

2026-2027 Annual Notification

Abuse of Students by District Employees Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district.

The superintendent is responsible for drafting administrative regulations to implement this policy.

Affirmation of Board Support of School Discipline Policies

The AHSTW Community School Board affirms its intent to support discipline policies, its intent to support school staff who enforce the discipline policies, and its intent to hold school staff accountable for implementing the discipline policies.

Asbestos Information

The Environmental Protection Agency has developed guidelines for schools to use in identifying asbestos within buildings. The Institute for Environmental Assessment has designed a system for determining relative risks and suggesting appropriate safety responses. Some recommendations for the AHSTW Community School District have been established to safeguard all building occupants from low risk levels of asbestos.

A District asbestos management plan is in place to monitor buildings containing low risk levels of asbestos. The plan is located in the High School Building, Avoca, Iowa. For additional information detailing the AHSTW Community School Building's management plan, contact the superintendent (712) 343-6364.

Comprehensive Educational Equity Policy: Title VI, IX, Section 504 of the Rehabilitation Act

It is the policy of the AHSTW Community School District to provide equal educational and employment opportunities and not to illegally discriminate on the basis of gender, race, national origin, religion, age, marital status, sexual orientation, gender identity, or disability in its educational programs, activities, or its employment and personnel policies. Affirmative steps need to be taken to integrate students in attendance centers, programs and classes on the basis of race, national origin, gender, and disability.

Inquiries or grievances related to this policy may be directed to AHSTW Superintendent of Schools, 768 S. Maple St, Avoca, IA 51521 (712-343-6364), to the Director of the Iowa Civil Rights Commission in Des Moines, the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319.

Federal and state regulations require that the nondiscrimination policy, the identity, address, and phone number of the local educational equity coordinators and notification about the existence of the grievance procedure be disseminated annually, or on an on-going basis to students, parents, employees, applicants for employment, and unions or professional organizations holding collective bargaining agreements with the school. This information must be included in major annual publications or formal communications targeted at these groups such as student handbooks, teacher and employee

handbooks, registration handbooks, and program and recruitment brochures.

Dental Screening prior to the age of 6

Parents must provide evidence of the completion of a dental screen to the school district prior to the age of 6. The school district must forward this evidence to the Department of Public Health within 60 days of the start of school. This bill became effective beginning with the 2008-09 school year.

Dispensing of Medication

Some students may need prescription and nonprescription medication to participate in their educational program. These students shall receive medication associated with their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration at school, and the medication is in the original labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by the licensed health personnel with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated.

Persons administering medication shall include the licensed registered nurse, nurse designee, parent, physician, and persons who have successfully completed a medication administration course reviewed by the Board of Pharmacy Examiners. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion kept on file at school.

A written medication administration record shall be on file at school, including: date; student's name; prescriber or person authorizing administration; medication; medication dosage; administration time; administration method; signature and title of the person administering medication; and any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted.

Medication information shall be confidential information, and shall be available to school personnel with parental authorization.

Driver Education

The provision of driver education is the responsibility of the receiving district, not the resident district, in open enrollment situations. Resident districts may provide driver education to students who are open enrolled out, but are no longer compelled to do so.

Family and Medical Leave Act of 1993 (FMLA)

It is the policy of the District to comply with the provisions of The Family and Medical Leave Act of 1993 for all eligible employees under the provisions of FMLA.

All full and part-time employees eligible under the terms of the FMLA may take up to twelve (12) weeks of unpaid leave in accordance with the provisions of the Act. However, the District requires an employee with appropriate accrued paid leave to substitute such paid leave for any FMLA qualifying leave.

The District's 12-month period shall be from July 1 to June 30, except for the initial year when the time period shall be the effective date of the Act until June 30.

Employees shall provide thirty (30) days' advance notice of their desire to use FMLA leave when its use is foreseeable. When not foreseeable, employees shall provide written notice as far in advance as is practical.

Employees shall provide medical certification within fifteen (15) calendar days of a request for medical certification by the District.

Employee requests for intermittent leave or a reduced work week shall be permitted pursuant to the terms of the Act, subject to medical necessity or department head approval.

