

Each year, various state and federal laws, as well as School Board policies, require the district to provide a variety of annual notifications to parents. Many of these notifications can also be found in student/ parent handbooks, or on the school district website. A link is also provided to the complete policy

### **Annual Notice of Nondiscrimination**

The West Burlington Independent School District offers career and technical programs in the following service areas:

- Agricultural Education
- Business Education
- Health Occupation Education
- Family and Consumer Sciences Education
- Industrial Education
- Marketing Education

### **Admission Criteria for Career and Technical Education (CTE) Courses:**

In order to enroll in a career and technical education course, students must successfully complete prerequisite course(s) (if applicable). In order to enroll in a career and technical course offered for concurrent credit through Des Moines Area Community College, students must have passed prerequisite course(s) (if applicable) or be identified as talented and gifted. Lack of English language skill will not be barrier to admission and participation in West Burlington Independent School's CTE programs.

It is the policy of the West Burlington Independent School District not to discriminate on the basis of race, creed, color, sex, religion, marital status (for program), ethnic background, national origin, disability, sexual orientation, gender identity, age (for employment), or socio-economic background (for program) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the District office at 607 Ramsey St., West Burlington, IA or call 319-754-6567. The District's Equity Coordinator is Superintendent Lisa Beames.

### **Asbestos Notification**

The Asbestos Management Plan for West Burlington Independent Schools is on file and available for review upon request at the District Office located at 607 Ramsey St., West Burlington, Ia. The periodic surveillance required by the plan was performed in July,

2021 and the required three-year re-inspection was completed in May 2019.

Asbestos locations in the District as identified in the Asbestos Management Plan re-inspection are as follows:

- High School
- Elementary School

Specific locations are indicated in the Management Plan and are available for review. Asbestos locations are not accessible to students or the public and are assessed low risk.

Questions should be directed to Facilities Director, Nate Prickett at (319) 754-6567.

### **Corporal Punishment, Restraint, and Physical Confinement and Detention**

State law forbids district employees from using corporal punishment against any student. Board Policy series 500. Certain actions by district employees are not considered corporal punishment. Additionally, district employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things such as prevent harm to persons or property. Employees are provided annual training on this law.

State law also places limits on district employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website:

[www.educateiowa.gov](http://www.educateiowa.gov).

### **Equal-Educational Opportunity**

West Burlington Independent School District does not discriminate based on race, color, creed, religion, national origin, sex, gender, identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status or familial status in its educational programs, activities, or employment policies as required by Title IV and Title XIII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendment, Federal Rehabilitation Act of 1973, and the Iowa Code #216.9. Students are educated in programs which foster knowledge of, and

respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against may direct inquiries and grievances to Superintendent of Schools, 607 Ramsey St., West Burlington, IA 52655, (319) 754-6567, or the Director of Iowa Civil Rights Commission, 500 West Madison Street, Suite 2800, Chicago, IL 60661.

Staff and others may also contact the district Affirmative Action Coordinator. The Affirmative Action Coordinator can be reached at (319) 754-6567. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294.

### **Fees and Fee Waivers**

The district charges fees for [certain items](#), such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students 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 as well. Parents or students who believe they may qualify for temporary financial assistance should contact their school secretary for a waiver form. This waiver is also able to be signed as part of the on-line registration process.

This waiver does not carry over from year to year and must be completed annually. A schedule of school district fees can be found on the district website ([www.wbisd.com](http://www.wbisd.com)).

### **Free and Reduced Meals Program**

If your total household income is within the limits set by the federal government, you may be eligible for either free or reduced-price school meals. If you qualify for free or reduced-price meals, you may also be eligible for food assistance benefits from the State of Iowa, Department of Human Services (DHS).

If you need an application or information about free and reduced food guidelines, please contact the District Office at (319) 754-6567.

### **Grievance Procedure**

It is the policy of the West Burlington Independent School District 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 and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Equity Coordinator, 607 Ramsey St., West Burlington, IA 52655, (319) 754-6567.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator. An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 5 working 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 equity coordinator shall assist the Complainant as needed.

### **Investigation**

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall

notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

### **Decision and Appeal**

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class. The decision of the superintendent shall be final.

### **Handbooks and Board Policies**

Each year, students/parents may receive a copy of the student/parent handbook. Handbooks and school board policies are posted on the district website at

[www.wbisd.com](http://www.wbisd.com). Parents are strongly encouraged to review the handbook and policies of the Board of Education with their student so that both understand the regulations and expectations of the district for students. Handbooks include many important annual notices and information about policies students and their parents are responsible for knowing and understanding. Ignorance of the contents of the handbooks and the policies of the Board of Education excuses no one from complying with these regulations.

