



# CHARTER OAK-UTE COMMUNITY SCHOOL DISTRICT NEWSLETTER

Volume 30, No. 1 August 2017

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## CHARTER OAK-UTE SCHOOL MISSION STATEMENT

The Charter Oak-Ute Community School District is committed to providing a quality, small school atmosphere to enhance the abilities of students toward reaching their utmost potential.

## SUPERINTENDENT'S REPORT

Mr. Rollie Wiebers

The start of the 2017-2018 school year is right around the corner and quickly sneaking up on us. The summer months have been spent finalizing plans for the year and preparing the buildings and facilities for another year. We are ready for school to begin and look forward to the possibilities and opportunities that come with a new beginning. Each year brings a new set of challenges and learning experiences for our students and staff, and we look forward to working with all of you in making this year a rewarding and positive experience for our students.

This school year will certainly be different than any other we have previously experienced as we begin Whole Grade Sharing grades 9-12 with the MVAO CSD. While it will be different and somewhat sad, we are also looking forward to the increased opportunities it will provide our students. There will be some logistic things that will always need to be fine-tuned and adjusted, but the major components are in place. Change is difficult but inevitable, and we will make the best out of this situation. We have added a link to our website for the MVAO website and they have added ours to theirs, in order to help in the communication process and sharing of information that will be a key part of this agreement.

We have replaced the roof on the gym this summer and we now have all of our roofs in great shape. There is some work to do around the cafeteria addition yet and long range plans call for exploring the option of putting in air-conditioning in all of our classrooms. Our facilities are in great shape and the board wants to keep them that way as we look to have a school building operating in

the district for a long time. The Whole Grade Sharing Agreement will help us financially and the board wants to use this opportunity to keep everything updated and to provide great opportunities for students in the district.

Please feel free to contact me at the school if you have any questions or concerns. We wish everyone the best this year and look forward to working with all of you.

## NEW STAFF

We would like to introduce our new staff members for the 2017-2018 year and hope that you have an opportunity to meet them and make them feel welcome in our district and communities. The new staff members are:

- Abigail Countryman – Special Education
- Amy Ten Eyck – 2<sup>nd</sup> Grade
- Megan Christiansen – 2<sup>nd</sup> Grade

Please help welcome our new staff members to the district. We believe we have some excellent additions and we look forward to having them in our district.

## ATHLETIC PHYSICALS AND INSURANCE

Students in grades 7-8 who plan on participating in athletics this school year will need a current physical before they can begin practice. **Jr. High Football and Volleyball start on August 23<sup>rd</sup>.** Forms may be picked up at the school.

Likewise students also need to have proof of insurance before participating. Families and individuals may purchase insurance through the school or may sign a waiver indicating that you have adequate insurance. We ask that you submit a copy of your insurance card if you sign the waiver. Insurance forms may also be picked up in the office.

## SCHOOL REGISTRATION

Charter Oak-Ute Community Schools will be attempting to make the registration process as convenient as possible this year. We will be offering the option of registering by mail or in person for the 2017-2018 school year. **You can download**

**registration forms at [www.co-u.net](http://www.co-u.net).** The forms are available to complete at your convenience. You may return the completed forms and your payment to the Charter Oak office anytime before **school starts**. Registration forms can also be picked up at the school prior to walk-in registration. Checks should be made payable to the Charter Oak-Ute Community Schools. You can also mail these forms and payments to:

Charter Oak-Ute Community Schools  
321 Main Street  
Charter Oak, Iowa 51439

High school students will register at the school they will be attending next year.

If you have your own insurance and will not be taking school insurance, please return the insurance waiver form. Families that would like to purchase school insurance are asked to pick up these forms or call in and we will mail a form out. A record of insurance coverage is required before students can participate in athletics. Physicals also need to be completed before practice starts.

### WALK-IN REGISTRATION

Walk-In Registration will be held on **Monday, August 7<sup>th</sup>** from 12:00 Noon until 7:30 p.m. PK-8 students will register in Charter Oak and high school students will register in the district where they will be attending school. If you cannot make it to register on the 7<sup>th</sup>, the office will be open each day before school starts. Please feel free to stop in anytime between 8 and 4 to register. The office is only open till noon on Fridays. Your help in registering before the first day of school is greatly appreciated and makes for a smooth start to the year.

### BACK TO SCHOOL OPEN HOUSE

**Monday, August 21<sup>st</sup>** will be the night of our "Back to School Open House". The building will be open and teachers will be in their rooms for the "Open House" portion of the evening. We invite everyone to come and take part in the "Back to School Activities" and help kick off a new year. Hours are 6:00-8:00 p.m.

### SCHOOL OPENING DETAILS

The Charter Oak-Ute Community School District will be starting classes on **Wednesday, August 23, 2017**. Classes will start at 9:00 am on that day and breakfast will be served starting at 8:30 am. We will dismiss two hours early that day as well. School hours will be from 8:30 a.m. to 3:30 p.m. this year. Please note that is different from last year. Breakfast will be served starting at 8:00 am.

