

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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.

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. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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 20202-4605*

HUMAN GROWTH & DEVELOPMENT

Iowa School Standards require that we "... provide instruction in human growth and development including instruction regarding human sexuality, self-esteem, stress management, interpersonal relationships, and AIDS as required in Iowa Code 256.11 in grades 1-12."

PARENTS HAVE A RIGHT TO INSPECT MATERIALS USED FOR THIS INSTRUCTION, AND A STUDENT SHALL NOT BE REQUIRED TO TAKE INSTRUCTION IF THE PARENT/GUARDIAN FILES A WRITTEN REQUEST WITH THE PRINCIPAL FOR THE STUDENT TO BE EXCUSED.

RELEASE OF STUDENT INFORMATION

The Alta-Aurelia School District collects and maintains records for each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his/her education and may include the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, and objective counselor or teacher ratings and observations. The records of each student are located in the school building of attendance. 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 within 15 days of enrollment to the principal. The objection needs to be renewed annually. By federal law, directory information may include: student's name, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, photograph and other likeness.



ASBESTOS NOTIFICATION

The Alta-Aurelia CSD has asbestos management plans prepared for all school buildings in the districts. These plans are available for your inspection Monday through Friday, during regular school office hours at each building office. All district buildings have been inspected as part of the required Asbestos Hazard Emergency Response Act (AHERA).

Asbestos is an issue with which we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress to solve any problems schools may have with asbestos containing materials.

All Alta school buildings were first inspected in 1989. The buildings containing asbestos have been re-inspected every three years by a certified asbestos inspector as required by AHERA. We also do a six month surveillance and re-inspection every three years. The middle school (now high school) and new pre-school addition does not contain asbestos materials.

There was an asbestos abatement in the Aurelia School, 300 Ash Street, Aurelia IA during renovations that began in June 2022. There was an asbestos abatement in the Alta Elementary School, 1009 South Main Street, Alta, IA during cleaning that occurred in June 2022. Should you have any questions, you may contact Denny Olhausen at the Central Offices in Alta or Aurelia.

NO CHILD LEFT BEHIND

In accordance with the No Child Left Behind Act of 2001, the Alta-Aurelia District ensures that each teacher in our school system is "Highly Qualified" as determined by the following standards:

1. A Highly Qualified Teacher holds a minimum of a bachelor's degree.
2. A Highly Qualified Teacher has obtained full state certification or licensure.
3. A Highly Qualified Teacher has demonstrated subject area competence in each of the academic subjects in which the teacher teaches.

Alta-Aurelia is committed to maintaining a quality instructional staff for the students in our district. Notification will occur should their child be taught for four or more consecutive weeks by a teacher who is not highly qualified.

HARASSMENT

All members of the Alta-Aurelia Community School District, including, but not necessarily limited to, the Boards, administration, faculty, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of Board Policy.

Violations of this policy by students will be cause for disciplinary actions up to and including suspension and expulsion. School employees shall be responsible for promoting understanding and acceptance of, and assuring compliance with state and federal laws and Board policy and procedures governing sexual harassment within the school setting.

ALLEGATIONS OF ABUSE OF STUDENT BY SCHOOL EMPLOYEES

Alta-Aurelia has an adopted policy and procedures calling for the prompt investigation of abuse of students by school employees. The board has designated Maggie Lenhart in Aurelia, and Belinda Shea in Alta as Level 1 Investigators and alternates. Maggie Lenhart may be contacted at 434-2284. Belinda Shea may be reached at 200-1331

HOMELESS CHILDREN & YOUTH

Policies and procedures are in place to identify and serve children and youth considered to be "homeless." Children and youth so identified are entitled to all education and services on the same basis as those provided to resident students.

MILITARY OPT-OUT

The No Child Left Behind Act of 2001 (Section 9528) requires that high schools must provide military recruiters access to student names, addresses and telephone listings. Parents, or students 18 years of age or older, may request that this information not be provided without written parental/guardian consent and districts must comply with all such request. A form is available in the high school office to request that the school withhold release of a student's private information to military recruiters.

Open Enrollment

The Iowa Legislature passed legislation early this summer which made changes in Open Enrollment, Parents/guardians may now apply for open enrollment at any time without the need for good cause and would restrict the resident district from denying the request. Upon enactment of the changes, an application could be denied by the receiving district if:

- The application violates the district's insufficient classroom space policy,
- The district does not have the appropriate special education program,
- The application would adversely affect the district's implementation of a court-ordered desegregation plan, or
- The student has been expelled or suspended.

If a parent/guardian moves and wishes for their student to continue at the original resident district under open enrollment, often known as the "continuation rule", requests cannot be denied due to insufficient classroom space policies.

Unless an exception applies, the General Transfer Rule (Iowa Admin. Code r. 281-36.15(3)) prohibits a student athlete from participating in varsity athletics for 90 school days (not including summer school) after transferring from one Iowa High School Athletic Association (IHSAA) or Iowa Girls' High School Athletic Union (IGHSAU) member or associate member school or school district to another.



INITIATIONS, HAZING, BULLYING OR HARASSMENT

Harassment, bullying and abuse are violations of school district policies, rules and regulations and in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should: tell a teacher, counselor or principal; and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying 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 includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- 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.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- Verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

NON-DISCRIMINATION NOTIFICATION

The Alta-Aurelia Community School District will not illegally 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:

Alta-Aurelia Community School District Equity Coordinator
 Mr. Scott Mitchell
 1009 S Main Street
 Alta, Iowa 51002
 Phone: 712-200-1331

