

Policy 100: Legal Status of the School District**Status:** ADOPTED**Original Adopted Date:** 1996-1997 | **Last Reviewed Date:** 9/25/2023

Iowa law authorizes the creation of a Common Schools System. As part of this Common Schools System, this school district is a school corporation created and organized under Iowa law. This school district is known as the West Central Community School District.

This school corporation is located in Fayette County, and its affairs are conducted by elected school officials, the West Central Community School District Board of Directors. This school corporation has exclusive jurisdiction over school matters in the territory of the school district.

Legal Reference: Iowa Code §§ 274.1, .2, .6, .7; 279.8; 594A.

I.C. Iowa Code

Iowa Code § 274.1

Description[Legal Status](#)

Iowa Code § 274.6

[School Districts - Names](#)

Iowa Code § 279.8

[Directors - General Rules - Bonds of Employees](#)

Iowa Code § 280.12

[Uniform School Requirements - School Improvement Advisory Committee](#)

Iowa Code § 594A

[School Corporations](#)**Cross References****Code**

501.01

Description[Resident Students](#)

Policy 101: Educational Philosophy of the School District

Status: ADOPTED

Original Adopted Date: 1996-1997 **Last Reviewed:** 9/25/2023

As a school corporation of Iowa, the School District, acting through its board of directors, is dedicated to promoting an equal opportunity for a quality public education to its students. The board’s ability may be limited by the school district's ability and willingness to furnish financial support in cooperation with the student's parents and school district community. The board is also dedicated to providing the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to, and encourages critical thinking in, the students for a lifetime.

The board endeavors, through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem solving skills that will assist the students' preparation for life is instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

Legal Reference: Iowa Code §§ 256.11

I.C. Iowa Code Iowa Code § 256.11	Description DE - Educational Standards
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Cross References

Code	Description
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102	<u>Equal Educational Opportunity</u>
102-R(1)	<u>Equal Educational Opportunity - Grievance Procedure</u>
102-EH(1)	<u>Equal Educational Opportunity - Annual Notice of Nondiscrimination</u>
102-EH(2)	<u>Equal Educational Opportunity - Continuous Notice of Nondiscrimination</u>
102-EH(3)	<u>Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights</u>
102-E(4)	<u>Equal Educational Opportunity - Discrimination Complaint Form</u>
102-E(5)	<u>Equal Educational Opportunity - Witness Disclosure Form</u>
102-E(6)	<u>Equal Educational Opportunity - Disposition of Complaint Form</u>
103	<u>Long-Range Needs Assessment</u>
103-R(1)	<u>Long-Range Needs Assessment - Regulation</u>
200.03	<u>Responsibilities of the Board of Directors</u>
209.01	<u>Development of Policy</u>
600	<u>Goals and Objectives of the Education Program (I & II)</u>
602.01	<u>Curriculum Development</u>
602.02	<u>Curriculum Implementation</u>
602.03	<u>Curriculum Evaluation</u>
603.11	<u>Citizenship</u>

Policy 101.01: School District Mission and Vision Statements

Status: ADOPTED

Original Adopted Date: 12/17/2021 **Last Reviewed:** 9/25/2023

West Central Schools' Mission Statement: Engage each and every student through collaborative relationships, exceptional teaching, and personalized learning experiences that will result in confident graduates who will succeed in their chosen path.

VISION: Student Centered, Future Focused

Policy 102: Equal Educational Opportunity

Status: ADOPTED

Original Adopted Date: 1996-1997 **Last Reviewed:** 9/25/2023

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same educational opportunity.

The West Central Community School District does 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. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Alyssa Cobie-Nuss, West Central CSD, 305 Pember Street, Maynard IA 50655, (563) 637-2283.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; 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.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, West Central Community School District, Arlington, Iowa 50606; or by telephoning 563-933-2218.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office

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

This is a mandatory policy.

