

SUMMARY OF REQUIRED SCHOOL HEARING OFFICERS

COORDINATOR/ GRIEVANCE OFFICER	PHONE NUMBER	ADDRESS
1. Multicultural/Non-Sexist		
Tom Kerr	712-725-2381	School, Boyden, IA 51234
2. Harassment		
Tom Kerr	712-725-2381	School, Boyden, IA 51234
Dan Pottebaum	712-439-2440	School, Hull, IA 51239
Bill Francis	712-439-2440	DESIGNATED INVESTIGATOR
Lisa Rensink	712-725-2381	DESIGNATED INVESTIGATOR
3. Child Abuse Investigators		
Bill Francis	712-439-2440	School, Hull, IA 51239
Lisa Rensink	712-725-2381	School, Boyden, IA 51234
4. Alternate Child Abuse Investigators		
Andrea Maassen	712-725-2381	School, Boyden, IA 51234
Tom Kerr	712-725-2381	School, Boyden, IA 51234
Dan Pottebaum	712-439-2440	School, Hull, IA 51239
5. Child Abuse – 2nd Level		
Co. Sheriff's Office		
Sioux Co. Sheriff	712-737-2280	Orange City, IA 51041
6. Discrimination		
Dan Pottebaum	712-439-2440	School, Hull, IA 51239
7. Title IX		
Jeff Meyn	712-439-2440	School, Hull, IA 51239
8. Affirmative Action / Equal Opportunity Employment		
Lori Hoven	712-439-2711	School, Hull, IA 51239
9. Title I Grievance		
Steve Grond	712-439-2711	School, Hull, IA 51239
10. Free/Reduced Lunch Review of Decision		
Steve Grond	712-439-2711	School, Hull, IA 51239
11. Open Enrollment Forms & Questions		
Steve Grond	712-439-2711	School, Hull, IA 51239
Bill Francis	712-439-2440	Compliance Officer

**BOYDEN-HULL COMMUNITY SCHOOL
REQUIRED (and other) NOTICES**

2016 – 2017

A.A./E.O.E.

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TO "BE THE BEST IT CAN BE"

BOYDEN-HULL IS A SCHOOL WITH A CLEAR VISION

Our educational vision includes:

STUDENTS

Students will learn the basics of education and will be provided with beneficial technology and expansive career opportunities. They will be encouraged to participate in community service, develop a sense of patriotism, respect authority, embrace a strong work ethic, and build pride in themselves and Boyden-Hull.

PARENTS

Parental involvement will be encouraged in each student's educational experience to enhance learning, high moral standards, and quality life style.

STAFF

The district will provide resources and support to maintain an excellent staff that is highly motivated and committed to quality education.

CURRICULUM

The curriculum will emphasize the basic skills and incorporate electives in areas such as writing skills, technology, communication, and a wide range of fine arts activities.

FACILITIES

The district will provide quality facilities utilizing beneficial state-of-the-art technology to promote learning and physical fitness, and to encourage community involvement in the school.

COMMUNITIES

The school and the community will work together to mutually support each other.

BOYDEN-HULL GRADUATES WILL BE CONFIDENT PRODUCTIVE CITIZENS.

DISTRICT FEES

Fees for 2016-17 are as follows:

- I. **Text Book Fees** - Students may be eligible for no fee or reduced fees (40%). Application forms are available.

	Fee	Reduced Rate
Elementary Book Rent	\$40.00	\$14.00
Jr. High Book Rent	\$40.00	\$14.00
High School Book Rent	\$45.00	\$16.00
Driver Education (Summer 16)	\$250.00	\$90.00

- II. **Music/Other Fees** - These fees are for participation in music activities and do not qualify for waived or reduced fees.

Band Instrument Rent	\$ 50.00
Band Percussion Rent	\$ 25.00
High School Band Uniform	\$ 10.00
Choir Robe Rent	\$ 10.00

- III. **Lunch and Breakfast Fees.** Forms are available to request free or reduced prices for lunch and breakfast.

