

RIGHT TO KNOW INFORMATION

STATEMENT OF GUIDING PRINCIPLES – CODE NO. 600

The Board of Education recognizes its obligation and duty to provide an educational program equally available to all young people of the School District. The Board of Education believes that all children should have the opportunity to be educated to the full extent of their abilities, aptitudes, capabilities and interests through a program that recognizes and provides for the individual differences of all children of the School District. Innovation and change, based upon thorough research, study and deliberation and evaluation shall be encouraged. The Board of Education believes that all children can achieve at high and equitable levels. Short-term and long-term objectives for the education program are established annually by the board. These objectives will reflect the results of the needs assessment, recommendation of the advisory committee, recommendations from the superintendent and changes in law. Annually, the board will report to the committee regarding progress toward the achievement of the goals and objectives of the education program.

MULTICULTURAL AND GENDER FAIR EQUITY EDUCATION OPPORTUNITY – CODE NO. 600.1

Students enrolled in the Clear Lake Community School District shall have an equal opportunity for a quality public education without discrimination regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity, creed, or disability.

The education program shall be free of such discrimination and provide equal opportunity for the participants as well as provide an awareness of the rights, duties and responsibilities of each individual as a member of a multicultural and nonsexist society. The education program shall foster knowledge of, respect and appreciation for, the historical and contemporary contributions of diverse cultural groups as well as men and women in society. Special emphasis is placed on Asian-Americans, African-Americans, American Indians, Hispanic Americans, European-Americans, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

This inquiries or complaints to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

- Federal Office: Director of Iowa Civil Rights Commission, Des Moines, Iowa; or to the Director of Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

Inquiries regarding compliance with equal education opportunity shall be directed to the superintendent by writing to:

- Clear Lake Administrative Office, Title IX Compliance Officer, Clear Lake Community Schools, 1529 3rd Avenue North, Clear Lake, Iowa 50428 or by telephoning at (641) 357-2181.
- District Coordinator: Chris Murphy
- Address: 1601 3rd Ave. North
Clear Lake, IA 50428
- Phone: 641-357-5235
- E-mail: cmurphy@clearlakeschools.org

SPECIAL EDUCATION COORDINATOR

The coordinator will be responsible for the updating of the District Developed Service Delivery Plan. The coordinator will be the contact for district level concerns or issues involved with the district's Special Education plan.

- District Coordinator: Chris Murphy
- Address: 1601 3rd Ave. North
Clear Lake, IA 50428
- Phone: 641-357-5235
- E-mail: cmurphy@clearlakeschools.org

OPEN ENROLLMENT PATRON NOTIFICATION

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the Superintendent for information and forms.

Parents/guardians considering the use of open enrollment options to enroll their children in another public school district in the state of Iowa schools need to be aware of the following dates:

- March 1 – Last date for regular open enrollment requests for the upcoming school year.
- September 1 – Last date for open enrollment requests for entering Kindergarten students and those students falling under the "good cause" definition for the upcoming school year.

Students who open enroll and participate in sports may have to sit out for 90 school days.

For further details, contact the district office at 641-357-2181 or the Department of Education at 515-281-8582.

AFFIRMATIVE ACTION

EQUAL EDUCATION OPPORTUNITY/SECTION 504/ADA/EQUITY – 400.1

CIVIL RIGHTS

The Clear Lake Community School District endorses and supports the concept of affirmative action. Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the School Board of Education, administration, and Iowa Department of Education for the position for which they apply. The District will provide equal employment opportunity and will not illegally discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion or disability in its employment and personnel practices. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment for any position (involving contact with students) the school district will perform background checks. The district may determine on a case-by case basis that, based on the duties, some positions within the district will require more thorough background checks. Based upon the results of the background checks, the school district will determine whether an offer will be extended. The District will also provide a fair and supportive work environment for all employees regardless of race, creed, color, sex, sexual orientation, gender identity, national origin, religion or disability.