The special rules applicable to instructional employees as set forth in C.F.R. Sections 825.600, 825.601, and 825.602 are applicable to District employees.*

Upon return from FMLA leave, the employee shall be restored to the employee's former position or its equivalent.

Employees on unpaid FMLA leave which extends into the next calendar month shall pay to the District the amount of their health insurance premiums, if any, on or before the first payday of that month and each succeeding month during which the employee is on unpaid FMLA leave, unless an alternate, voluntary agreement between the District and the employee has been documented in writing. When said leave expires on a day other than the last day of the calendar month, the payment for that month will be prorated on a daily basis.

In the event that an employee fails to return to work after FMLA leave is exhausted, the District will recover its health insurance premiums in accordance with C.F.R. Section 825.213.*

*Copy of these specific sections available in the administration office.

Field Trips

Field trips are excellent educational opportunities for students and staff, and we are fortunate to have so many options within a reasonable distance. Due to the number of regularly scheduled events, the lack of available drivers, and the increasing number of conflicts, we **may** implement some restrictions relative to field trips.

Free and Reduced Lunch

Free or reduced cost meals shall be provided to those students whose parents or guardians are unable to pay for the cost of the meals subject to the requirements of the Federal Lunch Program. Application forms are available in each building office. Applications must be completed annually.

Homeless Students

In accordance with Chapter 33, Iowa Administrative Code, the AHSTW Community School District encourages homeless children and youth to enroll in school. For information, please contact AHSTW Superintendent, 768 S. Maple St., Avoca, IA 51521 (712) 343-6364.

Human Growth and Development

The school shall provide instruction in Human Growth and Development including instruction regarding Human Sexuality, Self-Esteem, Stress Management, Interpersonal Relationships, and Acquired Immune Deficiency Syndrome (AIDS). Parents may inspect the curriculum objectives and instructional materials prior to their use in the classroom.

A pupil shall not be required to take instruction in Human Growth and Development if the pupil's parent or guardian completes a "Human Growth and Development Student Excuse Form." This form is available through the Principal's Office and must be filed there upon completion.

Immunization Record

Iowa law requires that every student in the AHSTW Community School District have certain immunizations prior to school enrollment. If we do not have the proper certificate on file for your child prior to the first day enrolled, we have no choice but to deny him/her from enrolling. In most cases, all former students have this certificate on file with the school. However, all new students wishing to enroll must have such certification of immunization as well as any transfer students.

Important Phone Numbers

Elementary Principal, Secondary Principal, Transportation

343-6364

Superintendent Food Service

343-6364

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:

- . 1) tell a teacher, counselor or principal;
- . 2) 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.

Lead Screening Prior to the age of 6

Parents must provide evidence of the completion of a lead screen to the school district prior to the age of 6. The school district must forward this evidence to the Department of Public Health within 60 days of the start of school.

Lockers

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged.

The AHSTW Community School District has adopted changes to its Search and Seizure and Student Lockers policies. These changes are consistent with Chapter 808A of the Iowa Code, the Iowa Constitution, and the United States Constitution. These changes allow school officials (meaning licensed school employees and unlicensed school employees employed for security or supervision purposes) to conduct periodic inspections of all or a randomly selected number of school lockers without prior notice. Any periodic inspection of lockers pursuant to District policy shall only occur either in the presence of the student(s) whose lockers are being inspected or in the presence of at least one other person. A locker inspection may be accomplished using such methods including, but not limited to, a visual search of lockers by school officials or the use, by school officials or others hired at their direction, or a drug sniffing animal.

Open Enrollment Information

Parents/Guardians considering the use of the Open Enrollment option to enroll their child(ren) in another public school district in the state of Iowa should be aware of the following dates and information:

If the student meets the definition of good cause under 281-Iowa Administrative Code 17.4(1), the application can be accepted after January 1. Open enrollment applications for incoming kindergarteners may be accepted up to Sept 1.

Any student 9-12 not meeting residency requirements is instantly eligible for any level of athletic participation below the varsity level, but must wait 90 days to participate directly at the varsity level.

Parents/Guardians of Open Enrolled students whose income falls below 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.