	Daily	20 Meals	Reduced
K-6 Lunch Fee	\$2.55	\$51.00	\$.40
7-12 Lunch Fee	\$2.70	\$54.00	\$.40
K-6 & 7-12 Breakfast Fee	\$1.45	\$29.00	\$.30
Adult Lunch	\$3.50	\$70.00	
Adult Breakfast	\$1.60	\$32.00	
Extra Milk Ticket	\$.35	\$7.00	

- IV. **Admission Prices for Athletic Events.**

Student per Event	\$ 5.00
Student Yearly Athletic Pass	\$30.00
Adult per Event	\$ 5.00
Adults 10-Event Packet	\$35.00
Sr. Citizen (65) Yearly Athletic Pass	\$25.00
Family Yearly Activity Pass	\$175.00

- V. **Student Insurance (Optional Program through Koele Insurance)**

Student insurance plans are available through Koele insurance. Insurance information and forms will be available at registration.

O. Student Fees – Full or Partial Exemption Available

Schools are required to have a district policy for school fees. That policy must have provisions for either full or partial exemption from the payment of school fees for qualifying students. The reduction of fees requirement does not apply to fees related to activity participation. The Boyden-Hull District Policy on fines and fees is:

503.3 FINES - FEES - CHARGES

The Board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

The Superintendent shall inform the Board of the dollar amount to be charged to students or others for fines, charges, or fees annually. Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent. It shall be the responsibility of the Superintendent, in conjunction with the Principal, to develop administrative regulations regarding this policy.

REDUCTION OR WAIVER OF FEE PAYMENT

The procedures for requesting a waiver or reduction of fees will be handled in a way similar to that of requesting free or reduced price lunches. A form for requesting elimination of or reduced (40%) fee payments is included with the fall newsletter.

Reminder: This fee policy does not include lunch or breakfast fees. **Parents can apply for free or reduced-price lunches by contacting their school office.**

**BOYDEN-HULL COMMUNITY SCHOOL
2016 - 2017**

A. Hatch Amendment, Title X, Sec. 1061

The Hatch Amendment protects student privacy rights outside of the student records policy. The law states:

No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student’s parents;
2. Mental or psychological problems of the student or the student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

B. Statement of Nondiscrimination & Multi-Cultural Gender Fair (M.C.G.F.)

It is the policy of the Boyden-Hull Community School not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, or socioeconomic status (for programs) in its educational program, activities, or employment policies, as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational 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 utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of our total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Students, parents of students, employees, and applicants for employment in the Boyden-Hull District shall have the right to file a formal complaint alleging discrimination under federal or state regulations requiring nondiscrimination in programs and employment. Forms for the grievance process are available at offices in Boyden and Hull. Grievances regarding compliance with M.C.G.F. or Title VI, of Section 504 may be directed to **Mr. Tom Kerr, Elementary Principal, Boyden-Hull CSD, Box 129, Boyden Iowa 51234**, phone 712-725-2381. Complaints may also be filed with state or federal Civil Rights Commission, Equal Opportunity Commission, or the Iowa Department of Education.

M. Post-Secondary – Continued

Current graduation requirements remain in effect. Non-completion/failure or successful completion of a post-secondary course will appear on a student's record and transcript.

Post-secondary attendance is dependent on the arrangement of a workable schedule.

The student's parent or guardian is responsible for furnishing transportation to and from the eligible post-secondary institution.

A student anticipating participation under the Act should inform the school district as early as possible of their intent to enroll in post-secondary courses during the next school year.

Several courses are available online or through the high school.

For more information (or registration forms) contact Mr. Pottebaum or Mr. Francis at 439-2440.

N. Open Enrollment Timeline

Parents/guardians considering open enrollment options for enrolling their child in another Iowa public school should be aware of the following dates:

March 1 - This is the last date for regular open enrollment requests for the following school year.