Inquiries or grievances related to this policy may be directed to the Superintendent of Schools at 1529 3rd Avenue North, Clear Lake, Iowa. Complaints of discrimination may also be directed in writing to the Equal Employment Opportunity Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI 53203-2292, (800) 669-4000 or TTY (800) 669-6820.

<http://www.eeoc.gov/field/milwaukee/index.cfm> or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416,

<http://www.state.ia.us/government/crc/index.html>.

This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

- Coordinator: Steve Kwikkel
- Address: 1601 3rd Ave. North
Clear Lake, IA 50428
- Phone: 641-357-6114
- E-mail: skwikkel@clearlakeschools.org

TALENTED AND GIFTED PROGRAM

The Talented and Gifted Program of the Clear Lake Community School District is designed to provide unique opportunities for students eligible to receive these services. Emphasis is placed on both the cognitive and affective realms of learning. Questions about the Talented and Gifted Program can be directed to:

- K-12 TAG Coordinator: Steve Kwikkel
- Address: 1601 3rd Ave. North
Clear Lake, IA 50428
- Phone: 641-357-6114
- E-mail: skwikkel@clearlakeschools.org

HOMELESS CHILDREN- CODE 501.16

The term “homeless children and youth” means individuals who lack a fixed, regular, and adequate nighttime residence. Children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled up”);
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters; or
- Abandoned in hospitals.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you are aware of homeless children in our communities or have any questions, please contact our designated coordinator:

- Homeless Coordinator: Sarah Puttmann, Student and Family Services Coordinator

- Address: 901 South 14th Street
Clear Lake, IA 50428
- Phone: 641-357-5288
- E-mail: saputtmann@clearlakeschools.org

LIMITED ENGLISH PROFICIENCY

English Language Learning (ELL) students have unique needs in the area of language acquisition, not only in terms of social interaction and acceptance, but also for the mastery of the academic language necessary to succeed in the school setting. The level of English language proficiency varies from student to student, as does the length of time it takes for a student to reach proficiency in the English language. (For some students, it may take as long as seven to ten years to achieve true proficiency with regards to academic language). **As a district, we are aware of this and are prepared to provide these students with the assistance, support and instruction needed to achieve proficiency.** Questions pertaining to ELL students should be directed to:

- ELL Coordinator: Sally Duesenberg
- Address: 901 South 14th Street
Clear Lake, IA 50428
- Phone: 641-357-5288
- E-mail: sduesenberg@clearlakeschools.org

MIGRANT LIAISON. We need to name someone in the district who will be responsible for fulfilling the following duties: Ensuring the Migrant Education Parent forms are included in registration packets, assisting parents in completing the form, gathering, scanning, and emailing the forms to identification and recruitment coordinator Alex Johnson, alex.johnson@iowa.gov.

- Migrant Liaison: Sally Duesenberg
- Address: 901 South 14th Street
Clear Lake, IA 50428
- Phone: 641-357-5288
- E-mail: sduesenberg@clearlakeschools.org

CONFIDENTIAL STUDENT RECORDS – CODE NO. 506.1

Board Policy 506.1 “Education Records Access,” states that “Student records are reviewed and inappropriate materials removed annually.” Reviews will automatically occur when a student moves from Elementary School to Middle School and from Middle School to the Senior High School and when a student transfers out of the district. Those records not of permanent importance are destroyed annually at the beginning of the next school year or after graduation or discontinued attendance.

ABUSE OF STUDENTS BY DISTRICT EMPLOYEES

As directed by Chapter 102 of the Iowa Code, the Clear Lake Community School District has appointed a designated investigator responsible for the investigation of allegations regarding the abuse of students by school employees, mistreatment, abuse or inappropriate actions by students or adults to other students or adults.

Categories of abuse are the following:

1. Physical abuse by intentional infliction or injury or excessive force.
2. Sexual abuse by sexual offenses or misconduct or encouraging prostitution.