### **Highly Qualified Teacher/Title 1 Parent Notification**

The West Burlington Independent School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks who is not considered highly qualified.

### **Homeless Students**

In accordance with 281 IAC Chapter 33, Iowa Administrative Code, the West Burlington Independent School District is required to give written notice to homeless children and families if the district is going to deny access to their educational programs. Homeless children and families may obtain free legal services by contacting:

[Iowa Legal Aid Iowa City Regional Office](#)

Iowa City, IA 52240  
1-800-532-1275

Chapter 33 of the Iowa Administrative Code defines “homeless child or youth” as a child or youth from the age of three years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

- A child or youth who is sharing the housing for other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement
- A child or youth who has 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
- A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station or similar setting, or

- A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” through “3” above

### Human Growth and Development

The district provides students with instruction in human growth and development. Parents may review this curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the classroom teacher, if they wish to review the curriculum or to excuse their child from human growth and development instruction.

### Internet Use and Opt-Out

The West Burlington Independent School District offers a variety of online tools for students and teachers on the district website. Depending upon the class, students will have opportunities to download class materials, complete assignments online, participate in classroom moderated discussions, and use the internet for research and more. Because of these expanded capabilities, we offer the opportunity for parents to opt children out of Web use in this manner. We ask that you read the notice below, if you do not agree to the terms please notify your students principal to discuss alternate options.

*Internet Use Statement – As a parent or legal guardian of a student enrolled in West Burlington Independent School District, I recognize that in accordance with School Board Policy, my student has access to district-owned and operated computer systems, networks, and the Internet. Some of these systems are interactive in nature, and allow my student to participate in online activities designed to enhance and extend classroom learning opportunities. I understand that this access is delivered under the supervision of a teacher or other employees. Furthermore, I understand that while the West Burlington Independent School District strives to provide protection from all objectionable material found on the Internet, some objectionable material is impossible to filter and may inadvertently be accessed. I, as parent or legal guardian, accept responsibility for guidance of appropriate Internet use as it pertains to the exploration and selection of media and information.*

Furthermore, I understand that while the West Burlington Independent School District strives to provide protection from all objectionable material found on the Internet, some objectionable material is impossible to filter and may inadvertently be accessed. I, as parent or legal guardian, accept responsibility for guidance of appropriate Internet use as it pertains to the exploration and selection of media and information.

### Form Instructions

- If you agree with the terms above: No further action is necessary.
- If you do not agree with the terms above after meeting with the building principal: Please fill out and return the internet opt-out form to your student's school. If you have more than one student you wish to opt-out of Web use, please print additional copies and fill one out for each student. If you have questions about the form, please call (319) 754-6567.

### Iowa Concussion Legislation

Iowa law requires that students in grades 7 – 12 who participate in extracurricular interscholastic activities, cheerleading and dance; and their parents/guardians; must sign a copy of the acknowledgement form and return it to their school.

Students cannot practice or compete in those activities until this form is completed.

In addition, please note this important information from Iowa Code Section 280.13C, Brain Injury Policies:

A child must be immediately removed from participation (practice or competition) if his/her coach or a contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity.

A child may not participate again until a licensed health care provider trained in the evaluation and management of concussions and other brain injuries has evaluated him/her and the student has received written clearance from that person to return to participation.

#### Key definitions:

“Licensed health care provider” means a physician, physician assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or athletic trainer licensed by a board.

“Extracurricular interscholastic activity” means any extracurricular interscholastic activity, contest, or practice, including sports, dance, or cheerleading.

### Level 1 Investigator: Abuse

The district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the



district to designate an independent investigator to look into the allegations. The district has designated the superintendent or their designee as Level I investigator(s). Please contact the superintendent at 319-754-6567 for further information.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction or harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academia decisions affecting that student; or the conduct has the purpose of effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

### **Notice to Parents Regarding Teacher Qualifications**

Parents/Guardians in the West Burlington Independent School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title 1 program.

Parents/Guardians may request this information from the Superintendent by calling (319) 754-6567 or sending a letter of request to the Superintendent, 607 Ramsey St., West Burlington, IA 52655.

### **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year

preceding the school year in which they wish to open enroll unless there is good cause. 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. West Burlington Independent School District will accept students for open enrollment. You may reference Winterset Board of Education policies on open enrollment on the West Burlington Independent School District website. Please contact the district office for open enrollment questions at (319) 754-6567.

### **Parental Authorization and Release Form -Prescription Medication to Students**

Annually, parents are required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The authorization form will also include the phone numbers of the parents and alternative numbers to call in case of an injury or illness. This form is completed as part of registration.