September 1 - This is the last date for regular open enrollment requests for students entering TK/Kindergarten for the current school year.

These deadlines may be waived for students moving to a different school district or falling under the "good cause" definition. Please contact the Superintendent's Office with specific questions.

Transportation Assistance May be Available.

Transportation assistance may be available for parents/guardians of open enrolled students who meet the eligibility guidelines. This may be actual transportation or a cash stipend at the resident district's discretion.

M. Post-Secondary Enrollment Option

Don't overlook this opportunity to get an early start on college work!

The State of Iowa, in order to promote rigorous academic or vocational-technical pursuits and to provide a wider variety of options to high school pupils, has made it possible for 11th and 12th grade students (also 9th and 10th grade students identified as gifted and talented according to the school district's criteria and procedures) to enroll in eligible post-secondary institutions in this state. These students may take classes at universities, colleges, and area public schools such as Northwest Iowa Community College, Iowa State University, and Northwestern College. The courses must be nonsectarian (nonreligious), and not comparable to any courses offered in the local school district and must be credit-bearing toward an educational degree. Courses must be in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education, or can be courses in career option programs offered by area schools.

Tuition, books, materials, and other fees will be paid by the local school district. A college can charge the local school district a maximum of \$250 per course taken by a high school student. Students can only be charged for course equipment that will become the property of the student.

Students enrolled under the provisions of this Act who successfully complete a course will receive high school academic or vocational-technical credit (which usually can be applied to graduation requirements). **The local school board determines if the course can be applied to graduation requirements and the number of high school credits to be granted.**

Courses successfully completed also earn credit at the post-secondary institution of enrollment or may be transferred to another post-secondary institution (at the discretion of that institution).

All requests for PSEO courses need to be submitted to the Superintendent's Office no later than May 15 of the year preceding when the course(s) will be taken. Any changes need to be submitted to the Superintendent's Office on or before September 10 of the school year in which the course(s) will be taken. All changes after this date will need board action.

C. Affirmative Action/ Equal Opportunity Employer

The Boyden-Hull District shall provide equal opportunities and affirmative action to all employees and applicants for employment. This includes practices relating to hiring, placement, upgrading, transfer, demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay, other compensation, layoffs, or terminations.

Individuals who file an application will be given consideration for employment if they meet or exceed the qualifications set for the position for which they are applying. Applicants will be considered without regard to race, color, national origin, sex, disability, age, religion, creed, sexual orientation, or gender identity.

Employees and applicants for employment in the Boyden-Hull District shall have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment. Forms for the grievance are available at offices at Boyden and Hull.

Inquiries or grievances related to Affirmative Action or Equal Opportunity Employment may be directed to:

1. Lori Hoven, Business Manager

A.A./E.O.E. Coordinator
712-439-2711

Inquiries or grievances may also be filed with:

2. Director of Iowa Civil Rights Commission

Des Moines, Iowa

3. Director Region VII Office U.S.

Equal Opportunity Commission
Kansas City, Missouri

4. Director Region VII Civil Rights

Kansas City, Missouri

D. Student Records Notice

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to educational records. These are:

- The right to inspect and review the student's educational records within 45 days of the date the district receives a request for access.
- The right to make the amendment of the student's education records if some inaccuracy is in violation of the student's privacy rights.
- The right to consent to disclosures of personally identifiable information.
- The right to inform the school district that the parent does not want directory information to be released, including to military and post-secondary recruiters.
- Military recruiters and post-secondary institutions can access information without prior parental consent.
- The right to file a complaint with the U.S. Department of Education regarding alleged failures by the district in compliance to requirements.

*Directory information may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, the most recent previous educational institution attended, photograph or other likeness and other information.

E. Drug-Free Workplace

As required by law, the Boyden-Hull Community School has approved policies relating to providing drug-free work areas. Employees or others violating the provisions of the drug-free policy must participate in a rehabilitation program or be subject to suspension, termination, or other disciplinary actions set by the School Board. Work areas include the buildings, school vehicles, and other areas used in connection with school activities.