Legal Reference: 20 U.S.C. §§ 1221 et seq.
20 U.S.C. §§ 1681 et seq.
20 U.S.C. §§ 1701 et seq.
29 U.S.C. § 206 et seq.
29 U.S.C. § 794
42 U.S.C. §§ 2000d and 2000e.
42 U.S.C. §§ 12101 et seq.
34 C.F.R. Pt. 100.
34 C.F.R. Pt. 104.
Iowa Code §§ 216.6; 216.9; 256.11; 280.3.
281 I.A.C. 12.

I.C. Iowa Code	Description
Iowa Code § 216.6	Unfair Employment Practices
Iowa Code § 216.9	Unfair/Discriminatory Practices
Iowa Code § 256.11	DE - Educational Standards
Iowa Code § 280.3	Education Program - Attendance Center Requirements
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12	General Accreditation Standards
U.S.C. - United States Code	Description
20 U.S.C. §§ 1221	Education - FERPA - General Provisions
20 U.S.C. §§ 1681	Education - Sex
20 U.S.C. §§ 1701	Education - EEO
29 U.S.C. § 206	Labor - Minimum Wage
29 U.S.C. §§ 794	Labor - Vocation Rehab Rights
42 U.S.C. § 12101	Public Health - Equal Opportunity - Disabilities
42 U.S.C. § 2000d	Public Health - Civil Rights - Federally Programs
42 U.S.C. § 2000e	Public Health - EEO Civil Rights - Definitions
C.F.R. - Code of Federal Regulations	Description
34 C.F.R. Pt. 100	Education - Nondiscrimination for Programs

Cross References

Code	Description
101	Educational Philosophy of the School District
104	Anti-Bullying/Harassment Policy
104-R(1)	Anti-Bullying/Harassment Policy - Investigation Procedures
104-E(1)	Anti-Bullying/Harassment Policy - Complaint Form
104-E(2)	Anti-Bullying/Harassment Policy - Witness Disclosure Form
104-E(3)	Anti-Bullying/Harassment Policy - Disposition of Complaint Form
401.01	Equal Employment Opportunity
502.03	Student Expression and Student Publications Code
502.03-R(1)	Student Expression and Student Publications Code - Regulation
506.01	Education Records Access
506.01-R(1)	Education Records Access - Regulation
506.01-E(1)	Education Records Access - Request of Nonparent for Examination or Copies of Education Records
506.01-E(2)	Education Records Access - Authorization for Release of Education Records
506.01-E(3)	Education Records Access - Request for Hearing on Correction of Education Records
506.01-E(4)	Education Records Access - Request for Examination of Education Records
506.01-E(5)	Education Records Access - Notification of Transfer of Education Records
506.01-E(6)	Education Records Access - Letter to Parent Regarding Receipt of a Subpoena
506.01-E(7)	Education Records Access - Juvenile Justice Agency Information Sharing Agreement
506.01-E(8)	Education Records Access - Annual Notice
603.01	Basic Instruction Program

603.04

[Multicultural/Gender Fair Education](#)

802.05

[Buildings & Sites Adaptation for Persons with Disabilities](#)

Regulation 102-R(1): Equal Educational Opportunity - Grievance Procedure Status: ADOPTED

Original Adopted Date: 1996-1997 Last Revised Date: 6/19/2017 Last Reviewed Date: 9/25/2023

It is the policy of the West Central Community 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 Alyssa Cobie-Nuss, West Central CSD, 305 Pember Street, Maynard IA 50655, (563) 637-2283.

