

Required Notices

A. Non-Discrimination Policy **[Non Discrimination Policy 102](#)**

The District and the Board will not discriminate on the basis of race, sex, color, national origin, gender, disability, age, marital status (for employment), religion, creed, sexual orientation, gender identity, or socioeconomic status in its educational programs and its employment practices, in accordance with all state and federal laws, rules and regulations.

This nondiscrimination policy extends to educational programs, student activities and athletics, student behaviors, District staff members, the public, District employment practices, and all aspects under the jurisdiction of the Spirit Lake Community School District.

Per [Nondiscrimination Policy 102.E1](#), this non-discrimination applies to our Career and Technical Education courses:

The District offers career and technical programs in the following areas of study:

- Agricultural, Food, and Natural Resources
- Applied sciences, technology, engineering, and manufacturing, including transportation, distribution, logistics, architecture, and construction.
- Human Services, including law, public safety, corrections, security, government, public administration, and education and training.
- Business, Finance, Marketing and Management.

The Board and the District will not discriminate in educational programs on the basis of: age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, socioeconomic status or marital status. The Board and the District will not discriminate in employment opportunities on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability.

There is a grievance procedure for processing complaints of discrimination. Any person having inquiries concerning the District's compliance with federal and/or state non-discrimination law is directed to contact:

Name: Jane Loveall*

Title: Co-Director of Business and Finance

Location: District Office

Telephone Number: 712-336-2820 Ext 3010

Email: jloveall@spiritlakecsd.org

*This individual has been designated by the District to coordinate the District's efforts to comply with federal and/or state non-discrimination laws.

Inquiries or grievances related to this policy may be directed to the District Director of Business and Finance at the District Administrative Office, Jane Loveall 2701 Hill Avenue, Spirit Lake, IA 51360, 712-336-2820,

jloveall@spiritlekecsd.org; to the Director of the Iowa Civil Rights Commission, 400 East 14th Street, Des Moines, IA 50319-1004, 1-800-457-4416; to the Director of the Office for Civil Rights, Chicago Office, United States Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604, telephone: (312) 730-1560, Fax: (312) 730-1576, Email: OCR.Chicago@ed.gov, or to the Equal Employment Opportunity Commission Chicago Office, 500 W. Madison Street, Suite 2000, Chicago, IL 60661, 1-800-669-4000. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, 400 E 14th Street, Des Moines, IA 50319-0146.

B. FERPA

Annual Notice Policy 503.4E1

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. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the Spirit Lake School District 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 principal 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 or misleading or in violation of the student's privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the district 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 District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, 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 district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. Any student over the age of eighteen or parent not wanting this information released to the public must make an objection in writing by October 1st to the principal. The objection needs to be renewed annually.

a. "Directory information" includes: name, address, telephone number, date and place of birth, e-mail address, grade level, enrollment status, 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 educational agency or institution attended by the student, student ID number that is displayed on a student identification card (provided it cannot be solely used to access the student's educational records), user ID or other unique personal identifier that is displayed on a student identification card (provided it cannot be solely used to access the student's educational records), photograph and other likeness, and other similar information.

b. Even though student addresses and telephone numbers are not considered directory information in every instance, military recruiters and post-secondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or post-secondary institutions to access the information must ask the District to withhold the information. Also, Districts that provide post-secondary institutions and potential employers access to students must provide the same right of access to military recruiters.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605.

C. Anti-Bullying/Harassment

[Anti-Bullying and Harassment Policy 502.10;](#)

[Anti-Bullying and Harassment Student Handbook Provision Policy 502.10R2](#)

Harassment and bullying of students are against federal, state, and local policy and are not tolerated by the Spirit Lake School District. The Spirit Lake School District 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 students, school employees, and volunteers who have contact with students will not be tolerated in the school or school district.

The Spirit Lake School District 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.

This policy is in effect while students are on property within the jurisdiction of the Board; while on District-owned or District-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 District.

A copy of this policy in its entirety is available on our school website, as well as the form for reporting complaints (policy 502.10, form 502.10R2). Reports of sexual harassment should be reported to Jane Loveall, (712) 336 - 2820; Terry Bruinsma, (712) 336 -1370; or Casey O'Rourke, (712) 336-3707; Spirit Lake Community School District, 2701 Hill Avenue, Spirit Lake, IA, 51360.

D. Drug Free and Tobacco Free WorkPlace

[Tobacco Free Environment Policy 1004.3](#)

The Spirit Lake Community School prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on District property or on property within the jurisdiction of the District; while on District-owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management, and welfare of the District.

E. Homeless Children or Youth of School Age

[Homeless Children and Youth](#)

The Spirit Lake School District will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in District policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the Superintendent or the Superintendent's designee, (712) 336 - 2820.

F. Protection of Pupil Rights Amendment (PPRA) and Consent In/Opt Out

[Annual Notice Regarding Protection of Student Rights Policy 503.4E1;](#)

[Annual Schedule of Activities and Consent/Opt-Out Form Policy 503.4E2](#)

The Protection of Pupil Rights Amendment (PPRA) affords parents and students over eighteen (18) years of age and/or students who are considered emancipated minors pursuant to Iowa laws ("eligible students") certain rights with respect to the district's conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the following rights:

The right to consent before a student is required to submit to a survey that concerns one or more of the following protected areas ("protected information surveys") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

- Political affiliations or beliefs of the student or the student's parents;
- Mental or psychological problems of the student or the student's family;
- Sex behaviors or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of others with whom the respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the students or parents; or

Income, other than as required by law to determine program eligibility.