### STUDENT IMMUNIZATIONS

Iowa State Law requires ALL students to have immunization certificate filed with their respective building principal before they will be allowed to attend school. Students entering kindergarten must have this immunization certificate presented to their principal on or before the first day of classes on **August 23, 2017**. Please note that Hepatitis B shots are also required.

### DO YOU HAVE UNUSED BAND INSTRUMENTS IN YOUR HOME?

The instrumental music department is looking for any band instruments you may have in your closet or attic that you would like to donate to the school. We will use them for beginners to play or to trade in for other needed instruments. Please contact the school at 678-3325. Your donation is tax deductible!

### SCHOOL BUS ROUTES

School bus routes for the year will be available at registration and the route drivers will also be contacting the families as far as pick-up times and drop-off times are concerned. If you are new to the district or will be using the bus service from a new location or for the first time, please contact the school so we can add your family to the correct route.

Parents/guardians of Kindergarten children are encouraged to have their child ride the bus to school the first day. Mrs. Gran will be outside to greet the Kindergarten's.

### ARRIVAL AND DISMISSAL PROCEDURES

Charter Oak town students who drive or are driven to school should arrive no sooner than 8:00 am at which time breakfast will start to be served. Route buses will be scheduled to arrive at 8:10 to enable those students to eat breakfast and get ready for class. Classes will start at 8:30 a.m.

All buses will unload in the AM in the driveway on the southeast side of the cafeteria. Parents who are delivering their children to school in the morning should unload their students on the west side of the building on Main Street.

Elementary students that ride the buses will be dismissed at 3:25 in the afternoon to load the buses which will be parked on the driveway on the southeast side of the cafeteria. Elementary students that will be picked up at school or that will be walking home will be dismissed at the same time but will be dismissed through the west doors of the building. Parents are to pick up their children on Main Street on the west side of the building.

Junior High Students will be dismissed at 3:30 p.m. after the elementary students have loaded the buses.

## LUNCH AND BREAKFAST PROGRAM

The Charter Oak-Ute Board of Directors offers the breakfast program. Breakfast will be served from 8:00 am to 8:20 am. Students eating breakfast that will be riding buses should report to the lunchroom as soon as their bus arrives to school.

If there is a delayed start to the beginning of the school day due to weather or some other circumstance, breakfast will not be served.

Students qualifying for free or reduced lunches are also eligible for free or reduced breakfast. Many schools have found a great deal of success in feeding youngsters. It has increased academic output and has reduced the incidents of morning illness among students by providing the breakfast program.

## ATTENTION MONONA AND CRAWFORD COUNTY RESIDENTS

West Central Development Corporation's of Crawford and Monona Counties Outreach Office is offering help with school supplies again this year. Because of the efforts of several county groups and individuals, there will be a variety of school supplies available.

In order to receive supplies, you must be a Crawford or Monona County resident and you must bring your school's list of required supplies. This program is intended to assist low income families and families who have had recent hardships in their lives. Items for Monona County residents will be available for distribution in Onawa at the Outreach Office at 801 10<sup>th</sup> Street in Onawa. If you have any questions, please call Brenda Howland 423-2603.

Items for Crawford County residents will be available for distribution at the Outreach Office at 145 N 7<sup>th</sup> Street, Denison. If you have any questions, please call Connie McGee at 263-3538.

## ATTENTION: FREE AND REDUCED PRICE MEAL RECIPIENTS

If you have children under the age of 5 or there is a pregnant woman in your household, your family may qualify for the Special Supplemental Foods Program for Women, Infants and Children (WIC). The income guidelines for the program are the same as those for reduced price school lunches.

This program provides vouchers for nutritious foods, such as cereal, juice, milk, eggs, peanut butter, dried beans, and infant formula each month. Participants are given a simple health screening every six months and nutrition education is provided.

Children under the age of 5, pregnant, and breast feeding women are eligible. Women who have recently had a baby and are under the age of 18 also qualify for six months after the baby is born.

Clinics to certify individuals for the program are held monthly in each county. For more information or to make an appointment, contact:

West Central Development Corporation Office  
801 10<sup>th</sup> Street  
Onawa IA 51040  
(712) 423-2603

West Central Development Corporation Office  
145 N 7<sup>th</sup> Street  
Denison IA 51442  
(712) 263-3538

## EMERGENCY SCHOOL CLOSINGS

When it becomes necessary to dismiss early, start late or cancel classes, we will make the announcement using our automated calling system. Each family or group that needs to be called or wants notification will have a number in our system that will be called. We should have all families in the system already but if you need a different number added or want to be added to the system, please contact the school and we can get you on the list. We also use this system for other types of announcements and also for making attendance calls.

We will notify media outlets of school closings. The following sources will be used.