For further details, contact the Superintendent's Office at (712) 343-6364.

Parental Nominations for Talented and Gifted

AHSTW's talented and gifted education program operates throughout the school year. Parents may nominate their child for participation in the program. Parental nomination forms for talented and gifted are available at each building.

Preventing Child and Youth Sexual Harassment, Abuse and Assault

A Resource Guide for Age Appropriate Guidelines for Iowa's Families Iowa Sexual Abuse Hotline 1-800-284-7821 Child Abuse Reporting Hotline 1-800-362-2178

RESOURCES FOR FAMILIES WITH SCHOOL-AGED CHILDREN

How to Protect Your Child from Child Abuse No Way, Don't Go There, and I Don't Think So Safe Schools and Healthy Students Initiative Pacer Center's Kids Against Bullying

Families are Talking 7 Steps to Protecting Our Children Stop It Now Keeping Children Safe from Abuse Tips for Parents and Caregivers

www.BSA-IA.org www.GirlScouts.org www.sshs.samhsa.gov/initiative/resources.aspx www.pacerkidsagainstbullying.org

www.siecus.org/pubs/families/FAT_NewsletterV3N3.pdf <http://www.d21.org> <http://www.stopitnow.org>
<http://www.cfchildren.org/parents/parentindex/>

ADDITIONAL RESOURCES FOR YOUTH (Ages 11-18) Harassment Free Hallways: How to Stop Sexual
<http://www.aauw.org/ef/harass/index.cfm>

Harassment in Schools American School Counselor Association www.schoolcounselor.org

See It, Stop It, and Get Organized National Youth Violence Prevention Resource Center What Is Abuse in Relationships Teen Dating Violence Teen CASA (Coalition Against Sexual Assault)

<http://seeitandstopit.org> www.safeyouth.org <http://dvirc.org.au/whenlove/infospace.htm>
<http://www.atg.wa.gov/violence/points.shtml> <http://www.mccasa.org/teen/index.htm>

National Center for Missing and Exploited Children Childhelp USA The National AD Council Iowa Internet Crimes Against Children Taskforce

www.missingkids.com www.childhelpusa.org www.missingkids.com/adCouncil/lingo.html www.iowaicac.org

RESOURCES FOR FAMILIES AND CARETAKERS

(For more information on sexual violence go to: www.icyd.org)

Release of Information and Photographs

In the AHSTW Community School District, photographs or likenesses may be released without written consent unless qualified objectors comply with the following procedure.

If any parents or guardians of students under the age of 18, or students over the age of 18, object to this policy of releasing photographs or likenesses, they should contact in writing by September 15, of the current year (or within two weeks of the student's enrollment should it occur after this date), the superintendent who will then notify the appropriate school principal. Address requests to AHSTW Community School District, Superintendent, 768 S. Maple St., Avoca, IA 51521.

Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age 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 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, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. 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 as its agent to provide a service instead of using its own employees or officials (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. Dept. of Education concerning alleged failures by the AHSTW C.S.D. 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 20202-5920

Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:**Consent* before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education-

1. Political affiliations or beliefs of the student or student's parent; 2. Mental or psychological problems of the student or student's family; 3. Sex behavior or attitudes; 4. Illegal, anti-social, self-incriminating, or demeaning behavior; 5. Critical appraisals of others with whom respondents have close family relationships; 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; 7. Religious practices, affiliations, or beliefs of the student or parents; or 8. Income, other than as required by law to determine program eligibility.

**Receive notice and an opportunity to opt a student out of* – 1. Any other protected information survey, regardless of funding; 2. Any non-emergency, invasive physical exam 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 exam or screening permitted or required under State law; and 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**Inspect*, upon request and before administration or use – 1. Protected information surveys of students; 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and 3. Instructional material used as a part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue. SW Washington, DC 20202-5920

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires AHSTW Community School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent; 2. Mental or psychological problems of the student or student's family; 3. Sex behavior or attitudes; 4. Illegal, anti-social, self-incriminating, or demeaning behavior; 5. Critical

appraisals of others with who respondents have close family relationships;6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; 7. Religious practices, affiliations, or beliefs of the student or parents; or8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes, and certain physical exams and screenings.If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the School principal. The school official will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

School Cancellations

Situations requiring school cancellations or changes in normal school operation will be announced on the following:

JMC Parent Notification System

School Social Media

RADIO

KMA 960 AM KSOM 96.5 FM KNOD 105.3 FM

TELEVISION

KMTV – Channel 3 WOWT – Channel 6 KETV – Channel 7

Parents are reminded to make alternative plans for their children in cases of early dismissal. Where should s/he go for safety?