The right to receive notice and an opportunity to opt a student out of a protected information survey, which concerns any of the protected areas outlined above, regardless of the source of funding of the survey.

The right to receive notice and an opportunity to opt a student out of any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under Iowa law.

The right to receive notice and an opportunity to opt a student out of activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

The right to inspect, upon request and before administration or use, any of the following information:

Protected information surveys of students;

Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

Instructional materials used as part of the educational curriculum.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of PPRA. The name and address of the office that administers PPRA is:

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Ave., SW, Washington, DC, 20202-5920.

To access the consent and opt-out forms, access our board policies on the school website:

www.spirit-lake.k12.ia.us and reference policy 503.4E2.

G. Child Abuse Reporting and Investigating

[Child Abuse Reporting Policy 406.1](#); **[Child Abuse Reporting Regulations Policy 406.1R1](#);
[Complaint Form for Injury to or Abuse of Student by School District Employee Policy 406.2E1](#);
[Report of Level I Investigation Policy 406.2E2](#)**

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. All of the District's employees are encouraged, and employees who are mandatory reporters are required, to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter will orally or in writing notify the Iowa Department of Human Services. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified. Within forty-eight hours of the oral report, the mandatory reporter will file a written report with the Iowa Department of Human Services.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they have taken the course within the previous five years. The course will be re-taken at least every five years.

The District Investigator is Terry Bruinsma (ext 2000) and the Alternate Investigators are Casey O'Rourke (ext 1000) and Katy Stokke (ext 4380). You may contact them at Spirit Lake Community Schools, (712) 336-2820 and the above mentioned extensions.

H. Teacher Qualifications/Parents Right to Know

Parents/Guardians in the Spirit Lake 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 your child's teacher, and baccalaureate/ graduate certification/degree.

Parents/Guardians may request this information from the office of the superintendent by calling 712-336-2820 or by sending an email request to:

Angela Olsen (aolsen@spiritlakecsd.org)

The Spirit Lake 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.

I. Right to Know Law - Hazardous Chemicals in our Building

Hazardous Chemical Disclosure

The board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the workplace.

Each employee will annually review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or work site, the information and training, if necessary, is included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it is distributed to all employees, and training is conducted for the appropriate employees.

The superintendent will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

Employees who will be instructing or otherwise working with students will disseminate information about the hazardous chemicals with which they will be working as part of the instructional program.

J. Open Enrollment

Parents/guardians may apply for open enrollment at any time without the need for good cause. The receiving district may deny an open enrollment request if one of the following applies:

- 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.

For more information on enrollment into Spirit Lake Community Schools, please access our school webpage at: <http://www.spirit-lake.k12.ia.us>. Click on all resources. Under new student enrollment there is a link for open enrollment, which includes the instructions and registration application. For further details on the procedures involved in the open enrollment process, please access our board policies on our web page and reference policies 501.5 and 501.6.

K. Notice to parents concerning human growth and development

[Health Education Policy 602.9; Human Growth and Development Student Excuse Form Policy 602.9E1](#)

Students will receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases, including sexually transmitted infections acquired immune deficiency syndrome.

The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being. The areas stated above are included in health education and the instruction is adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. To access this form, access the board policies from our homepage: www.spirit-lake.k12.ia.us and reference policy 602.9E1. The written request will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activity or study.

L. Wellness Policy

[Wellness Policy, Policy 506.7, Student Wellness Plan - Physical Activity, Policy 506.7R1, Student Wellness Plan - Nutrition Guidelines, Policy 506.7R2](#)

The District promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The District supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The District provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy District goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. For the complete list of goals and wellness plan, please access our district webpage at www.spirit-lake.k12.ia.us and reference policy 506.7.

M. Video Surveillance

[Video Surveillance on School Transportation Policy 702.5](#)

The District will annually provide the following notice to students and parents:

The Spirit Lake 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 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.

The District will annually provide the following notice to employees:

The Spirit Lake 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 and employee behavior to maintain order on the school buses to promote and maintain a safe environment. Employees are hereby notified that the content of the videotapes may be used in an employee disciplinary proceeding. The content of the videotapes may be confidential records and will be retained in the employee's personnel file. Videotapes will only be retained if necessary for use in an employee disciplinary proceeding or other matter as determined necessary by the administration. Employees may request to view videotapes of their child if the videotapes are placed in the employee's personnel file.

The following notice will also be placed on all school buses equipped with a video camera:

This bus is equipped with a video/audio monitoring system.

N. Asbestos Notification
(Plan as noted in [Guiding District Asbestos Policy, Policy 905.3](#))
AHERA Yearly Notification

Last inspection: May 18, 2022 - inspected reported no danger

8/28/2017

Dear Parents, Teachers, Building Occupants, and Employee Organizations:

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, The Spirit Lake School District has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted on 1/29/2013, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place by July 1989. The Spirit Lake School District developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

The following buildings contain no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required: Spirit Lake Middle School, All construction after 2001 which includes several additions added to the Spirit Lake High School, Middle School and Elementary. The High School, after current 2013 construction, has very limited amounts of asbestos. It is the intention of the Spirit Lake School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the school district administrative office or administrative office of the school during regular business hours. David Dau is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 712-336-2820.

O. Corporal Punishment, Restraint, and Physical Confinement and Detention Annual Notification

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 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 questions about this state law, please contact your school. Additional information is available here: <https://www.educateiowa.gov/sites/files/ed/documents/September%202010%20Tab%20D.pdf>