Level 1 Investigator- Sarah Puttmann and Bethany Hythecker

AUTHORIZATION-ASTHMA OR AIRWAY CONSTRICTING MEDICATION SELF-ADMINISTRATION CONSENT FORM - CODE NO. 507.2E1

Recognizing that students with life threatening allergies attend our school, the Clear Lake Community School District will maintain a system-wide emergency plan for addressing life threatening allergic reactions and maintain an Individual Emergency Medical Plan (IEMP) for any student(s) whose parents/guardians, and physicians have informed the principal of the school in writing that the student(s) has a potentially life threatening allergy. Further, the District will utilize procedures to minimize the chance of a child experiencing a life threatening allergic reaction.

PROCEDURE FOR IMPLEMENTING LIFE-THREATENING ALLERGY

1. Each student diagnosed with a life-threatening allergy and/or intolerance will be required to have their Health Care Provider (HCP) document the allergy/intolerance on the Disability/Medical Condition Statement for Foods Served through the School Nutrition Program form.
2. The school principal, in consultation with the school nurse, will be responsible for notifying classroom teachers, secretaries, associates, and other appropriate individuals and parents in classrooms where one or more students have a life threatening allergy. Based on the Health Care Provider’s information, notification will include an explanation of the severity of the health threat, a description of signs and symptoms to be aware of and a concise list of foods and materials to avoid.
3. There will be designated table(s) for students and adults that bring cold lunches. Food allergy students will sit at the hot lunch tables.
4. NO HOMEMADE TREATS OR FOOD ITEMS, for students, will be brought into our schools either by parents or staff. All treats must be commercially prepared and packaged for distribution with intact ingredient labels. Treats may be distributed by

the classroom teacher for special occasions, such as birthdays or holiday parties. Classrooms with students who have life threatening allergies may have more specific guidelines depending on the type(s) of allergy.

5. Food preparation and the use of food manipulatives will be allowed in academic curriculum with the principal's and health care professional's pre-approval. An exception will be made for food preparation as related to the Individual Education Plan of individual student's goals served in special education in PreK-12 grades.

6. No items in the classroom will be stored in previously used food containers. (Peanut butter, jelly, or any other kind of jar).

7. Visiting pets are prohibited in our schools. An exception will be made for service animals and approved classroom units involving animals as a part of a lesson or lessons.

8. Whenever students travel on field trips, during the school day, the School Nurse will review the EHP with the student's teacher(s). The Clear Lake Schools may restrict a child's participation in a field trip "due to safety reasons which may include a possible and/or unavoidable life threatening situation". Sack lunches will be purchased by the students through the school food service when required for a field trip. No other lunches will be allowed on the field trips.

9. The School Lunch Program Director will receive copies of the Disability/Medical Condition Statement for Foods Served through the School Nutrition Program for those students with a food allergy/intolerance and will follow the written recommendations of the HCP.

10. The Disability/Medical Condition Statement for Foods Served through the School Nutrition Program will be reviewed annually by the School Nurse with the student's parents and HCP.

11. The Clear Lake District will not allow any non-food allergen items in any building or property that may cause a life threatening situation. Medical documentation and an EHP are required. (ex: latex).

Internet, Safety, and Acceptable Use

INTERNET SAFETY & ACCEPTABLE USE - CODE NO. 605.6

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

RESPONSIBILITY FOR INTERNET APPROPRIATE USE

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet.

INTERNET ACCESS-STAFF

1. The network is provided for staff to explore educational topics, conduct research, and communicate with others. Communications over the network are often public in nature and therefore general rules and standards for professional behavior and communications will apply.
 - a. Training in the proper and safe use of the Internet system (including proper online behavior in social networking websites, chat rooms, cyber bullying and response) will be provided to staff members who will then provide similar training to their students.
 - b. All staff must sign and return the "Internet User Agreement" form.
 - c. Electronic mail is not to be utilized to share confidential information.
 - d. Staff members are expected to practice appropriate use of the Internet and violations may result in discipline up to and including dismissal.