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(s). 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 15 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(s) 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 30-60 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 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.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Iowa Code § 216.9

[Unfair/Discriminatory Practices](#)

Iowa Code § 256.11

[DE - Educational Standards](#)

Iowa Code § 280.3

[Education Program - Attendance Center Requirements](#)

I.A.C. Iowa Administrative Code

Description

281 I.A.C. 12

[General Accreditation Standards](#)

U.S.C. - United States Code

Description

20 U.S.C. §§ 1221

[Education - FERPA - General Provisions](#)

20 U.S.C. §§ 1681

[Education - Sex](#)

20 U.S.C. §§ 1701

[Education - EEO](#)

29 U.S.C. § 206

[Labor - Minimum Wage](#)

29 U.S.C. §§ 794

[Labor - Vocation Rehab Rights](#)

42 U.S.C. § 12101

[Public Health - Equal Opportunity - Disabilities](#)

42 U.S.C. § 2000d

[Public Health - Civil Rights - Federally Programs](#)

42 U.S.C. § 2000e

[Public Health - EEO Civil Rights - Definitions](#)

C.F.R. - Code of Federal Regulations

Description

34 C.F.R. Pt. 100

[Education - Nondiscrimination for Programs](#)

34 C.F.R. Pt. 104

[Education - Nondiscrimination on Basis of Handicap](#)

Cross References

Code

Description

101

[Educational Philosophy of the School District](#)

104

[Anti-Bullying/Harassment Policy](#)

104-R(1)

[Anti-Bullying/Harassment Policy - Investigation Procedures](#)

104-E(1)

[Anti-Bullying/Harassment Policy - Complaint Form](#)

104-E(2)

[Anti-Bullying/Harassment Policy - Witness Disclosure Form](#)

104-E(3)

[Anti-Bullying/Harassment Policy - Disposition of Complaint Form](#)

401.01

[Equal Employment Opportunity](#)

502.03

[Student Expression and Student Publications Code](#)

502.03-R(1)

[Student Expression and Student Publications Code - Regulation](#)

506.01	<u>Education Records Access</u>
506.01-R(1)	<u>Education Records Access - Regulation</u>
506.01-E(1)	<u>Education Records Access - Request of Nonparent for Examination or Copies of Education Records</u>
506.01-E(2)	<u>Education Records Access - Authorization for Release of Education Records</u>
506.01-E(3)	<u>Education Records Access - Request for Hearing on Correction of Education Records</u>
506.01-E(4)	<u>Education Records Access - Request for Examination of Education Records</u>
506.01-E(5)	<u>Education Records Access - Notification of Transfer of Education Records</u>
506.01-E(6)	<u>Education Records Access - Letter to Parent Regarding Receipt of a Subpoena</u>
506.01-E(7)	<u>Education Records Access - Juvenile Justice Agency Information Sharing Agreement</u>
506.01-E(8)	<u>Education Records Access - Annual Notice</u>
603.01	<u>Basic Instruction Program</u>
603.04	<u>Multicultural/Gender Fair Education</u>
802.05	<u>Buildings & Sites Adaptation for Persons with Disabilities</u>

Policy 103: Long-Range Needs Assessment

Status: ADOPTED

Original Adopted Date: 1996-1997 **Last Review Date:** 9/25/2023

Long-range needs assessment enables the school district to analyze assessment data, get feedback from the community about its expectation of students and determine how well students are meeting student learning goals. The board will conduct ongoing and in-depth needs assessment, soliciting information from business, labor, industry, higher education and community members, regarding their expectations for adequate student preparation.

In conjunction with the in-depth needs assessment of the school district, the board will authorize the appointment of a committee, representing administrators, employees, parents, students and community members, to make recommendations and assist the board in determining the priorities of the school district in addition to the basic skills areas of the education program.

A School Improvement Action Committee has been formed of administrators, staff, parents, community members, and students; and this committee will meet at least annually.

It is the responsibility of the superintendent to ensure the school district community is informed of students' progress on state and locally determined indicators. The superintendent will report annually to the board about the means used to keep the community informed.

As a result of the board and committee's work, the board will determine major educational needs and rank them in priority order; develop long-range goals and plans to meet the educational needs; establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance; evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects; and annually report the school district's progress made under the plan to the committee, community and Iowa Department of Education.

Legal Reference: Iowa Code §§ 21; 256.7; 280.12.
281 I.A.C. 12.8(1)(b).