- KDSN – 107.1 FM or 1530 AM – Denison, IA
- WOWTV – Omaha
- KMTV – Omaha
- KETV – Omaha
- KCAU – Sioux City
- KTIV – Sioux City
- KMEG – Sioux City

## HOME SCHOOL ASSISTANCE PROGRAM

The Charter Oak-Ute Community School District has a Home School Assistance Program in place to help families that choose to home school their students meet the needs of those students. By enrolling in the program, students and families receive financial assistance from the district to purchase educational materials, can enroll in classes and activities and receive the services of a Home School Coordinator. This arrangement is a win-win situation as the district receives additional funding from the state for each student enrolled in the program at Charter Oak-Ute. If you have any questions about the Home School Assistance Program please contact Superintendent Rollie Wiebers at (712) 678-3325.

## COU ATHLETIC BOOSTERS

### RED, WHITE AND BLUE CLUB

The Charter Oak-Ute Athletic Booster Club is an active organization that supports the athletic programs of our school. The Boosters have 5 primary fund raisers throughout the year. They are:

- \*Red, White, and Blue Club
- \* Football/Volleyball Jersey Auction
- \*Meet the Cats
- \* Youth Basketball Tournament
- \*Spring Fling

One hundred percent of the money raised goes back to the athletic programs. Some of the items the Boosters have provided money for include: Weight equipment, Speed and Agility Program, Football Jerseys, Football Bags, Football Dummies, Volleyball warm-ups, volleyball supports and nets, Basketball shoot-a-way, Basketball uniforms, Golf balls, Golf Practice Equipment, Track sweats, shot put, Softball bats and a drag for the field.

We encourage all parents to participate in the Athletic Booster activities and appreciate your support.

## BUS RULES AND REGULATIONS

If your child is scheduled to be a regular passenger on one of our school buses, please read this article very carefully. Bus transportation is provided by authority of the Board of Directors. Transportation equipment represents a large capital investment. Student cooperation in proper maintenance and preservation of this equipment is expected. The safety of every student on our buses is of great concern to all of us. Every precaution is taken to see that students arrive at their destination safely.

The bus driver has a great deal of responsibility. They have to keep their mind on their driving. If they are worried about the activity in the bus they cannot be a safe driver. Anything that diverts the driver's attention from their job immediately endangers the safety of the passengers. It is, therefore, absolutely necessary that the students riding the bus conduct themselves in the best possible manner.

In order to operate a safe, efficient and economical transportation program it is absolutely necessary that all passengers observe the bus regulations as stated below to avoid any misunderstanding that might develop at some future date. The procedures described below will be followed in case of an infraction of the rules by your child.

- ✓ If a violation occurs, the bus driver will complete and turn in to the principal's office an Unsatisfactory Bus Conduct Report.
- ✓ The parents/guardians of the child who misbehaves will be sent a letter advising them of this fact.
- ✓ Continued misbehavior will result in suspension of bus riding privileges until a conference has been held with the parents/guardians.
- ✓ If after this conference the student misbehaves, the student will be suspended from the privilege of riding the school bus for the remainder of the school year.
- ✓ If a major problem such as a fight, insubordination toward a bus driver, flagrant actions toward another person on the bus, a child can be suspended from riding the bus for a minimum of 3 days for the first or second incident.

We sincerely hope you will cooperate with us in helping make our buses safe for all the students who ride them.

## REGULATIONS

1. The driver is in charge of the students and the bus. Students must obey the driver at all times.
2. Students must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
3. Students should never stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the driver is prohibited.
5. Classroom conduct is to be observed by students while riding the bus. "Horseplay" will not be tolerated.
6. Students must not, at any time extend arms, legs or head out of the bus window.
7. Students must not try to get on or off the bus or move about within the bus while it is in motion. They are instructed to remain in their seats until their destination is reached.
8. Students must observe instructions from the driver when leaving the bus.
9. Any damage to a bus by a student will be paid for by the student.
10. The driver will not discharge students at places other than their home or school unless authorized by parent/guardian, the superintendent or principal.

## SCHOOL BUS SAFETY IDEAS

- A child's clothing can be dangerous when getting off the bus.
- A number of children have been injured or killed when their clothing became caught when exiting the bus.

- Dangerous clothing that can get caught in handrails, doors, or other areas include:
  - Jackets or sweatshirts with drawstrings
  - Backpack straps
  - Scarves or other loose clothing

Please talk with your children about these Safety Rules:

1. Stay away from Danger Zones around the bus.
2. If you drop something near the bus, don't pick it up. The driver may not see you. Tell the driver and follow his/her instructions.
3. Remember that motorists don't always stop for the school bus. Use extreme caution when getting on or off the bus.

### FREE/REDUCED

Most people are aware that the federal government requires school districts to offer a free and reduced meal program for students who are in need of assistance based on family income. But few are aware of how the system really works.