K. Right to Know - Continued

Areas where there are chemicals or products containing chemicals that are considered hazardous:

Hull

Custodial Room - cleaning supplies, drain openers, waxes, ice melt, gas

Boiler Room - boiler compounds

Chemistry & Chemical Storage Rooms - chemicals used in science classes

Custodial/Office Storage Area - cleaning supplies

Art Room - paints, glazes, cleaning supplies, solvents

Industrial Arts - paints, solvents, etc.

Training Room - training supplies, ice packs, etc.

Boyden

Mechanical Room - cleaning supplies

Custodial Rooms #1, #2, #3, #4 – cleaning supplies

Boiler Room - boiler compounds & floor finishing supplies

Art Room - art supplies

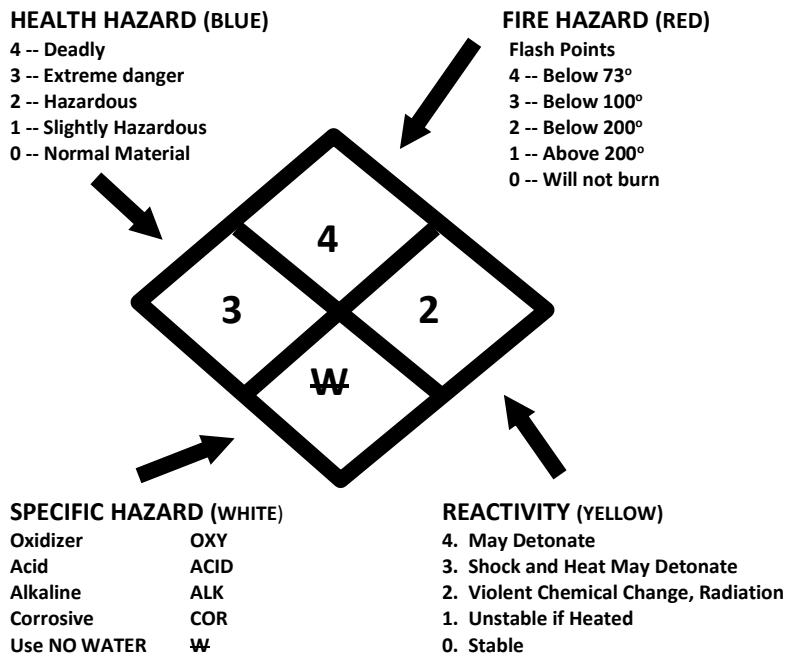
Kitchen - dishwasher chemicals

L. Scoliosis Screening

The Boyden-Hull Board has approved the routine testing of students in grades 5, 6, & 7 for scoliosis (curvature of the spine). Parents or guardians not wanting their child to participate may request that their child be excluded from the school's screening program. Parents will be notified prior to the screening.

K. Right to Know – Hazardous Chemicals

Schools are required to post warning signs for areas that contain possible hazardous chemicals. The district is required to keep a list of all chemicals within the buildings (on file at the school in Hull). Anyone requesting information concerning these chemicals may have access to the information at the Hull office. Signs are posted in areas where there are hazardous chemicals. The signs indicate the type of hazard that may be found in that area. The signs are diamond shaped with four colored divisions, each representing a particular type of hazard. A number (0 to 4) placed in each of the colored blocks indicates the degree of the hazard. The higher the number the greater the hazard.



F. Notice Concerning Harassment

All members of the Boyden-Hull Community School are expected to conduct themselves at all times so as to provide an atmosphere free from harassment. Members of the district include the School Board, administration, faculty, other employees, students, vendors, and others having contact with the school.