### **Parental Involvement**

The board encourages parents and families to become involved in their child's education to ensure the child's academic success. In order to facilitate parent and family involvement, it is the goal of the district to conduct outreach and implement programs, activities, and procedures to further involve parents and families with the academic success of their students through the involvement of parents and families in the development, review, and evaluation of the Title I plan per Board Policy 505.8 Parent and Family Engagement.

### **Parents' Roles During Emergencies**

Providing a safe place for students to learn and grow is one of the most important responsibilities of any school system. Along with school officials, teachers and staff, families play a critical role in preventing and responding to emergencies. This information is intended to provide parents and guardians with the steps you can take before, during and after an emergency. It is the ABC's of the parent's role during emergencies.

#### *A. Before*

*Prevention:* The Role of Parents in Keeping Schools Safe – Parents and community members play an important role in keeping our schools safe. You can be our eyes and ears by reporting any issues, concerns or rumors related to safety to district or law enforcement officials. Emergency Help Numbers are posted on the front page of the district website.

You also can help by following and supporting all security measures when you visit one of our school buildings. This includes signing in and out at all school district offices and wearing a visitor's badge at all times while in the building.

*Contact Information:* Another of the most important steps parents can take prior to an emergency is to ensure contact information is updated regularly in the district's Infinite Campus system. Please regularly update emergency and contact telephone numbers, e-mail addresses and other information with your school to ensure you receive information and updates during emergency situations.

It is also important to review and update information regarding who can legally pick-up your child during an emergency. Once this information is on file, you should ensure that those people are aware they have been listed as your "emergency contacts", and that they may receive messages via phone and/or e-mail during an emergency, weather early out, or other situation.

If your child is on medication, be sure the school has at least a two-day supply.

Create your own family emergency plan. Develop a family communication plan and have a supply kit to sustain you and your family for two to three days. For tips on how to prepare a plan go to [ww.bereadyiowa.org](http://ww.bereadyiowa.org).

### *B. During*

In a school emergency, the first instinct of many parents is to pick up the telephone and call their child or school, and/or rush to the school to get their children. But the truth is, this only complicates matters from a safety and security standpoint. Parents too close to an incident often hinder rescue attempts of the police and fire officials on the scene. Calling your child's cell phone may prevent them from hearing important, even lifesaving information. Too many parents calling the school also tie up needed phone lines and hinder efforts to communicate. Students will be able to use cell phones if they need immediate assistance and once they are safe.

The best action parents can take in an emergency is to monitor their phone, e-mail and district website for regular updates and instructions.

- **Do not** report to your child's school during emergency situations. Law enforcement officials will not allow entry to the school site during a lockdown or shelter-in-place.
- **Avoid** calling the school or the district during the emergency.

*Notification and Communication:* The district is committed to providing parents and guardians with the

latest and most accurate information available. Parents will be asked to monitor official emergency updates at the district's website. In today's world, it is likely students will be texting and calling parents immediately. **Be aware that information you receive from your child may not always be accurate;** ensure the information you are using is official and comes directly from the West Burlington Independent School District.

*School Emergency Response Protocols:* A school crisis can take a number of forms including an environmental event, such as a chemical spill or gas leak; a weather emergency, such as a tornado warning; or an intruder in or near the school. The nature of a school crisis dictates whether district officials will put in place a lockdown, shelter-in-place, evacuation, or any combination of two of these protocols, as a means to ensure the safety and wellbeing of students and staff.

### *When and Why are Students and Staff Asked to Lockdown, Shelter-in-Place or Evacuate?*

- *Lockdown* -- A lockdown is normally in effect when there is a threat inside the building. Students and staff are removed from harms way by having them safely located inside secure classrooms or other areas inside the building to reduce the risk of being exposed to the source of potential harm. During lockdowns access to the building is prohibited.
- *Shelter-in-Place* – Shelter-in-place is instituted when the threat is outside the building. Students and staff are secured inside a classroom or other areas inside the building reducing the risk for exposure to inclement weather or other potential harm such as a gas release.
- *Evacuation* – Evacuations are typically conducted to remove students and staff from harms way by having them safely evacuate the school and reassemble in a more secure location.

### *If the school building is evacuated, how will I be able to locate my child?*

- Parents will be directed to a specific location where they will be required to show proper identification. At the reunification site, school administrators, police and fire officials account for students and provide aide to those who need it immediately. Students are released only to authorized individuals. If you are a non-custodial parent, you must be listed with your child's emergency contact information as a guardian and show proper identification.

### *C. After*

Monitor your child's behavior and let the school know if you think counseling or help is needed. Following a

school crisis, specially trained school and district crisis team members and social workers are available to provide counseling and outside referrals to students, staff members and others who may need it.

