student's difficulties. If initial interventions are ineffective at correcting the difficulty, further interventions may be attempted or a child's parent(s) may be contacted about the possibility of a full and individual evaluation for their child. At that time, we enlist the support of professional staff from Green Hills Education Agency to assist in developing these accommodations and modifications. Professional staff, from GHAEA, consists of Speech-Language

Pathologists, Itinerant Hearing and Vision Teachers, Occupational Therapists, Transition/Work Experience Instructors, School Social Workers, and School Psychologists. If involved, staff from the GHAEA may assist through their work with our team of teachers in a particular building, through observations of a child in the child's classroom, and through review of a student's educational record. Prior to any direct involvement (i.e. talking with a student) of the GHAEA staff with a particular student, a parent's permission must be secured through their signing of an "Informed Consent" form. Regardless of the type of involvement, direct or indirect, GHAEA staff is to keep the length of their involvement brief (i.e. through indirect contact or no more than two occasions for a particular child).

CAFETERIA PROCEDURES

Each family will have an account for meals. Each student from a family will withdraw from the account when eating in the cafeteria. Children from families whose income is at or below the levels determined by the State of Iowa are eligible for free or reduced meals.

Code No. 710.4
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MEAL CHARGES

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

Payment of Meals

Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than \$5.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Families may add money to student accounts online through our JMC system, make payments to the secretaries in the building offices or directly to the lunch supervisor.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. The school district may provide an alternate meal that meets federal and state requirements to students who have charged the maximum allowance to the student account and cannot pay out of pocket for a meal.

Employees may use a charge account for meals, but may charge no more than \$5.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$0. Families will be notified by automated JMC notification emails or letters sent home. Negative balances of more than \$0, not paid prior to the end of the month will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

If you have any questions contact Curt Manchester, Cafeteria Supervisor, at 784-3351.

**MCKINNEY-VENTO HOMELESS
EDUCATION ACT**

Congress authorized this act in December 2001, as part of the No Child Left Behind Legislation. The purpose of the McKinney-Vento Act is to remove barriers to education for homeless/transitional students and provide educational stability. Who is considered McKinney-Vento eligible? Any child who lacks fixed, regular and adequate

nighttime residence is considered homeless, and includes those who are temporarily sharing housing with others due to loss of housing or economic hardship. It also includes children and youth, transitional housing programs and children in foster or temporary placements.

Chapter 33 of Iowa Administrative Code defines "Homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is

living in circumstances described in paragraphs "1" through "3" above.

Use Of Directory Information

Code No. 506.2R1

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.

**Notice: Corporal Punishment,
Restraint, and Physical
Confinement and Detention**

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

abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent. If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: www.iowa.gov/educate.

**No Child Left Behind Requirement
Parents'/Guardians' Rights Notification**

Parents/Guardians in the Lamoni Community School District have the right to learn about the following qualifications of their child's teacher/paraprofessional: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher/paraprofessional, 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 Office of the Superintendent by calling 641-784-3351 or by sending a letter of request to the Office of the Superintendent, 202 N Walnut, Lamoni, Iowa 50140.

The Lamoni Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.

**ABUSE OF STUDENTS BY SCHOOL
DISTRICT EMPLOYEES**

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in the student handbook published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy.

Level I Investigator- High School Principal
Level I Investigator Alternate-
Elementary School Principal
Level II Investigator- Law Enforcement