STUDENTS

The network is provided for students as a source of information and a vehicle of communication. Independent access is provided to students who act in a considerate and responsible manner. Parental permission is required for minors (under 18 years of age). Access entails responsibility and is a privilege, not a right. Student usage of the internet is subject to monitoring by authorized staff.

1. Internet access carries with it the potential to encounter information that may not be appropriate for students. On a global network, however, it is impossible to control all materials. Because information appears, disappears and changes it is not possible to predict or control what students may locate. The school district will continue to install Internet filter software, which will help block inappropriate sites, obscene material, pornography, or any material deemed harmful to minors in accordance with the Children's Internet Protection Act.
 - a. Cyberbullying or harassment of others by electronic communications is considered a disruption of the academic environment and, as such, it is not appropriate to originate or share such communications.
 - b. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
 - c. Parental authorization for student internet usage is automatically given upon registration in the Clear Lake Community School District unless the registration form is marked to deny such access.

- d. The Clear Lake Community School District supports and respects each family's right to decide whether or not to apply for independent access for their children.

SERVICES

The Clear Lake Community School District makes no guarantees, whether expressed or implied, for the service it is providing and will it be responsible for any damages. This includes loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions. Clear Lake Community School District denies any responsibility for the accuracy or quality of information obtained through Internet services.

INTERNET SAFETY & ACCEPTABLE USE REGULATION - CODE NO. 605.6R1 - ALL USERS

1. The Clear Lake Community School District reserves the right to access stored files. Network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use. After notification to users, network supervisors may periodically clean out old accounts.
2. Users will accept responsibility for reporting any misuse of the network to the network supervisor. Misuse can come in many forms, but is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues.
3. Users should not use another individual's account without written permission from that individual.
4. Intentional access or transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene materials, or material protected by trade secret. Use for commercial activities, product advertisement, or political lobby is prohibited.
5. If a user gains access to any service via the Internet which has a cost involved, the Clear Lake Community School District will not be responsible for those costs. Responsibility for payment lies with the user (if 18 years or over) or with the user's parent or guardian (if under 18 years).
6. Users are forbidden from intentionally damaging or gaining unauthorized access to computers, computer systems, or computer networks.

NETWORK ETIQUETTE

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
2. Students should adhere to on-line protocol:
 - a. Respect all copyright and license agreements.
 - b. Cite all quotes, references and sources.
 - c. Remain on the system long enough to get needed information, then exit the system.
 - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
3. Student access for electronic mail will be through their own account. Students should adhere to the following guidelines:
 - a. Others may be able to read or access the mail so private messages should not be sent.
 - b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.
 - d. Always sign messages.
 - e. Always acknowledge receipt of a document or file.

CONSEQUENCES

Students who access restricted items on the Internet are subject to the appropriate action described in board policy or regulations or the following consequences:

1. First Violation - A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of 3 weeks at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.
2. Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet up to 5 weeks.
3. Third Violation - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a semester or for the balance of the school year.

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The Clear Lake Community School District makes no guarantees, whether expressed or implied, for the service it is providing and will not be responsible for any damages. This includes loss of data resulting from delays, non-deliveries,

miss-deliveries or service interruptions. Clear Lake Community School District denies any responsibility for the accuracy or quality of information obtained through Internet services.

Bullying and Harassment Policy

STUDENT BULLYING AND HARASSMENT CODE NO. 105

The Clear Lake Community 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. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived 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, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 - (1) Places the student in reasonable fear of harm to the student’s person or property.
 - (2) Has a substantial detrimental effect on the student’s physical or mental health.
 - (3) Has the effect of substantially interfering with a student’s academic performance.
 - (4) 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.
- “Trait or characteristic of the student” includes but is 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.
- “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within (180) days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School Employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal, Level I investigator, or designee (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent’s designee shall also be responsible for developing procedures regarding this policy.

Suggestions for administrative procedures regarding this policy include:

- Developing procedures for reporting acts of bullying and harassing behavior
- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook;
 - Inclusion in the employee handbook;
 - Inclusion in the registration materials;
- Inclusion on the school or school district's web-site.