I.C. Iowa Code	Description
Iowa Code § 21	Open Meetings
Iowa Code § 256.7	DE - Duties of State Board
Iowa Code § 280.12	Uniform School Requirements - School Improvement Advisory Committee
I.A.C. Iowa Administrative Code	Description

Cross References

Code	Description
101	Educational Philosophy of the School District
200.03	Responsibilities of the Board of Directors
208	Ad Hoc Committees
208-E(1)	Ad Hoc Committees - Exhibit
602.01	Curriculum Development
602.02	Curriculum Implementation
602.03	Curriculum Evaluation
603.01	Basic Instruction Program
606.06	Insufficient Classroom Space
801.01	Buildings & Sites Long Range Planning
801.02	Buildings & Sites Surveys

Regulation 103-R(1): Long-Range Needs Assessment - Regulation**Status:** ADOPTED**Original Adopted Date:** 6/10/2013 **Last Reviewed Date:** 9/25/2023

The school district's long range needs assessment process includes these items:

- provisions for collecting, analyzing and reporting information derived from local, state and national sources;
- provisions for reviewing information acquired on the following:
 - state indicators and other locally determined indicators,
 - locally established student learning goals,
 - specific data collection required by state and federal programs;
- provisions for collecting and analyzing assessment data on the following:
 - state indicators,
 - locally determined indicators,
 - locally established student learning goals.

I.C. Iowa Code

Iowa Code § 21

Description[Open Meetings](#)

Iowa Code § 256.7

[DE - Duties of State Board](#)

Iowa Code § 280.12

[Uniform School Requirements - School Improvement Advisory Committee](#)**I.A.C. Iowa Administrative Code**

281 I.A.C. 12.8

Description[General Accreditation Standards - Student Achievement](#)**Cross References****Code**

101

Description[Educational Philosophy of the School District](#)

200.03

[Responsibilities of the Board of Directors](#)

208

[Ad Hoc Committees](#)

208-E(1)

[Ad Hoc Committees - Exhibit](#)

602.01

[Curriculum Development](#)

602.02

[Curriculum Implementation](#)

602.03

[Curriculum Evaluation](#)

603.01

[Basic Instruction Program](#)

606.06

[Insufficient Classroom Space](#)

801.01

[Buildings & Sites Long Range Planning](#)

801.02

[Buildings & Sites Surveys](#)

Policy 104: Anti-Bullying/Harassment Policy

Status: ADOPTED

Original Adopted Date: 6/10/2013 | **Last Revised Date:** 6/19/2017 | **Last Reviewed Date:** 9/25/2023

The West Central Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

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

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

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

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the individual in reasonable fear of harm to the individual’s person or property.
 2. Has a substantial detrimental effect on the individual’s physical or mental health.
 3. Has the effect of substantially interfering with the individual’s academic or career performance. Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the individual” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

Publication of Policy

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district’s web site,

Legal Reference: 20 U.S.C. §§ 1221-1234i.
29 U.S.C. § 794.
42 U.S.C. §§ 2000d-2000d-7.
42 U.S.C. §§ 12101 2et. seq.
Iowa Code §§ 216.9; 280.3; 28;
281 I.A.C. 12.3(6).
Morse v. Frederick, 551 U.S. 393 (2007)

I.C. Iowa Code

Iowa Code § 216.9

Iowa Code § 280.28

Iowa Code § 280.3

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3

U.S.C. - United States Code

20 U.S.C. §§ 1221

29 U.S.C. §§ 794

42 U.S.C. § 12101

42 U.S.C. § 2000d

U.S. Supreme Court

551 U.S. 393

Case Law

Morse v. Frederick

Cross References**Description**

[Unfair/Discriminatory Practices](#)

[Harassment and Bullying Prohibited](#)

[Education Program - Attendance Center Requirements](#)

Description

[Administration](#)

Description

[Education - FERPA - General Provisions](#)

