

## **STUDENT RECORDS**

The Clarksville Community School District collects and maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The board recognizes the importance of maintaining student records and preserving their confidentiality.

Parents and eligible students (those students at least 18 years of age) will have the right to inspect and review the student's records during the regular business hours of the school district.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained, or used by the school district. If the parents or eligible student believes the information in the student records is inaccurate, misleading, or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. (Procedures concerning the district's response to such a request are contained in Board Policy #506.1.)

Personally identifiable information within student records will not be disclosed without the consent of parents or an eligible student with two significant exceptions. 1) Student records may be disclosed in limited circumstances without parental or eligible student's written permission under circumstances applicable as a result of federal or state laws or regulations. Such disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or eligible student. 2) Student directory information (see the explanation in the following section) will be released by the district without parental or eligible student's written permission unless the parents or eligible student notifies the administration in writing within three days of registering the student that they do not want directory information or portions of it to be released without their consent.

For further information about accessing student records, parents or an eligible student may obtain copies of Board Policies #506.1, #506.1R1, and #506.2 by contacting the board secretary in the district's central office.

Parents or an eligible student have the right to file a complaint alleging the school district failed to comply with this policy by contacting the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, Washington, DC 20202-4605.

## **CHILD ABUSE INVESTIGATORS**

Level One Investigators:

Kristi Hannemann, K-12 Principal                      319-278-4273

Level Two Investigator:

Butler Co. Sheriff's Dept.                                      319-267-2410

## **STUDENT DIRECTORY INFORMATION**

All school parents should be aware that the information listed below may be released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student, parent or guardian not wanting this information released to the public, must make objection in writing to the principal or other person in charge of the school that the student is attending within three days of registering the student. It is desirable to renew this objection at the beginning of each school year. If you desire to make such a refusal, please contact the office by August 31, 2021.

Directory information may include but is not limited to the following:

- name, address (physical & electronic), and telephone listing;
- date and place of birth;
- participation in officially recognized activities and sports, weight and height of members of athletic teams;
- awards received;
- image &/or work as part of presentations, programs, or publications, transmissions, or other educational endeavors on the web &/or released to the news media;
- dates of attendance;
- the most recent previous school or institution attended by the student;

- and any other similar information.

## **NOTICE OF NONDISCRIMINATION**

### **Policy #102.E1**

Students, parents, employees and others doing business with or performing services for the Clarksville Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (for employment), religion, national origin, creed, sex, marital status, sexual orientation, gender identity or disability and socioeconomic status in admission or access to, or treatment in, its programs and activities.

It is the policy of the Clarksville 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 Krisit Hannemann, Equity Coordinator, 318 N Mather St, Clarksville, IA 50619, 319-278-4573, khannemann@clarksville.k12.ia.us.

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

### **Policy #104**

Harassment and bullying of or by 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~~ on school property or at any school function or school-sponsored activity.

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;
- 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.

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within *180 days* of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

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

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.

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 to any person at the central administrative office at 318 N Mather, Clarksville, IA 50619.

### **ASBESTOS NOTIFICATION**

The Clarksville Community School District facilities were inspected for asbestos in April 2012 by a certified asbestos inspector as required by the Asbestos Hazard Emergency Response Act of 1986 (AHERA). A certified management planner has developed an asbestos management plan for the district's buildings. A copy of the asbestos management plan is available for inspection in school's administrative office during regular office hours.

### **COMMUNICATIONS**

The Clarksville Community School board encourages positive communication with our patrons. We want to hear from the community about things going on at school.

While we are hopeful that all communication will be of a positive nature, we realize that there will be some occasional concerns. We encourage you to contact the school with those matters also. Please do this at your earliest convenience so that the problem does not intensify. The following steps are suggested to make this process as smooth as possible.

1. Take your concern to the person closest to the problem. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved.
2. Present your concern to the next level, usually the building principal. However, supervisors will rarely have ready access to the information they need to be of immediate assistance and working through them will often require additional time.
3. Speak with the superintendent. Recognize, though, that the above comment regarding ready access to information also applies to the superintendent.
4. If all the above have not produced a suitable answer, contact your school board members.