After a district screens through all of the free and reduced applications, this information is then reported to the state department. Each district then keeps track of how many times these students eat lunch and/or breakfast. The school district is then reimbursed above and beyond the actual cost to the district. So in reality, the greater the number of students that are identified, the more the district benefits financially.

The percentage of students who qualify for free and reduced meals also effects how the state department funds a school district in many different programs. The higher the percentage of free and reduced students, the greater the funding the districts receive. When writing grants, they often ask for the percentage of free and reduced students; the higher the percentage the more likely the school is to receive the grant.

### CHARTER OAK-UTE FOUNDATION

The Charter Oak-Ute Education Foundation Board of Directors would like to take this opportunity to thank all who have supported the Foundation over the years.

The Charter Oak-Ute Education Foundation has a current balance of \$110,660.12 with \$13,000.00 to be given to the school for current grant awards.

Anyone wishing to get involved in the Foundation or make a donation should contact one of the current board members.

## DENTAL SCREENING REQUIREMENT FOR SCHOOL ENROLLMENT

Children enrolling for the first time in an Iowa elementary or high school are required to have a dental screening.

### ELEMENTARY

- Applies to Kindergarten (or 1<sup>st</sup> grade if there is no Kindergarten) and out-of-state transfer students
- Screening must occur no earlier than age 3 but prior to age 6
- Screening can only be performed by: dentists, dental hygienists, physicians, nurses, or physician assistants

Local I-Smile Oral Health Coordinators will be working with schools throughout the state to help implement the requirement – including assisting families to get children screened and finding follow-up care as needed.

To find your local I-Smile Coordinator, to go: [www.idph.state.ia.us/webpage/default.asp?map=i-smile](http://www.idph.state.ia.us/webpage/default.asp?map=i-smile)

Required forms and additional information on the school dental requirement can be found at: [www.idph.state.ia.us/hpcdporal\\_health\\_school\\_screening.asp](http://www.idph.state.ia.us/hpcdporal_health_school_screening.asp)

### DATES TO REMEMBER

#### AUGUST

- 7** School Registration 12 Noon–7:30 pm
- 8-9** Freshmen Academy at Mapleton
- 21 Back-to-School Open House 6:30-8:00
- 23** 1<sup>st</sup> Day of School – 9:00 am
- 23 Jr. High Football and Volleyball Practice Starts
- 30 School Picture Day

#### SEPTEMBER

- 4** No School – Labor Day
- 12 School Elections

### EQUITY POLICY

It is the policy of the Charter Oak-Ute Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its education programs and employment practices. There is a grievance procedure for processing complaints of discrimination. If you have any questions related to this policy or the grievance procedure, please contact Rollie Wiebers, 321 Main Street, Charter Oak, Iowa, 712-678-3325 Equity Coordinator.

# EQUITY COORDINATOR

Mr. Rollie Wiebers

## Role and Function of the Educational Equity Coordinator

Iowa Department of Education  
Division of Learning and Results  
August 2016

One of the procedural requirements of Title IX of the Education Amendments of 1972 banning discrimination on the basis of sex, Section 504 of the Rehabilitation Act of 1973 barring discrimination on the basis of disability and Chapter 95 of the Iowa Administrative Code banning discrimination in employment and requiring affirmative action plans is that educational agencies assign an employee the responsibility of coordinating their compliance efforts. There is no similar procedural requirement for Title VI for the Civil Right Act of 1964, which bans discrimination on the basis of race and national origin in education. However for the sake of fairness it is recommended that the coordinator's responsibilities include issues related to race and national origin.

School districts may choose to designate one coordinator, or they may choose to assign two or more persons to serve as coordinators. This is often determined by the size of the district or educational agency. Some agencies choose to have one coordinator for employment and another for program for issues. Others choose to have a coordinator for issues related to race and national origin, another coordinator for issues related to gender, and another for issues related to disability. If there is more than one coordinator, all should be identified in the notices that go out to staff, students, parents, and the community. It is also important that if multiple individuals are assigned, they communicate with one another and work together as a team.

Although the designation of a coordinator does not diminish the ultimate legal responsibility of an agency's governing body and chief executive officer, it establishes responsibility and accountability for coordinating and monitoring the activities necessary to ensure compliance with educational equity laws. It is the responsibility of the chief executive officer to ensure that an equity coordinator has been named and that they are carrying out their responsibilities under the law. The effectiveness of the educational equity coordinator is critical to an agency's efforts to comply with civil rights related requirements. It is essential that the designated employee's job description and annual

objectives include their equity-related responsibilities.