[Labor - Vocation Rehab Rights](#)

[Public Health - Equal Opportunity - Disabilities](#)

[Public Health - Civil Rights - Federally Programs](#)

Description

[Morse v Frederick \(2007\)](#)

Description

551 U.S. 393 (2007)

Code

102

102-R(1)

102-EH(1)

102-EH(2)

102-EH(3)

102-E(4)

102-E(5)

102-E(6)

401.01

Description

[Equal Educational Opportunity](#)

[Equal Educational Opportunity - Grievance Procedure](#)

[Equal Educational Opportunity - Annual Notice of Nondiscrimination](#)

[Equal Educational Opportunity - Continuous Notice of Nondiscrimination](#)

[Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights](#)

[Equal Educational Opportunity - Discrimination Complaint Form](#)

[Equal Educational Opportunity - Witness Disclosure Form](#)

[Equal Educational Opportunity - Disposition of Complaint Form](#)

[Equal Employment Opportunity](#)

401.13	<u>Staff Technology Use/Social Networking</u>
401.13-R(1)	<u>Staff Technology Use/Social Networking - Regulation</u>
402.03	<u>Abuse of Students by School District Employees</u>
404	<u>Employee Conduct and Appearance</u>
404-R(1)	<u>Employee Conduct and Appearance - Code of Professional Conduct and Ethics Regulation</u>
404-R(2)	<u>Employee Conduct and Appearance - Code of Rights and Responsibilities Regulation</u>
604.11	<u>Appropriate Use of Online Learning Platforms</u>
605.06	<u>Internet - Appropriate Use</u>
605.06-R(1)	<u>Internet - Appropriate Use - Regulation</u>
605.06-E(1)	<u>Internet - Appropriate Use - Internet Access Permission Letter to Parents</u>
605.06-E(2)	<u>Internet - Appropriate Use - Violation Notice</u>

Regulation 104-R(1): Anti-Bullying/Harassment Policy - Investigation Procedures

Status: ADOPTED

Original Adopted Date: 6/10/2013 **Last Revised Date:** 6/19/2017 | **Last Reviewed Date:** 9/25/2023

Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available at the office. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent's designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within [state number of days - 180] of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or the superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- *Interviews with the Complainant and the individual named in the complaint ("Respondent")*
- *A request for the Complainant to provide a written statement regarding the nature of the complaint;*
- *A request for the Respondent to provide a written statement;*
- *Interviews with witnesses identified during the course of the investigation;*
- *A request for witnesses identified during the course of the investigation to provide a written statement; and*
- *Review and collection of documentation or information deemed relevant to the investigation.*

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

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. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Additional suggestions for administrative procedures regarding this policy include:

- *Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and*

- *Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.*

Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

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

I.C. Iowa Code

Iowa Code § 216.9
Iowa Code § 280.28
Iowa Code § 280.3

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3

U.S.C. - United States Code

20 U.S.C. §§ 1221
29 U.S.C. §§ 794
42 U.S.C. § 12101
42 U.S.C. § 2000d

U.S. Supreme Court

551 U.S. 393

Case Law

Morse v. Frederick

Description

Unfair/Discriminatory Practices
Harassment and Bullying Prohibited
Education Program - Attendance Center Requirements

Description

Administration

Description

Education - FERPA - General Provisions
Labor - Vocation Rehab Rights
Public Health - Equal Opportunity - Disabilities
Public Health - Civil Rights - Federally Programs

Description

Morse v Frederick (2007)

Description

551 U.S. 393 (2007)

Code

102
102-R(1)
102-EH(1)

102-EH(2)

102-EH(3)