By communicating and working together we will try to address your concerns in a positive and productive way for the benefit of our children.

### **CHILD CUSTODY**

From time to time custody issues arise regarding students enrolled in school. If specific, legal custody restrictions apply to your child, it is important to file copies of the official legal documents that define the restrictions regarding custodial rights with the office of the school your child attends. When no official, legal restrictions regarding custodial rights are on file, the school is legally obligated to assume equal rights for both parents regarding access to student information, visitation, and picking the student up from school.

### **SPECIAL EDUCATION RIGHTS**

When your child has been referred for special education classes, federal and state laws provide parents/guardians with specific rights. Some of these rights include:

1. The right to be contacted and told what the school plans to do about your child's education program. This must be done before your child can be tested or is placed in a special education program.
2. The right to consent. This means the school has to have your permission before your child is put into a special education program.
3. The right to a full evaluation of your child's needs. If you don't agree with what the school finds out, you can have one done outside of school.
4. The right to see what records are kept on your child. Records include tests, grades, reports, and other information the school has kept on your child.
5. The right to privacy of information. No one may see your child's records unless you give permission in writing. The only people who don't have to have that permission in writing are people like your child's teacher or other school officials who are planning your child's education program.
6. The right to have your child in classes with children who are not in special education classes. This means that as much as is possible your child has the right to be with regular education students.
7. The right to be part of your child's Individual Education Program (IEP) meeting and to help develop your child's IEP.
8. The right to have someone help you develop the IEP for your child. This person can be another parent, a teacher, a lawyer, or a friend and is called an advocate.
9. The right to appeal decisions made by the school about your child's diagnosis or placement.

If you need further information, please contact your child's principal or the superintendent.

### **SECTION 504 RIGHTS**

Section 504 of the Rehabilitation Act of 1973 granted students with handicaps and their parents rights with respect to a free appropriate public education. Questions about these rights and requests for hearings should be made to the appropriate compliance officer.

Building Compliance Officers:

Kristi Hannemann 319-278-4273

District Compliance Officer:

Mark Olmstead 319-278-4008

### **GENERAL EDUCATION INTERVENTION**

The General Education Intervention (GEI) process is a solution-focused approach to problem-solving that allows educators, parents, and students to develop and implement intervention strategies that address student academic, behavioral, and/or social concerns. The GEI process is available to all students. It involves teams of individuals collaborating with one another to systematically create and implement academic/behavioral/social intervention strategies that meet the diverse needs of individual students. Members of GEI teams include parents, educators, caregivers, administrators, AEA 267 support staff, and others who are knowledgeable about the educational needs of a student.

GEI teams will implement academic/behavioral/social intervention strategies in general education classroom settings. The process involves collecting baseline data relative to the academic/behavioral/social concern, developing intervention strategies, implementing strategies, monitoring student progress in the area of concern, and evaluating the effectiveness of intervention strategies. 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.

For more information about the district's GEI problem-solving process, contact your building principal.

### **OPEN ENROLLMENT**

Parents/guardians considering the use of the open enrollment option to enroll their child or children in another public school district in the State of Iowa should be aware of the following.

Parents/guardians of open enrollment students whose income falls below the 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 the loss of athletic eligibility.

For further details contact the Superintendent's office at 319-278-4008.

### **POST-SECONDARY ENROLLMENT OPTIONS ACT (PSEO)**

The Post-Secondary Enrollment Options Act allows high school juniors and seniors who qualify to enroll in a class or classes at a post-secondary school and receive up to \$250 for "actual and customary costs of tuition, textbooks, materials and fees directly related to the course...." Transportation arrangements and costs must be borne by the student.

Courses available to students participating must be nonsectarian and not comparable to courses offered by Clarksville High School.

Credit will be given by the post-secondary school and Clarksville High School upon successful completion of the course.

The application procedure includes the completion of forms by the student, Clarksville High School, and the post-secondary school. These forms are available in the high school guidance office. If you are interested in participation in this program, please contact the guidance office for more details on procedures, support services available, scheduling, and your responsibilities.

