Janesville CSD

# Annual Notifications

2025-26 School Year

## NOTIFICATION OF STUDENT RECORDS ACCESS

Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. Student records shall be maintained by the secretary and housed in the administration office.

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 unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. 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 of the parents shall have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will 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 records and a list of the types and locations of education records collected, maintained or used by the school district.

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. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. 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 the eligible student of the decision in writing.

If the school district determines that amendment of the student's record is not appropriate, it shall inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student shall be informed that they have a right 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's 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 and AEA special education personnel 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 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;
- 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. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

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. Permanent student records will 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 a special education student, the parents or eligible student shall be notified. If the parents or eligible student request that the special education records be destroyed, the school district will 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 they may want the records maintained. In the absence of parents or an eligible student's request to destroy the records, the school district must maintain the records for at least five years.

The school district will provide training or instruction to 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 inspect and review the student's records. The notice shall be given in a parents' or eligible student's native language.

The notice shall include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints shall be forwarded to Family Policy and Regulations Office, U.S. Department of Education, Washington, DC. 20202.

## NOTICE OF NONDISCRIMINATION

It is the policy of the Janesville Consolidated School District not to illegally discriminate on the basis of race, color, national origin, gender, 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, Chad Angel K-12 Guidance, 505 Barrick Rd, 319-987-2581, chad.angel@janesvilleschools.net

## NOTICE OF 504 NONDISCRIMINATION

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

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex, sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact: Chad Angel, Guidance Counselor & 504 Coordinator, 505 Barrick Road, Janesville, IA 50647; (319)987-2581; who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code § 280.3

## SECTION 504/ADA POLICY STATEMENT

It is the policy of the Janesville Consolidated School District Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature of severity of the handicap. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). For further information contact Chad Angel, the coordinator of Section 504/ADA activities.

## EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS

Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, sex, marital status, national origin, religion or disability. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

In the delivery of the education program, students shall treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, shall be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Janesville Consolidated School District, Janesville, Iowa 50647; or by telephoning (319) 987-2581.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 10220 N. Executive Hills Blvd., 8th Floor, Kansas City, Mo. 64153-1367, (816) 891-8156 or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

## MULTICULTURAL AND GENDER FAIR EDUCATION

Students shall have an equal opportunity for a quality education without discrimination, regardless of their race, religion, color, sex, marital status, national origin or disability.

The education program shall be free of discrimination and provide equal opportunity for the students. The education program shall foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis shall be placed on Asian Americans, African Americans, Hispanic Americans and persons with disabilities. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

## HOMELESS CHILDREN AND YOUTH

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

ALL HOMELESS YOUTH IN THE JANESVILLE CONSOLIDATED SCHOOL DISTRICT HAVE THE RIGHT TO: ACCESS TO ALL PROGRAMS OFFERED BY THE DISTRICT:

- SCHOOL LUNCH
- EXTRACURRICULAR ACTIVITIES
- EDUCATIONAL ACTIVITIES
- TO ATTEND EITHER JANESVILLE CSD OR THE SCHOOL THEY WERE ENROLLED IN BEFORE BECOMING HOMELESS
- TRANSPORTATION IF NEEDED

Any person having inquiries concerning the school district's policies dealing with the regulations concerning homeless children and youth should contact:

Chad Angel, Guidance Counselor
Janesville Consolidated School District
505 Barrick Road, P.O. Box 478
Janesville, Iowa 50647-0478
319-987-2581

## HEALTH EDUCATION

Students in grade levels one through twelve shall 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; communicable diseases, including sexually transmitted diseases and acquired immune deficiency syndrome; and current crucial health issues. 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 shall be included in health education and the instruction shall be 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. The written request shall include a proposed alternate activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study.

## NO CHILD LEFT BEHIND ACT

As a parent of a student in the Janesville Consolidated School District, under the No Child Left Behind Act of 2001, you have the right to know the professional qualifications of the teachers who instruct your child. The No Child Left Behind Act gives you the right to ask for the following information about each of your child's classroom teachers:

- Whether the State of Iowa has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Parents/Guardians may request this information from the Office of the Superintendent by calling 319-987-2581 or sending a letter of request to the Office of the Superintendent, PO Box 478, Janesville, IA 50647-0478.

## ASBESTOS NOTIFICATION

Notification to Parents, Students, Teachers, and Employees

Attention: Parent, Student, Legal Guardian, Employee

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and the U.S.S.R. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. There have been over 3000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

We have had our facilities inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in our buildings suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the district's asbestos management plan.