Coordination responsibilities must be pro-active and go far beyond solely investigating the complaints of students, parents, and employees. Coordinator responsibilities extend through every aspect of an agency's policies, programs and practices. However they can be placed in six basic categories. They are:

- 1. Knowledge of Federal and State Laws:** Develop and maintain a working knowledge of Title IX (gender equity), Section 504 and Americans with Disabilities Act (disability equity), Title VI of the Civil Rights Act (race/national origin equity) and relevant state laws.
- 2. Policies and Procedures:** To ensure that the agency has the required board policies and grievance procedures in place.
- 3. Dissemination of Information:** To ensure that information about the non-discrimination policies, harassment/bullying/hazing policies, the name and contact information for the equity coordinator(s), and information about the related grievance procedure is disseminated annually to board members, administrators, and all employees, students, parents and applicants for employment. This information must be included in all major annual publications and the district's website.
- 4. Professional Development:** To arrange for the training of staff and students that will make them aware of their rights under the legislation as well as assist them to carry out their responsibilities under the law.
- 5. Facilitate the Grievance Process:** To mediate conflicts and to ensure prompt and effective processing of complaints through the facilitation of the agency's board adopted civil rights grievance procedure.
- 6. Monitoring:** To monitor the agency's compliance with the legislation by reviewing and disseminating disaggregated student achievement data, building and course enrollment data, student activity data, and employment and personnel data. Membership on district advisory committees should be monitored for gender balance, the inclusion of individuals representing diverse racial/ethnic groups, as well as persons with disabilities.

Questions regarding the responsibilities of the Educational Equity Coordinator can be referred to:

Isaiah McGee  
Consultant for Equity and Achievement Gaps  
Division of Learning and Results  
Iowa Department of Education  
Grimes State Office Building  
Des Moines Iowa 50319  
515-725-2866  
or  
Patti Ryan  
Human Resources Director  
Charter Oak-Ute Schools  
321 Main Street  
Charter Oak IA 51439  
712-678-3777

## ANNUAL MANDATED NOTIFICATIONS

### MEDICATION POLICY

Students may need to take prescription or non-prescription medication during school hours. The medication must be prescribed by a licensed medical or osteopathic physician or dentist. Students may carry prescription medication only under special circumstances and only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instruction for administration of any medication as well as parental authorization and signed request to administer the medication. The prescription and the parents' signed request to dispense the medication are kept on file in the office from which the medication will be dispensed. Medication is held in a locked cabinet (or refrigerated when required) and distributed by the school secretaries. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name, phone number, and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); and potential side effects. No aspirin will be dispensed at school unless a written permission note from the parent is on file in the school office, which will be dispensing the aspirin. The over-the-counter medications must be in the original container. We cannot give any medication that is not properly labeled. The note from the parent must be dated and signed by the parent, and written directions for giving enclosed. These instructions must be renewed at the beginning of each school year and all previous aspirin instructions will be destroyed at the end of each school year.

### HEALTH/HUMAN GROWTH AND DEVELOPMENT CURRICULUM

The Charter Oak-Ute Schools have adopted a sequentially developed Health/Human Development Curriculum for grades PS-12. Parents and guardians may have their child excused from the class when human growth and development topics are taught. The students will incur no penalty but may be required to complete an alternative assignment that relates to the class and is consistent with assignments required of all students in the class. Parents wishing to have their student excused from the human growth and development topics

should contact the building principal to secure the required excuse form. Information relating to the human growth and development topics and when they will be taught can be obtained by contacting the classroom teacher. In addition, teachers in grades 4 through 8 will send parental notification when human growth and development topics are taught.

### OPEN ENROLLMENT

Parents or guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates:

March 1, 2018 – Last date for open enrollment requests for the 2018-2019 school year.

September 1, 2017 – Last date for open enrollment for entering Kindergarten students and those students falling under the "good cause" definition for the 2016-2017 school year. Parents or guardians of open enrollment students whose income falls below 100 percent 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.

### NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, source of referral of applications for admission and employment, and all unions or professional organizations holding negotiated agreements or professional agreements with the school districts are hereby notified that the district does not discriminate on the basis of **any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.**

in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the COU School District's compliance with the regulations implementing Title VI, Title IX, Americans with Disabilities Act or Section 504, 104.8, 106.9, Office for Civil Rights Guidelines, IV O, Iowa Administrative Code, 287.12 (8), 95.3, 05.4 (1) & 95.6 is directed to contact: Rolie Wiebers, Charter Oak-Ute Community Schools, phone (712) 678-3325.

### ABUSE OF STUDENTS

Pursuant to Chapter 232 of the Iowa Code, abuse of children may fall in either of the two categories: (1) The non-accidental physical injury of a student as a result of the action of an agency employee or (2) Sexual offenses of misconduct as defined by Iowa Code, Chapter 709. The investigators for the alleged abuse of a student by an employee are:

Adam Eggeling – Phone 678-3325  
Charter Oak-Ute Principal  
263-2146  
Crawford County Sheriff

### DISABILITIES ACT

Charter Oak-Ute Community School District is committed to complying with the requirements in Section 504 of the Vocational/Rehabilitation Act of 1973, and Americans with Disabilities Act is seeking information from adults with disabilities in our community.

