

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 & BCSC	Shalon Frye	Professional School Counselor
Jr/Sr High School 7-12	Susan Johnson	School Counseling Secretary
West Elem 3-6	Jessica Magnuson-Canady	Professional School Counselor
East Elem K-2	Christie Litterer	Professional School Counselor
West Elementary 3-6	Jami Tekippe	Building Secretary
East Elementary K-2	Janette Hopkins	Building Secretary
Early Childhood Center	Kelly Wygant	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, degrees, honors, and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, 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:

It is the policy of the Independence 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 the district's Equity Coordinator, Erin Burmeister, Director of School Improvement at 334-7400 or via email at eburmeister@indeek12.org

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 Independence Community School District's policies and procedures concerning educational opportunities are listed below. The policies are available on the district website at www.indeek12.org 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
- 603.4 Health Education and Human Growth and Development Student Excuse Form
- Open Enrollment Handbook can be found on the Department of Education Website <https://educateiowa.gov/pk-12/options-educational-choice/open-enrollment>
- 604.1 Private Instruction
- Private Instruction (Homeschooling) Information can be found on the Department of Education Website <https://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
- 604.9 Dual Enrollment
- 604.10 Foreign Students
- 605.2 Instructional Materials Inspection