A certified Management planner has developed an asbestos management plan for our buildings which includes: notification letters, training for our employees, a set of procedures designed to minimize the disturbance of asbestos containing materials, and plans for regular surveillance of the materials.

All friable asbestos was removed from the school in 1989. Only non-friable asbestos, such as floor tile remains and is patched when needed. Six month periodic surveillance will continue as required by the management plan. No removal projects are planned at this time.

Our 3 year re-inspection was performed on May 16, 2025, by a certified asbestos inspector employed by Eocene Environmental Group. Our management plan requires a 3 year inspection and will be completed again in May, 2028.

A copy of the management plan is available for your inspection in the superintendent's office. Please make an appointment during office hours if you wish to review the plan.

Todd Foelske is our asbestos plan manager and all inquiries regarding the plan should be directed to him. Contact Todd at the school (987-2581) between 6:30AM – 3:00PM.

## STUDENT-TO-STUDENT HARASSMENT

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:
  - Tell a teacher, counselor or principal; 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 or 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, jobs, etc; and
- Demeaning jokes, stories or activities.

School districts are required to notify students on harassment and bullying. School districts that have concerns about "secret societies" in the school may want to add language prohibiting them in accordance with Iowa Code 287.

COMPLAINT PROCEDURE

A student who believes that the student has been harassed shall notify BJ Meaney HS Principal/ Superintendent, the designated investigator. The alternate investigator is Krista Pugh the Elem. Principal. The investigator may request that the student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension and expulsion. 5/29/07

## POST-SECONDARY EDUCATION OPTIONS POLICY

Ninth and tenth grade students who are identified as a gifted and talented student according to school district's criteria and procedures and eleventh and twelfth grade students are eligible to enroll under this act.

The student may not enroll as a full-time student as defined by the post-secondary institution.

Students may enroll in an eligible post-secondary institution for no more than four semester terms, unless they are identified as a gifted and talented ninth or tenth grade student.

Students are eligible for summer enrollment of up to seven earned semester hours of credit if they have completed the eleventh grade but have not yet completed the requirements for graduation, and if the student pays the cost of attendance of these summer credit hours.

Courses taken through the post-secondary education option act will be on a credit basis. A three semester hour postsecondary institution course will receive one semester high school credit upon successful completion. The postsecondary education institution shall provide Janesville High School with a copy of grades earned by students enrolled under this act. Postsecondary courses will be included on the student's transcript. Courses may not be audited. Students may not enroll in an eligible postsecondary education institution if a comparable course is available at Janesville High School. Course comparability will be determined by the high school principal through consultation with the high school staff. Eligible courses must meet the following criteria:

- must be nonsectarian and
- not comparable to courses offered by JHS and
- credit-bearing courses that lead to an educational degree and
- courses in the areas of math, science, social studies, humanities, vocational-technical education and courses in career option programs offered by public area colleges.

Correspondence and teleconference courses are eligible under the postsecondary education options act provided the course is offered by an eligible postsecondary institution and the course meets eligibility criteria.

Students may not miss scheduled high school course meeting times to attend eligible post secondary courses. A student may be excused from the physical education requirement if a physical education class cannot be scheduled due to irresolvable conflicts with an eligible postsecondary course the student is enrolled. The minimum course load requirement of six courses plus physical education per semester may be waived if:

- a conflict exits between a high school course and a postsecondary course which cannot be resolved and
- the student's credit status is on line with the student's projected graduation date.

A student must be enrolled in a minimum of five courses (total number of high school and postsecondary courses) to be considered a fulltime high school student and be eligible to participate in co-curricular and extra-curricular activities.

There will be no charge to the students for tuition, textbooks, materials or fees. The student may be required to purchase equipment that becomes the property of the student. The school district will pay a tuition reimbursement to the eligible postsecondary institution in an amount not to exceed $250 per course for each eligible course the student is enrolled. The Janesville Consolidated School District is not responsible for financial payment if the student has not notified the school district of their intent to participate in this act. The Janesville Consolidated School District will follow the eligible postsecondary institution's guidelines regarding refunds when an enrolled student withdraws from a postsecondary course. The student will be responsible for payment of tuition if the course is failed. By May 1 of each calendar year, eligible postsecondary education institutions shall send to Janesville Consolidated School District a request for payment. A pupil attending an accredited non-public school shall be counted as a shared-time student in the school district in which the non-public school of attendance is located. The request shall identify the students, courses, credits, and charges. The Janesville Consolidated School District will pay the eligible postsecondary institution no later than June 30 of each year a tuition fee reimbursement for students enrolled under the postsecondary education options act.

