



Independence

Community School District

1207 First Street West
Independence, Iowa
50644

Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Family Educational Rights and Privacy Act 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. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. 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

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responsible citizens”*

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.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Public Notice

Annual Notice

Regarding Student Records, Directory Information,
Homeless Definition/Board Responsibility and
Equal Educational Opportunities

Student Records:

The Independence 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/her records: Identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, 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 which he/she is attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each school building. The district policy on student records can be secured on request. The name and position of the person responsible for maintenance of student records of each school building is listed below.

<u>Building/Grade Level</u>	<u>Name</u>	<u>Position</u>
Jr/Sr High School 7-12	Bret Adams	Guidance Counselor
Jr/Sr High School 7-12	Shalon Frye	Guidance Counselor
Jr/Sr High School 7-12	Jeanne Bachman	Guidance Secretary
West Elem 3-6	Greg Moen	Guidance Counselor
East Elem K-2 & BCSC 9-12	Holly Honey	Guidance Counselor
West Elementary 3-6	Jami Tekippe	Building Secretary
East Elementary K-2	Janette Hopkins	Building Secretary
Early Childhood Center	Teresa Barske	Building Secretary

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials, teachers and AEA personnel with a legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state and local government when auditing and evaluating Federal education programs.
4. Officials connected with a student's educational financial aid applications.
5. Governmental officials to which information is to be reported under state law adopted prior to November 19, 1974.
6. Organizations which process and evaluate standardized tests.
7. Accrediting organizations for accrediting purposes.
8. Parents of dependent children, regardless of child's age.
9. Appropriate parties in a health or safety emergency.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary to middle school level to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records at a reasonable cost, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records

explained. Upon written request parents may request qualifications of child's teacher. Records are available at the Independence Community School Districts Administration Office, 1207 First Street West, Independence, IA 50644.

The principal in charge of each attendance center may release the following types of information to the public when requests are made in writing, where appropriate, keeping in mind the privacy of the student and the student's family and the totality of the surrounding circumstances: 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 and other similar information as might be posted on district web site, newsletter, Channel 8 and local newspaper.

If you do not want any information released, please notify your child's Principal by submitting a Form 506.2E1, available on the district website or at the Central Administration Office, by September 30th of this school year. Parents not wanting information released to the military or to post-secondary institutions must specifically state that in writing. Inquires regarding compliance with the Family Educational Rights and Privacy Act may be directed to the Superintendent, 1207 First Street West, Independence, IA 50644. Phone: 319-334-7400.

Students and parents may file with the Department of Education, complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to: The Family Educational Rights and Privacy Act Office, Department of Education, Switzer Building, 330 C. Street S.W., Washington, D.C. 20201.

Homeless Definition:

A homeless child or youth is defined as a child or youth from age three years through 21 years ("*Preschool child*" is defined as a child who is three, four, or five years of age on or before September 15, "*Unaccompanied youth*" is defined as a youth not in the physical custody of a parent or guardian) lacks a fixed, regular, and adequate nighttime residence and includes the following:

- a. A child or youth 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 ground 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;
- b. 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;
- c. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; and
- d. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in subparagraph (a) through (c) above.

Responsibility of the Board of Education:

The Board of Directors of the Independence Community School District has three responsibilities:

1. Locate and identify homeless children or youth of school age who are found within the district, whether or not they are enrolled.
2. Homeless posters are posted pertaining information encouraging homeless children and youths of school age to enroll in the public school at community shelters and other locations in the district where services or assistance is provided to the homeless.
3. Examine and revise, if necessary, existing school policies or rules that create barriers to the enrollment of homeless children and youths, consistent with these rules. School districts are encouraged to cooperate with homeless agencies and organizations to explore comprehensive, equivalent alternative educational programs and support services for homeless children and youth when necessary to implement the intent of these rules. (281-33.3)

The Board of Education has adopted policies compliant with Federal and State mandates to govern the identification and accommodation of homeless children in the district.

A liaison has been appointed to oversee the implementation of homeless policies and programs in the district.

Equal Education Opportunities:

The board will not discriminate in its educational activities on the basis of race, color, creed, national origin, religion, gender, socio-economic status, disability, sexual orientation, gender identity or marital status.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, creed, religion, gender, socio-economic status, marital status, national origin, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Danielle Meyer, Director of School Improvement at 334-7400 or via email at dmeyer@independence.k12.ia.us

The Independence Community School District's policies and procedures concerning educational opportunities are listed below. The policies are available on the district website at www.independence.k12.ia.us. Copies can be obtained by contacting the Central Administration Office at 319-334-7400.

- 501.15 Open Enrollment Transfers – Procedures As A Sending District
- 501.16 Open Enrollment Transfers – Procedures As A Receiving District
- Open Enrollment Handbook can be found on the Department of Education Website
<https://www.educateiowa.gov/pk-12/options-educational-choice/open-enrollment>
- 604.1 & 604.1E1 Competent Private Instruction and Competent Private Instruction Report
- Private Instruction (Homeschooling) Information can be found on the Department of Education Website
<https://www.educateiowa.gov/pk-12/options-educational-choice/competent-private-instruction-home-schooling>
- 604.2 Individualized Instruction
- 604.3 International Study
- 604.4 Program for Talented and Gifted Students
- 604.5 Program for At-Risk Students
- 604.6 Religious-Based Exclusion from A School Program
- 604.7 Instruction at a Post-Secondary Educational Institution
- 604.8 Dual Enrollment
- 604.9 Foreign Students