*Recovery Plan* – Depending on the nature and amount of damage, school maybe moved to a different location. The district will inform parents of any changes.

### Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires West Burlington Independent Schools to notify you and obtain consent or allow you to opt your child out of participation in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”)

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

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities schedules after the school years starts, the West Burlington Independent Schools will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

- a. Illegal, anti-social, self-incriminating, or demeaning behavior;
- b. Critical appraisals of others with whom respondents have close family relationships;

- c. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- d. Religious practices, affiliations, or beliefs of the student or parents; or
- e. Income, other than as required by law to determine program eligibility.

9. Receive notice and an opportunity to opt a student out of:

- a. Any other protected information survey regardless of funding;
- b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
- c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

10. Inspect, upon request and before administration or use –

- a. Protected information surveys of students;
- b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law. West Burlington Independent School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. West Burlington Independent School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

West Burlington Independent School District will also directly notify, such as through U.S. mail, or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will

provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution. Administration of any protected information survey not funded in whole or in part of the education department.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

### **Section 504 – Notice of Rights**

West Burlington Independent School District does not discriminate in admission or access to, or treatment or employment in, its programs and activities. Section 504 of the 1973 Rehabilitation Act is a non-discrimination statute barring discrimination on the basis of disability. It is the policy of the district not to discriminate on the basis of disability in its educational programs, activities, or employment policies as required by the Act. The 1973 Rehabilitation Act requires the district to locate, evacuate, and determine if the student is a qualified individual requiring accommodation necessary to provide access to educational programs.

Parents are entitled to the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA). The requirements are described in the Board of Education Policy Manual that is available on the district's website ([www.wbisd.com](http://www.wbisd.com)).

Parents/guardians disagreeing with the decisions reached by district personnel regarding necessary accommodations for access to the educational program may request a hearing before an impartial hearing officer by notifying the districts' ADA/Section 504 Coordinator. The parent/guardian is entitled to

participate in the hearing and to be represented by counsel.

### **Student Illness of Injury**

When a student becomes ill or is injured at school, the school district will attempt to notify the student's parents as soon as possible.

The school district, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents or qualified medical employees as quickly as possible.

### **Student Media Interviews**

During the course of the school year, students may be interviewed from time to time by newspaper, television, radio or other reporters in regard to projects, activities and other school events. This is considered a part of the district's directory information consent policy along with photos, video and other media. If you object to your student being interviewed in this manner, you should read and fill out the district's directory information opt out form. To obtain a copy of this form, please contact your school's main office.

### **Water Testing**

The Iowa Department of Public Health requires school districts to conduct testing of all water coolers and fountains for lead containing sediment. The West Burlington Independent School District has completed the required testing of all district water coolers and fountains.

All water dispensers have been identified below 20 ppb (0.020 mg/liter) as required by law. Additional information regarding specific testing results may be obtained by contacting the Director of Buildings and Grounds at (319) 754-6567.

### **Use of Cameras on School Buses**

#### District-Generated Recordings

The district believes in the importance of providing a safe and enriching learning environment possible for its students. The district uses digital recording devices on school property including school transportation vehicles to help protect the safety of district students, employees and community members; and to safeguard district property which is funded using public resources. Additionally, district-generated recordings of students engaging in the district's educational and extracurricular programs can be essential to engage positively with the school community and promote the value of public education.



In order to balance privacy and safety interests, no recording devices will be utilized on district property where individuals maintain a reasonable expectation of privacy. These areas include but are not limited to: the school nurse's office, restrooms, locker rooms, changing areas, lactation spaces and employee break areas.

Recordings of students have the potential to be considered education records. Any recordings will be maintained and accessed in compliance with the requirements of the Family Education Rights and Privacy Act and the district's policy on student records.

Recordings will be digitally maintained and stored for an appropriate amount of time to maintain the safety of the educational environment and to safeguard district property, after which they will be destroyed.

### Non-District Generated Recordings

The use of non-district owned recording devices on school property and at school events will be regulated. Students, parents and community members will not be permitted to take recordings of other students or employees during school hours unless the recording is authorized in advance by building administration. Students and employees found to violate this policy will be subject to disciplinary measures consistent with board policy and applicable student and employee handbooks. This policy will not be construed or enforced in a way that infringes on employee activity otherwise protected by law.

It is important to foster a community spirit and sense of unity within the district. However, the district acknowledges that not every student or staff member feels comfortable or safe being recorded. At district-sponsored extracurricular events and activities, the use of non-district owned recording devices by the public may be monitored by administration if a concern is made known to district administration by a student, employee or parent. Any individuals determined to be making recordings considered bothersome to students or staff may be asked to stop or destroy their recording and may be asked to leave the event.