Boyden-Hull policies prohibit harassment including but not limited to: 1) actual or perceived age, 2) color, 3) creed, 4) national origin, 5) race, 6) religion, 7) marital status, 8) sex, 9) sexual orientation, 10) gender identity, 11) physical attributes, 12) physical or mental ability or disability, 13) ancestry, 14) political party preference, 15) political belief, 16) socioeconomic status, or 17) familial status. This includes but is not limited to: unwelcome sexual advances, verbal or physical contact of a sexual nature when such actions are related to employment or educational development, or when such actions interfere with an individual's work or education, or create an intimidating, hostile, or offensive educational or work environment.

Investigative procedures will be conducted by one of the school principals, the secondary guidance counselor, or the elementary guidance/social worker, Boyden-Hull School, Hull, Iowa 51239, Phone 712-439-2440.

G. Child Abuse – Reporting & Investigating

State law mandates that all teachers and administrators report to the proper authorities all instances of suspected child abuse. The law includes procedures for reporting suspected abuse. Parents or others may report suspected abuse to the district Child Abuse Investigator:

Abuse Investigators – Boyden-Hull Community School

Bill Francis—801 1st St Box 678, Hull, IA 51239 - 439-2440

Lisa Rensink-818 Lincoln Box 129, Boyden, IA 51234 - 725-2381

Alternate investigators are:

Andrea Maassen, District Nurse, 712-725-2381

Dan Pottebaum, Principal, 712-439-2440

Tom Kerr, Principal, 712-725-2381

The district is also required to have a follow-up investigator trained in the work and not an employee of the school district. The Boyden-Hull Community School has appointed the Sioux County Sheriff to that position.

H. Human Growth & Development - Notice to Parents

In accordance with Iowa Code section 279.50, the Boyden-Hull Community School District shall provide instruction regarding human sexuality, self-esteem, stress management, interpersonal relationships, and acquired immune deficiency syndrome as required in section 256.11 for students in grades one through twelve. Each year, the district is required to inform parents regarding the Human Growth and Development curriculum that will be used at their child's grade level. These instructional materials may be inspected by contacting the pupil's teacher, Elementary Principal, or the Jr./Sr. High Principal. A student shall not be required to take instruction in Human Growth and Development if the student's parent or guardian files a written request on the form provided by the building principal. This notification serves to meet the state requirements.

I. Hearing Screening

Hearing screening is conducted annually by personnel from Northwest AEA Hearing Education/ Conservation Services. The children to be screened will include (1) all K-4 students, all 8th graders, and all 11th graders; (2) all students new to the district served by Northwest AEA; (3) all children placed in special education classrooms; and (4) all children with previously identified hearing loss. All of the groups may not be screened at the same time, due to an emphasis on the elementary grades. Parents will be informed of the results following the screening.

J. Asbestos

Each year parents are notified concerning the asbestos contained in our buildings.

This notification is required but removal of all asbestos is not mandated. If there is no hazard from the asbestos, a school may keep the areas involved maintained in a safe condition.

Between 1985 and 1989, the district removed from the buildings most of the materials containing asbestos where there might be future risk of exposure to asbestos. During the building project in 2000, the district removed more materials containing asbestos.

Materials still containing asbestos include 9"x9" floor tiles and some plaster as listed below:

- | | |
|---|----------------------------|
| 1. 9" x 9" Floor Tile in the '62 & '54 Additions at Boyden & Hull | Not in Hazardous Condition |
| 2. Plaster in 1962 Additions at Boyden & Hull | Not in Hazardous Condition |

THIS ASBESTOS WILL BE MAINTAINED IN A NON-HAZARDOUS CONDITION.

The condition of any asbestos is reviewed every six months. The buildings are re-inspected every three years. The company that has been contracted for this service is ATC Associates Inc. from Omaha, NE. The last inspection was June 7, 2016. In June of 1994, Boyden-Hull Community School had a federal EPA inspection.

Results of the six-month review, the three-year re-inspection, and the EPA inspection are on file in the school's administrative offices and can be reviewed by the public during normal business hours.

The district's Asbestos Program Manager, **Daryl Egdorf**, is available to answer any questions concerning asbestos in the buildings.