### **HUMAN GROWTH & DEVELOPMENT**

The school district's K-12 health curriculum follows prescribed Iowa law to offer "instruction about personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life, substance use and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body, emotional and social health, health resources, prevention and control of disease, including characteristics of communicable disease."

Parents who object to health education instruction in human growth and development may file a written request that the pupil be excused from instruction. The written request shall include a proposed alternate activity or study which must be acceptable to the building principal and the superintendent. The superintendent shall have the final authority to determine the alternate activity or study.

### **FREE & REDUCED PRICE MEALS & FEE WAIVERS**

Information about and applications for free and reduced price meals are attached to this mailing.

Students whose families meet the income guidelines for free and reduced price meals, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Parents or students who believe they may qualify for temporary financial hardship should contact the school for a waiver form. This form does not carry over from one year to the next and must be completed annually.

### **PARENT NOTIFICATION FOR NO CHILD LEFT BEHIND ACT**

#### **Parents'/Guardians' Rights Notification:**

Parents/Guardians in the Clarksville Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of the child's teacher, and baccalaureate/graduate certification/degree.

Parents/Guardians may request this information from the Office of the Superintendent by calling 319-278-4008 or by sending a letter of request to Office of the Superintendent, 318 N Mather St, Clarksville, Iowa 50619.

### **HOMELESS STUDENTS**

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

The Clarksville Community School District will make a concentrated effort to locate and identify any homeless children or youth of school age who are found within the borders of the Clarksville Community School District, whether or not they are enrolled in school.

The Clarksville Community School District Board of Directors will examine and revise, if necessary, existing school policies or rules that create barriers to the enrollment of homeless students. It will also encourage the school administration to cooperate with homeless agencies and organizations to explore comprehensive, equivalent alternative educational programs and support services for homeless students when necessary.

If you are aware of any student or students who meet the definition of homeless, please contact Courtnee DeMuth (319-278-4273) so a concentrated effort can be made to enroll the child or youth in school.

#### **INSURANCE:**

**All athletes must have either their own coverage before participation in practices and/or events.** Those having personal coverage must have a waiver on file, indicating that they have insurance.

#### **IOWA SCHOOL BUS LAW**

The most frightening and potentially the most dangerous experience that can happen to school bus drivers and their passengers is the violation of Iowa's school bus law by motorists. It is of the utmost importance that all motorists be aware of their responsibility when following or approaching a school bus.

In Section 321.372(3), the *Iowa Code* states:

**“The driver of any vehicle when meeting a school bus on which the amber warning lights are flashing shall reduce the speed of said vehicle to not more than twenty miles per hour, and shall bring said vehicle to a complete stop when the school bus stops and stop signal arm is extended and said vehicle shall remain stopped until the stop arm is retracted after which the driver may proceed with due caution.**

**“The driver of any vehicle overtaking a school bus shall not pass a school bus when red or amber warning signal lights are flashing and shall bring said vehicle to a complete stop not closer than fifteen feet of the school bus when it is stopped and stop arm is extended, and shall remain stopped until the stop arm is retracted and school bus resumes motion, or until signaled by the driver to proceed.”**

The law was strengthened by the legislature this past session. The driver of the vehicle who violates the school bus signal and stop arm law no longer needs to be identified by the bus driver, school employee, or peace officer. Now only the vehicle needs to be identified. The vehicle's owner becomes responsible for the citation and any subsequent fine or other consequence.

The safety of our children is paramount. Please drive safely!

#### **PHYSICAL EXAMS:**

**All athletes must have a physical exam turned in to their coach or to the secondary office before they may begin practice or participate.** Forms are available at the secondary office. Athletes must also return signed eligibility forms before participation in practices.

#### **FEES**

##### **Book Rent:**

Grades K-5	\$35.00
Grades 6-12	\$45.00

##### **Drivers Education (summer 2022):**

Resident Student:	\$275.00
Non-Enrolled Student:	\$400.00

##### **Activity Tickets:**

Students	\$50.00
Adults	\$75.00
Senior Citizens	\$65.00

##### **Three-year old program, twice weekly**

Monthly Tuition	\$55.00
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Pre-school tuition is due by the first of each month. (August/September tuition is due at registration time.)