102-E(4)
102-E(5)
102-E(6)
401.01
401.13
401.13-R(1)
402.03

Description

Equal Educational Opportunity
Equal Educational Opportunity - Grievance Procedure
Equal Educational Opportunity - Annual Notice of Nondiscrimination
Equal Educational Opportunity - Continuous Notice of Nondiscrimination
Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights
Equal Educational Opportunity - Discrimination Complaint Form
Equal Educational Opportunity - Witness Disclosure Form
Equal Educational Opportunity - Disposition of Complaint Form
Equal Employment Opportunity
Staff Technology Use/Social Networking
Staff Technology Use/Social Networking - Regulation
Abuse of Students by School District Employees

404	<u>Employee Conduct and Appearance</u>
404-R(1)	<u>Employee Conduct and Appearance - Code of Professional Conduct and Ethics Regulation</u>
404-R(2)	<u>Employee Conduct and Appearance - Code of Rights and Responsibilities Regulation</u>
604.11	<u>Appropriate Use of Online Learning Platforms</u>
605.06	<u>Internet - Appropriate Use</u>
605.06-R(1)	<u>Internet - Appropriate Use - Regulation</u>
605.06-E(1)	<u>Internet - Appropriate Use - Internet Access Permission Letter to Parents</u>
605.06-E(2)	<u>Internet - Appropriate Use - Violation Notice</u>

Policy 105: Assistance Animals

Status: ADOPTED

Original Adopted Date: 02/14/2022 | **Last Reviewed Date:** 9/25/2023

It is the policy of the West Central Community School District to foster an equal education environment for all students, employees and community members within the district. The purpose of this policy is to provide guidance to the district on the proper use of assistance animals while on district property. The district shall allow the use of qualified service animals to accompany individuals with disabilities in all areas of district buildings where the public is normally allowed to go. This can include classrooms, cafeteria and school buses. Individuals with disabilities are people who have a physical or mental impairment that substantially limits one or more major life activities. Service animals are dogs and in some instances miniature horses trained to do work or perform tasks for individuals with disabilities.

Service animals must be current on all required vaccinations. Service animals also must be under control while on district grounds. The animal may be under control by either the individual with a disability, or a handler of the service. Under control means harnessed, leashed or tethered, unless these devices interfere with the animal's work, in which case under voice or other directive control.

Establishing the Need for a Service Animal

When no prior notice is given to the district of the use of a service animal, the Superintendent and/or school administrators are permitted to ask the following questions:

"Do you need/require this animal because of a disability?"

If the animal's trained tasks are not readily apparent, the administrator may ask:

"What work or task has the animal been trained to perform?"

Service Animals in training

Assuming the handler and animal are otherwise allowed, individuals who train service animals will also be allowed access with their service animal in training to public areas of district buildings and property. The service animal in training is expected to abide by the same requirements as a service or assistive animal.

Exclusion of Service Animals

In certain limited circumstances, it may be reasonable to exclude the use of a service animal from district property. The Superintendent is permitted to exclude service animals from district buildings and property in the following circumstances: The presence of the animal poses a direct threat to the health and safety of others; the owner or handler is unable to control the animal; the animal is not house broken; the presence of the animal significantly disrupts or interferes with the educational process; or the presence of the animal would require a fundamental alteration to the program. If a service animal is properly excluded from district property, the district shall provide

the student served by the animal the opportunity to participate in the program, service or activity without having the service animal on district property.

Emotional Support Animals and Therapy Animals]

Emotional support animals are medically prescribed to provide therapeutic benefit through dedicated companionship. Emotional support animals' sole function is to provide emotional support or comfort. Therapy animals are involved in an animal-assisted therapy program involving animals as a form of treatment.

Emotional support animals and therapy animals do not meet the definition of service animals. However, the district recognizes their value in our community. The superintendent shall evaluate the use of emotional support animals and therapy animals on a case-by-case basis. District employees may use therapy animals in the course of their regular duties only after receiving permission from the superintendent.