Student Directory Information

The District and/or the principal of each school may release the following types of directory information to the public using discretion relative to the privacy of the student and the family and the totality of the surrounding circumstances: name, address, telephone listing, date and place of birth, 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, and the most previous school or institution attended by the student.

Parents who do not want their child's directory information to be given out and/or published must notify their principal in writing no later than September 15 of each school year.

Student Records Policy

The Board of Directors recognizes the importance of maintaining student records and preserving their confidentiality. All student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. Student records shall be maintained by the records custodian and housed in the building administration office. The records custodian shall assume responsibility for ensuring the confidentiality of any personally identifiable information. The district personnel who collect or use personally identifiable information shall receive training or instruction regarding confidentiality of personally identifiable information.

Parents and eligible students shall have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of post-secondary education. Parents of an eligible student shall be provided access to the student records only with the written permission of the eligible student. Parents of an eligible student, who is defined by Section 152 of the Internal Revenue Code of 1954 as a dependent student, may be provided access without the written permission of the student. It shall be

presumed that a student who has not graduated from high school is a dependent of his or her parents until such time as satisfactory evidence to the contrary is presented to school officials. Only those with the written permission of the parents or eligible student shall have access to the student records. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's student records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records.

A student record may contain information on more than one student. Parents shall have the right to access the information relating to their student or to be informed of the information. Eligible students shall also have the right to access the information relating to themselves or be informed of the information.

Parents and eligible students shall have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five days after the request is made. Parents, an eligible student, or an authorized representative shall have the right to access the student's records prior to an Individual Education Program (IEP) meeting or hearing.

Copies of student records will only be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records shall be waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the school district shall provide an explanation and interpretation of the student record and a list of the types and locations of student records collected, maintained or used.

If the parents or an 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. If the school district determines an amendment shall be made to the student record, the school district shall make the amendment and inform the parents or eligible student of the decision in writing.

If the school district refuses to amend the student record, it shall inform the parents or the eligible student of its refusal and their right to a hearing. The parent or eligible student shall have a right to appeal the school district's decision and shall have an administrative hearing at the district level. A local hearing shall be conducted according to the procedures under 34 CFR§9.22. If the parents' and the eligible student's request to amend the student record is further denied, the parents or the eligible student shall have the opportunity to place an explanatory letter in the student record commenting on the school district's decision and setting forth the reasoning for disagreeing with the school district.

Additions to the student's records shall become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents shall also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student written permission. This 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 the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- * to school officials within the school district whom the superintendent has determined have a legitimate educational interest;* to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records;
 - to the U.S. Comptroller General, the U.S. Secretary of Education or state and local educational authorities;
 - in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to receive the financial aid;
 - to organizations conducting educational studies and the study does not release personally identifiable

information;

- to area education agency personnel who are regularly assigned to provide services to the specific district building;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena, only if the district makes reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance;
- in connection with a health or safety emergency; or,
- as directory information. The superintendent shall keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. This list must be available for public inspection and updated annually.

The superintendent shall also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation even over parental objections. Permanent student records must be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to the special education student, the parents or eligible student shall be notified. If the parents or eligible student request that the records be destroyed, the school district shall destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student of the reasons for which it may want the records maintained.

In the absence of parents' or eligible students' request to destroy the records, the school district may maintain the records indefinitely. For federal audit, some records shall be retained for five years. It shall be the responsibility of the superintendent to inform the employees about parents' and eligible students' rights under this policy. Employees shall also be informed about the procedures for carrying out this policy.

It shall be the responsibility of the superintendent to annually notify parents and eligible students of their right to view the student's records. The notice shall be given in a parents' or eligible student's native language.