- Do you have a physical or mental disability, and do you have a child enrolled in our school? (Are you deaf, have a physical disability, or serious medical condition(s) etc?) We are responsible for providing you access to parent-teacher conferences and other programs and activities, including graduation.
- Are you or do you know of an individual with a disability that may attend a function in our building (graduation ceremony)? We would like to be aware of this in case there are physical barriers in accessing our building.

If you have special needs as detailed above, please contact the following: Mr. Rollie Wiebers, Charter Oak-Ute Community School at (712) 678-3325.

### TOBACCO FREE ENVIRONMENT POLICY ADOPTED

The Charter Oak-Ute Community School District adopted a policy that prohibits the use of tobacco products on school property. The move to adopt this policy was originally initiated by the Charter Oak-Ute Jr/Sr High School Student Council. This group felt it was in the best interest of the district and it's patrons to adopt this policy. The Board of Education and Administration agreed and the policy was adopted. The policy is in effect at school activities in the district and includes all activities that are held on non-school owned property such as the baseball, softball and football field. We ask that everyone cooperate in following this policy and help keep our grounds and facilities tobacco free.

POLICY TITLE: Tobacco Free Environment  
CODE NO.: 903.1.2

The Charter Oak-Ute Community School District will promote a tobacco and smoke-free environment by making the use of tobacco products off-limits on school property and at school sponsored events at sites in the communities of the district. Persons violating this policy will be asked to refrain from using tobacco products on school grounds and at school activities. Persons failing to abide by this policy will be directed by school authorities to leave school grounds.

### FEDERAL ASBESTOS REGULATIONS

The Environmental Protection Agency (EPA) has established regulations that effect schools with regard to asbestos-containing materials within the school. Part of these regulations require that local education agency inspect all areas with the school building and inform you of the results of the inspection.

The Charter Oak-Ute School appears relatively free of friable asbestos. Friable asbestos is that asbestos material that is capable of being crumbled, pulverized, or reduced to powder by hand pressure. Some of the boiler wrapping and pipe wrapping used as insulation throughout the building at Charter Oak and Ute may contain some asbestos.

It is important to note that not all friable asbestos-containing material need to be removed from schools. Once such materials have been identified a program can be implemented to ensure the materials be maintained in good condition and appropriate precautions followed when the material is disturbed for any reason.

Many of the pipes are covered with fiberglass-type insulation. However, there are some pipe coverings that do appear to contain asbestos or an unknown substance. Asbestos-containing pipe and boiler wrapping usually does not present

an asbestos exposure hazard because the asbestos is enclosed within a canvas jacket. As long as this jacket remains intact and undamaged, it is important not to disturb the jacket.

The EPA has developed guidelines for schools to identify asbestos within buildings. Charter Oak-Ute contracts Ames Environmental, Inc. to design a system for determining relative risks and suggesting appropriate safety responses. Recommendations for dealing with material that may contain asbestos have been developed within should contribute to safeguarding all building occupants. The management plan, which contains detailed descriptions of the recommendations, are available for review in all administrative offices.

### TITLE IX – MULTICULTURAL NONSEXIST HANDICAP

It is the policy of the Charter Oak-Ute Community School District not to discriminate on the basis of sex, race, national origin, creed, educational programs, activities, or employment as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping to eliminate bias on **any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status**, and respect and appreciation for the cultural diversity found in our 'Main Street' county and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title IX, Title VI or Section 504 may be directed to:

Rollie Wiebers, Superintendent  
Charter Oak-Ute Community Schools  
321 Main Street  
Charter Oak IA 51439  
(712) 678-3325 or (712) 885-2261  
or  
Director of the Iowa Civil Rights Commission  
Des Moines IA  
or  
Director of the Region VII  
Office of Civil Rights  
Department of Education  
Kansas City MO

### RELEASE OF INFORMATION

All students, parents and/or guardians should be aware that the information listed below maybe released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student, parent and/or guardian not wanting this information released to the public or more specifically to the Armed Services must object in writing to the principal in charge of the school the student is attending. This objection should be renewed annually.

Information that is released is as follows: Name, Address, Telephone Listing, Date of Birth, Participation in Activities and Organizations, Weight and Height of Athletic Team Members,

Date of Attendance, Awards Received, Most Recent Previous School or Institute Attended or other similar information.

CHARTER OAK-UTE COMMUNITY SCHOOL DISTRICT  
Parental/Guardian/Student (if over 18) Request to Not Release Information (Directory)

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Information will not be released to any group unless only certain groups or organizations are specified below that you do not want information released to.

### STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to their student's educational records. They are: 1) The right to inspect and review the student's educational record within 45 days of the day the district receives a request for access. Parents or eligible students must submit to the principal or appropriate school official a written request that identifies the records they wish to inspect. The school official will make arrangements to 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 records that the parent or eligible student believes or inaccurate or misleading or in violation of the student's privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changes and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested, the district will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for such an amendment. Additional information regarding the hearing procedures will be provided. 3) The right to consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosures without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement personnel): a person serving on the school board, a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant or therapist, or a parent or student serving in an official committee, such as disciplinary or grievance committee or student assistance team or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the school official needs to review an educational record in order to fulfill his or her professional duty.