Student use of Emotional Support Animals and Therapy Animals

Factors the superintendent should consider in making the determination include but are not limited to:

- a. *Whether the animal is housebroken*
- b. *Whether the animal has a current vaccination certificate*
- c. *Whether the animal has been recommended through an individual education plan (IEP) or a 504 plan as necessary for the student to receive free access to public education*
- d. *Whether the facility can accommodate the animal's type size and weight, and*
- e. *Whether the animal's presence will not compromise legitimate safety requirements necessary for safe operation of the facility*

Employee use of Therapy Animals as part of Education Environment

Before permission to use therapy animals is granted, staff members must provide:

1. *Proof that the animal is certified to be a therapy animal;*
2. *An explanation of how the animal will be used, including research supporting the use of therapy animals;*
3. *A plan for how the staff member will provide for the care and control of the animal;*
4. *A plan for how the staff member will accommodate students with allergies to the animal; and*
5. *A current vaccination certificate for the animal.*

Legal Reference: 29 U.S.C. §794
42 U.S.C. §12132
28 C.F.R. 35
Iowa Code §216C

I.C. Iowa Code

Iowa Code § 216C

Description

[Disability Rights](#)

U.S.C. - United States Code

Description

29 U.S.C. §§ 794

[Labor - Vocation Rehab Rights](#)

42 U.S.C. §12132

[Public Health - Equal Opportunity/Disabilities - Prohibition Against](#)

C.F.R. - Code of Federal Regulations

Description

28 C.F.R. 35

[Judicial - Disability - Nondiscrimination](#)

Cross References

Code

Description

606.03

[Animals in the Classroom](#)

Policy 106: Title IX - Discrimination and Harassment Based on Sex Prohibited Status: ADOPTED

Original Adopted Date: 03/08/2022 | **Last Reviewed Date:** 09/25/2023

In accordance with Title IX of the Education Amendments Act of 1972, the West Central Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment.

The Board authorizes the Superintendent to adopt procedures for any individual to report sexual harassment to the District’s Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the District may still offer supportive measures to the subject of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the District’s Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District’s designated Title Coordinator, Carmen Swales, West Central CSD, 305 Pember Street, Maynard IA 50655, (563) 637-2283 or cswales@wc.k12.ia.us.

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the District’s Title IX Coordinator.

NOTE: This is a mandatory policy.

Legal Reference: 20 U.S.C. § 1681 et seq.
34 C.F.R. § 106 et seq.

U.S.C. - United States Code	Description
20 U.S.C. §§ 1681	Education - Sex

C.F.R. - Code of Federal Regulations
34 C.F.R. 106

Description
[Education - Nondiscrimination Based on Sex](#)

Exhibit-HTML 102-EH(1): Equal Educational Opportunity - Annual Notice of Status: ADOPTED Nondiscrimination

Original Adopted Date: **Last Reviewed:** 9/25/2023

The West Central Community School District offers career and technical programs in the following areas of study:

- Business
- Family Consumer Science
- Health Occupations
- Industrial Technology
- Vocational Agriculture

It is the policy of the Community 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 Alyssa Cobie -Nuss, West Central CSD, 305 Pember Street, Maynard IA 50655, (563) 637-2283 or acobienuss@wc.k12.ia.us.

I.C. Iowa Code	Description
Iowa Code § 216.6	Unfair Employment Practices
Iowa Code § 216.9	Unfair/Discriminatory Practices
Iowa Code § 256.11	DE - Educational Standards
Iowa Code § 280.3	Education Program - Attendance Center Requirements
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12	General Accreditation Standards
U.S.C. - United States Code	Description
20 U.S.C. §§ 1221	Education - FERPA - General Provisions
20 U.S.C. §§ 1681	Education - Sex
20 U.S.C. §§ 1701	Education - EEO
29 U.S.C. § 206	Labor - Minimum Wage
29 U.S.C. §§ 794	Labor - Vocation Rehab Rights
42 U.S.C. § 12101	Public Health - Equal Opportunity - Disabilities

42 U.S.C. § 2000d

[Public Health - Civil Rights - Federally Programs](#)

42 U.S.C. § 2000e

[Public Health - EEO Civil Rights - Definitions](#)