The parent or guardian is responsible for providing transportation to and from the postsecondary education institution.

Postsecondary Education Options sequence of procedures:

- High school students will be informed of the availability of the postsecondary education options act during the registration process February of each school year.
- Sign and return statement to the school district indicating the student and parent/guardian have received information about the Postsecondary Educations Options Act from the school district.
- Inform school district of the intent to participate by May 1 of the previous school year.
- Janesville High School will certify to the postsecondary institution the eligibility of students participating in the postsecondary education options program. Students must meet entrance requirements of the post-secondary institution.
- The student makes application at the postsecondary education institution and meet admission requirements.

## OPEN ENROLLMENT GUIDELINES

An open enrollment request for the upcoming school year shall be filed with the receiving district by March 1st of the school year preceding the school year for which open enrollment is requested.

An open enrollment request for a prospective **kindergarten** student may be filed with the receiving district by September 1 of the school year of enrollment into kindergarten. Iowa Code section 282.18(2); 281-IAC rule 17.7

In addition, the following circumstances are considered “good cause” and are acceptable conditions for a timeline waiver IF the change occurred/began AFTER March 1. Change in family district of residence

- Change in the marital status of the student’s parents resulting in a change in resident district
- Placement of the child in foster care resulting in a change of residence.
- Adoption
- Participation in a foreign exchange program
- Participation in a substance abuse or mental health treatment program resulting in a change of residence
- Serious health need
- Pervasive Harassment

- Failure of district negotiations to reorganization or rejection of proposed
- Reorganization
- Failure of district negotiations for whole grade sharing or rejection of whole grade sharing agreement
- Loss of accreditation or revocation of a charter school contract

*(If good cause is related to change in status of child's resident district, open enrollment request must be filed within 45 days of last board action or 30 days of certification of an election, whichever is applicable.)*

## RIGHT-TO-KNOW: GENERAL INFORMATION

Chapter 455D of the Iowa Code deals with the Hazardous Chemical Risks/Right-to-Know Act.

The federal standard requires any business which manufactures/transports chemicals or has chemicals on the premises or requires the handling of chemicals in the workplace to conduct an annual employee in-service to inform employees of possible hazardous chemical risks and what to do in the case of an emergency situation involving hazardous chemicals.

A hazardous chemical is any substance that has a chemical or health hazard.

A physical hazard is anything that is flammable, explosive, unstable, or compressed.

A health hazard is anything that has a short or long term health effect.

Information about the hazardous chemicals in your building can be located in the superintendent's office. This information is in the form of MSDS (material safety data sheets) which are in a three ring binder. Signs indicating hazardous chemicals are also located at the top of the door of the supply room, the chemistry room and inside the door of the industrial arts/art building. Current and up-to-date inventories should be maintained on all hazardous chemicals in your teaching area.

Bob Hanson is our Right-to-Know manager and all inquiries can be directed to him at Janesville Consolidated School (987-2581) between 6:30 AM – 3:00 PM.

MSDS information sheets contain the following information:

1. Identification of the product.
2. Physical symptoms of exposure.
3. Signs of exposure.
4. Precautions for safe handling.
5. Emergency leak or spill procedures.
6. Waste disposal procedures.
7. Protective equipment that must be warn.
8. Possible routes into the body.
9. First Aid procedures.
10. Name, address, phone number of manufacturer.
11. Permissible exposure limit.
12. List of cancer causing ingredients.
13. Precaution for safe handling.
14. Physical hazards – fire, explosion, reactivity.
15 Physical characteristics of the chemical.
16. Fire and explosion material.

NFPA (National Fire Prevention Association) sign requirements:

1. 7.5 inches per side.
2. Divided into four quadrants.
3. Posted near building entrance if 5,000 sq. ft. or less.
4. Posted at storage area if 5,000 sq. ft. or more.

## OTHER REPORTS

Additional reports on file in the superintendent's office include: an asbestos management plan; guidelines and procedures for handling bloodborne pathogens and a crisis intervention plan, as well as all other "Right to Know" materials.