### BLOODBORNE PATHOGENS

The school district is required through the Occupational Safety and Health Act (OSHA) to provide training in the proper handling and care of blood products. The district is obligated

to provide all staff members with gloves, to make various kinds of kits available on the school buses, to teachers supervising the playground, in the gymnasium area, and classrooms where there is liable to be accidents. These kits will be used to absorb the blood products and clean up of any blood spills on the floor or property. Another requirement of the law is that all employees who are more likely to be exposed be offered the Hepatitis B vaccine. This immunization is a series of three shots. Employees have the right to refuse the shots, but should they have exposure to blood products, they will be required to undergo testing and take the needed shots at that time. Cost estimates vary from \$100 to approximately \$140. In addition, the school district must make arrangements for proper disposal of materials that are blood soaked or stained.

The district-wide plan for enacting the bloodborne pathogens policy is available in each of the district's administrative offices.

### EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

The Charter Oak-Ute Community School District shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity and Affirmative Action laws, directives, and regulations of Federal, State, and local governing bodies and agencies. The obligation to affirmatively implement equal employment opportunity to all employees and applicants for employment include: hiring, placement, upgrading, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination.

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 Board, administration, and the State Department of Education for the class or position for which they apply. In employing school district personnel, the Board shall consider the qualifications, credentials, and records of the applicants without regard 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.** In keeping with the law the Board shall consider the veteran status of applicants.

This policy shall be reviewed by the administration at least one time per year. Employees shall be given notice of this policy annually.

### NO CHILD LEFT BEHIND ACT Parental Notification Under NCLBA

The No Child Left Behind Act (NCLBA) requires schools to give parents many different kinds of information and notices in a uniform and understandable format, and to the extent practicable, in a language that the parents can understand. Listed below are some of the requirements that are in addition to the district's annual report card. (It includes only those notices that must be made to parents by school districts or individual public schools.)

1. At the beginning of each school year, school districts that receive Title I funds must notify parents (of each student attending every school receiving Title I funds) that they may request, and the district will provide parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including the following:

- whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived.
  - the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
  - if the child is provided services by paraprofessionals, their qualifications.
2. A school that receives Title I funds must provide each parent information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the test is taken. Such a school must also give timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.
  3. A school district that used federal funds to provide a language instruction education program for children with limited English proficiency must, no later than 30 days after the beginning of the school year, give the parent(s) of each child identified for participation or participating in such a program the following information: why the child is placed in the program; the child's level of English proficiency, how that level was determined and the status of the child's academic achievement; methods of instruction in the program in which their child is placed and those of other available programs; how the program will meet the educational needs of their child; how the program will help their child learn English and meet age appropriate academic achievement standards for grade promotion and graduation; the specific exit requirements for the program; in the case of a child with a disability, how the program meets the child's IEP objectives; and information about parental rights. For a child not identified as limited English proficient prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in such a program.
  4. A school district receiving Title I funds must promptly notify parents of each student enrolled in an elementary or secondary school identified for improvement, corrective action or restructuring that the school has been so identified.

The notification should also include:

- an explanation of what the identification means
- how the school compares in terms of academic achievement with other schools in the district and in the state
- the reasons for the identification
- what the school is doing to address low achievement
- what the district and state will do to help the school
- how the parents can become involved in addressing the school's academic issues
- an explanation of the parents' option to transfer their child to another public school or to obtain supplemental educational services for the child

If a school is subject to restructuring, the district must promptly notify the teachers and parents and provide them an opportunity to comment before any action is taken and to participate in developing any restructuring plan.

5. IF a school fails to made adequate yearly progress according to certain statutory timetables, the district must made supplemental educational services available to

eligible children in the school. The district must provide annual notice to parents of the availability of these services, the identity of approved providers of these services and a brief description of the services, qualifications and demonstrated effectiveness of each provider.

6. A district receiving Title I funds and each school served under Title I must jointly develop with and distribute to parents of children participating in Title I programs a written parental involvement policy. If a school or district has a parental involvement policy that applies to all parents, it may amend the policy to meet the requirements under the NCLBA. Schools must:
  - Hold at least one annual meeting for Title I parents
  - Offer a flexible number of meetings
  - Involve parents in an ongoing manner in the planning, review and improvement of Title I programs
  - Provide Title I parents with information about the programs, a description and explanation of the curriculum, forms of academic assessment
  - If requested, opportunities for regular meetings to discuss the education of their children
  - Develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement.
7. A district receiving safe and drug-free school program funds must inform and involve parents in violence and drug prevention efforts. The district must make reasonable efforts to inform parents of the content of safe and drug free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity.
8. A district must make reasonable efforts to inform parents and the public about their right to access to all assessment data (except personally identifiable information), questions and current assessment instruments. Districts, schools and students may voluntarily participate in the National Assessment of Educational Progress. Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment and is not required to answer any test question.
9. Districts receiving federal education funds must notify parents of secondary school students that they have a right to request that their child's name, address and telephone number not be released to a military recruiter without their prior written consent. Districts must comply with any such request.
10. To be eligible for federal funds for programs assisting the education of homeless children, a district must provide written notice to the parents of each child enrolled in a separate school for homeless children of the choice of schools that homeless children are eligible to attend. They should also be notified that no homeless child is required to attend a separate school, and that homeless children must be provided transportation services, educational services and meals through school meal programs comparable to those offered to other children in the school attended. The notice must also include contact information for the local liaison for homeless children and the state coordinator for education of homeless children.
11. A district must develop and adopt policies regarding the rights of parents to inspect third party surveys before they