#### **MEAL PRICES:**

	<u>Breakfast</u>	<u>Lunch</u>
PK-6	1.30	2.25
7-12	1.30	2.35
Adult	1.80	4.15
Reduced	0.30	0.40
Free	Free	Free
Seconds	1.30	1.40
Extra Milk K-12 & Adults	.35	.35

Parents may contribute whatever dollar amount they wish to their family account, which includes all of their school-age children. **If you do not wish your child to have seconds or extra milk, you must notify the kitchen manager, or your account will be charged for these extras.**

Parents with students receiving free or reduced priced meals should be aware that the free & reduced priced meal program only provides for one serving of each meal. This program does not provide for snack milk or for seconds. Therefore, if parents of students receiving free or reduced priced meals desire that their children have access to snack milk or seconds, they will need to provide funds for such services in the family's nutrition account.

### **MEAL CHARGES**

In accordance with state and federal law, the Clarksville Community School District 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. Applications for Free and Reduced Meals are available in the District office and all school building offices. Applications will be offered to parents with communication of low or negative balances.

### **Payment of Meals**

Students have use of a family meal account. When the family nutrition account balance reaches \$0.00 a student may charge no more than \$10.00 to this account. When the account is in the negative, student purchasing of ala carte items will not be allowed, including snack milk. When the family meal account reaches the negative \$10.00 limit, a student shall not be allowed to charge further meals or ala carte items, including snack milk, until the negative account balance is paid.

Communications with the home will continue during this time.

Parents may add money to their family nutrition account via online payments through JMC online parent portal or send money with the student to the building office for deposit to their family meal account. Any returned check will be debited to the family nutrition account along with any bank fees.

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.

Employees have use of a meal account, but may not charge to this account.

### **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 impending low balance when 5 days, or fewer, of usage remain in family account and for outstanding negative balance once the balance reaches a negative account. Families will be notified by email, letters sent home, phone call or other means available through JMC. Negative balances of more than \$10.00, not paid prior to the end of the school year 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.

### **Communication of the Policy**



The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The superintendent may develop an administrative process to implement this policy.

### **DRESS AND APPEARANCE**

Students at Clarksville High School are to dress in a neat and clean manner. Recognizing that grooming styles, clothing and appearance are an individual choice, the following guidelines are to be followed:

1. No advertising of illegal substances, including but not limited to, tobacco, alcohol, establishments where alcohol is promoted and illegal drugs.
2. Nothing that could be considered sexually suggestive, obscene or promoting any type of violence or violent activity will be allowed.
3. Anything that could be related to gang apparel, including body/clothing/physical property, and display of symbols.
4. Holes in jeans and/or pants will be allowed if they are at knee length or below.
5. Hats/caps, scarves, headbands and sunglasses may be worn or carried to school but are to be placed in lockers and not worn from the hours of 7:00 am-4:30 pm.
6. Clothing which exposes the stomach, back, or any undergarment is not allowed.
7. Wallet chains are not to be worn during school hours.
8. Shoes must be worn in the building at all times.
9. Biking shorts may be worn only under another article of clothing. Short shorts or dresses will not be permitted. Short shorts or dresses are generally defined as those shorts or dresses that are above the fingertips when the arms are relaxed at one's side. Because of current fashion come clothing may not meet these guidelines, but may in fact be appropriate to wear. Administration and the guidance counselor will have final say in this matter.
10. Pajama bottoms or similar type material such as "scrubs" will not be permitted.

### **CELL PHONES/TELEPHONE**

Cell phones are not to be used or activated during class periods, in bathrooms, or in any locker rooms. Any student has access to the telephones during class time through the main office. Parents may call and leave messages for their child through the school office. Study halls are considered important to the education of the student. Study halls are considered the same as a class; cell phone use is not permitted during class periods.

In general and basically speaking, cell phones may be used only before school, during morning break time, lunch times or after school.

**Violation of the school cell phone policy will result in the confiscation of the cell phone. Confiscated cell phones will only be returned to the parent of the owner. Repeat offenses of the cell phone policy will result in more severe disciplinary action.**