Teacher Qualifications

Parents/Guardians in the AHSTW Community School District have the right to learn about the following regarding their child's teacher's qualifications: state licensure status, special endorsements for grade level/subject area taught, and baccalaureate/graduate certification/degree.

Parents/Guardians may request this information from AHSTW Superintendent by calling 343-6364 or sending a letter of request to AHSTW Superintendent, 768 S. Maple St., Avoca, IA 51521.

Water Testing

The Iowa Department of Public Health requires school districts to conduct testing of all water coolers and fountains for lead-containing sediments. The AHSTW School District has completed the required testing of all district water coolers and fountains. All water dispensers have been identified below 20 PUB (0.020 Mg/Liter), as required by law. Additional information regarding specific testing results may be obtained by contacting AHSTW Superintendent at (712) 343- 6364.

Wellness: Code No. 507.9

The AHSTW School Board promotes healthy students by supporting wellness, good nutrition and regular physical activity

as a part of the total learning environment. The school 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.**Nutrition Education and Promotion**The school district will provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences and elective subjects;
- includes enjoyable, developmentally appropriate, culturally relevant participatory activities, such as contests, promotions, taste-testing, farm visits and school gardens;
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and physical activity;
- links with meal programs, other foods and nutrition-related community services; and,
- includes training for teachers and other staff.**Physical Activity**The primary goal for a school's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short- and long-term benefits of a physically active and healthy lifestyle. A comprehensive physical activity program encompasses a variety of opportunities for students to be physically active, including: physical education, recess, walk-to-school programs, after school physical activity programs, health education that includes physical activity as a main component, and physical activity breaks within regular classrooms.**Physical Education**The school district will provide physical education that:

- is for all students for the entire school year;
- is separate from sports. (Sports shall be offered before/after the regular school day.)
- is taught by a certified physical education teacher;
- includes students with disabilities, students with special health-care needs may be provided in alternative educational settings; and engages students in moderate to vigorous activity during at least 50 percent of physical education class time. **Daily Recess**Elementary schools should provide recess for students that:
- is at least 20 minutes a day (schedule recess prior to lunch periods);
- is preferably outdoors;
- encourages moderate to vigorous physical activity through the provision of space and equipment; and,
- discourages extended periods (i.e., periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.**Integrating Physical Activity into Classroom Settings**For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end, the school district will:

- offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities;
 - discourage sedentary activities, such as watching television, playing computer games, etc.;
 - provide opportunities for physical activity to be incorporated into other subject lessons; and,
 - encourage classroom teachers to provide short physical activity breaks between lessons or classes, as appropriate.
- Communication with Parents*** The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school district will:
- encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the established nutrition standards for individual foods and beverages;
 - provide parents a list of foods that meet the school district's snack standards and ideas for healthy celebrations/parties, rewards and fundraising activities;
 - provide information about physical education and other school-based physical activity opportunities before, during and after the school day;
 - support parents' efforts to provide their children with opportunities to be physically active outside of school; and,
- Food Marketing in Schools*** School-based marketing will be consistent with nutrition education and health promotion. The school district will:
- limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually;
 - prohibit school-based marketing of brands promoting predominantly low-nutrition foods and beverages;
 - promote healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products; and
 - market activities that promote healthful behaviors (and are therefore allowable) including: vending machine covers promoting water; pricing structures that promote healthy options in a la carte lines or vending machines; sales of fruit for fundraisers; and coupons for discount gym memberships.
- Examples:** Marketing techniques include the following: logos and brand names on/in vending machines, books or curricula, textbook covers, school supplies, scoreboards, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition food products; in-school television, such as Channel One; free samples or coupons; and food sales through fundraising activities.
- Staff Wellness*** The school district values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. Each school should:
- * establish and maintain a staff wellness committee composed of at least one staff member, local hospital representative, dietitian or other health professional, recreation program representative, union representative and employee benefits specialist;
 - * develop, promote and oversee a multifaceted plan to promote staff health and wellness developed by the staff wellness committee; base the plan on input solicited from employees and outline ways to encourage healthy eating, physical activity and other elements of a healthy lifestyle among employees.