are distributed to students and take measures to protect student privacy when surveys ask for certain sensitive information; parental right to inspect any instructional materials; administration of physical examinations or screening of students; collection, disclosure or use of personal information from students for the purpose of marketing or selling that information; and the parental right to inspect any instrument used to collect personal information before it is distributed to students. Districts must give parents annual notice of adoption, substantive changes in, or continued use of such policies.

12. Districts must give parents annual notice at the beginning of the school year of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- Activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information
- Administration of surveys that contain requests for certain types of sensitive information
- Any non-emergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance, and not necessary to protect the immediate health and safety of students.

13. If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the NCLBA, it must provide notice and information about the waiver to the public in the manner in which it customarily provides public notice.

#### **LEGAL ASSISTANCE**

Free or low cost legal services, as well as other relevant services are available by calling (800) 432-9229.

#### **SPECIAL EDUCATION**

Special Education policies, suspension/expulsion procedures and a student's due process rights may be obtained from either principal's office.

#### **WAIVER OF FEES**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents of students who believe they may qualify for temporary financial hardship should contact the superintendent's office. This waiver does not carry over from year to year and must be completed annually.

#### **HOMELESS STUDENTS**

In accordance with Chapter 3, Iowa Administrative Code, the Charter Oak-Ute Community Schools encourage homeless children and youth to enroll in school. For more information, please contact Adam Eggeling at (712) 678-3325.

#### **EXTENDED YEAR SPECIAL EDUCATION**

This will be considered written notice to all parents of students (eligible individuals) who qualify as potential recipients of extended year special education (EYSE). In certain circumstances, to ensure provision of a free, appropriate education, an eligible individual shall be provided

extended year special education in identified critical skill areas when the special education instructional program, support services, or both in which the individual is regularly participating are not in sessions for periods of three or more constructive weeks. A review of all eligible individuals receiving special education shall be conducted by the Individualized Education Program (IEP) team for the purpose of identifying those individuals who may require extended year special education in accordance with this rule. The parents of the eligible individual shall be provided written notice of the IEP team's subsequent determination regarding the individual's need for extended year special education. Parents of eligible individuals who disagree with the decision not to provide extended year special education services, may appeal the decision by contacting the school.

#### **ANTI-BULLYING/HARRASSMENT POLICY**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial stats. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

#### **Locker Inspections**

Student lockers are the property of the school district. Students shall use the locker assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep his/her assigned locker clean and undamaged. The expenses to repair damage done to a student's assigned locker will be charged to the student.

To ensure students are properly maintaining their assigned locker, the principal or assistant principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection. Student lockers may also be searched at any time without advance notice in compliance with board policy regulating search and seizure.

## **Search and Seizure**

School district property is held in public trust by the School Board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable suspicion that a school district policy, rule regulation or law has been broken. The search shall be in a manner reasonable in scope in order to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors of the school district. The furnishing of a locker, desk or facility or space owned by the school and provided as a courtesy to a student, even if the student provides a lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property under the jurisdiction of the school district: while on school owned and or operated vehicles or 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. Possession of such items will be grounds for disciplinary action including suspension or expulsion, and may be reported to local law enforcement officials.

The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school district premises or property within the jurisdiction of the school district.

## **District Reporting of Professional Organizations**

Listed below are organizations the Charter Oak-Ute Community School District has memberships in or uses for district purposes along with the fees they charge;

Iowa Energy Association  
Iowa Association of School Boards  
Iowa School Finance and Leadership  
School Administrators of Iowa  
American Association of School Administrators  
Iowa Association of School Business Officials  
Iowa High School Speech Association  
National Association of Student Councils  
National Honor Society Association  
Iowa High School Athletic Association  
Iowa Girls High School Athletic Union  
Iowa High School Athletic Directors Association  
Iowa High School Girls Coaches Association  
Iowa Football Coaches Association  
Iowa Basketball Coaches Association  
Iowa High School Speech Association  
Iowa High School Music Association  
Iowa Bandmasters Association  
Vocal Music Teachers Association  
National and State FFA Organization