C.F.R. - Code of Federal Regulations

Description

34 C.F.R. Pt. 100

[Education - Nondiscrimination for Programs](#)

34 C.F.R. Pt. 104

[Education - Nondiscrimination on Basis of Handicap](#)

Cross References

Code

Description

101

[Educational Philosophy of the School District](#)

104

[Anti-Bullying/Harassment Policy](#)

104-R(1)

[Anti-Bullying/Harassment Policy - Investigation Procedures](#)

104-E(1)

[Anti-Bullying/Harassment Policy - Complaint Form](#)

104-E(2)

[Anti-Bullying/Harassment Policy - Witness Disclosure Form](#)

104-E(3)

[Anti-Bullying/Harassment Policy - Disposition of Complaint Form](#)

401.01

[Equal Employment Opportunity](#)

502.03

[Student Expression and Student Publications Code](#)

502.03-R(1)

[Student Expression and Student Publications Code - Regulation](#)

506.01

[Education Records Access](#)

506.01-R(1)

[Education Records Access - Regulation](#)

506.01-E(1)

[Education Records Access - Request of Nonparent for Examination or Copies of Education Records](#)

506.01-E(2)

[Education Records Access - Authorization for Release of Education Records](#)

506.01-E(3)

[Education Records Access - Request for Hearing on Correction of Education Records](#)

506.01-E(4)

[Education Records Access - Request for Examination of Education Records](#)

506.01-E(5)

[Education Records Access - Notification of Transfer of Education Records](#)

506.01-E(6)

[Education Records Access - Letter to Parent Regarding Receipt of a Subpoena](#)

506.01-E(7)	<u>Education Records Access - Juvenile Justice Agency Information Sharing Agreement</u>
506.01-E(8)	<u>Education Records Access - Annual Notice</u>
603.01	<u>Basic Instruction Program</u>
603.04	<u>Multicultural/Gender Fair Education</u>
802.05	<u>Buildings & Sites Adaptation for Persons with Disabilities</u>

Exhibit-HTML 102-EH(2): Equal Educational Opportunity - Continuous Notice of Nondiscrimination

Status: ADOPTED

Original Adopted Date: **Last Reviewed:** 9/25/2023

It is the policy of the West Central Community 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 Alyssa Cobie -Nuss, West Central CSD, 305 Pember Street, Maynard IA 50655, (563) 637-2283 or acobienuss@wc.k12.ia.us .

I.C. Iowa Code	Description
Iowa Code § 216.6	Unfair Employment Practices
Iowa Code § 216.9	Unfair/Discriminatory Practices
Iowa Code § 256.11	DE - Educational Standards
Iowa Code § 280.3	Education Program - Attendance Center Requirements
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12	General Accreditation Standards
U.S.C. - United States Code	Description
20 U.S.C. §§ 1221	Education - FERPA - General Provisions
20 U.S.C. §§ 1681	Education - Sex
20 U.S.C. §§ 1701	Education - EEO
29 U.S.C. § 206	Labor - Minimum Wage
29 U.S.C. §§ 794	Labor - Vocation Rehab Rights
42 U.S.C. § 12101	Public Health - Equal Opportunity - Disabilities
42 U.S.C. § 2000d	Public Health - Civil Rights - Federally Programs
42 U.S.C. § 2000e	Public Health - EEO Civil Rights - Definitions
C.F.R. - Code of Federal Regulations	Description
34 C.F.R. Pt. 100	Education - Nondiscrimination for Programs
34 C.F.R. Pt. 104	Education - Nondiscrimination on Basis of Handicap

Cross References

Code	Description
101	Educational Philosophy of the School District
104	Anti-Bullying/Harassment Policy
104-R(1)	Anti-Bullying/Harassment Policy - Investigation Procedures
104-E(1)	Anti-Bullying/Harassment Policy - Complaint Form
104-E(2)	Anti-Bullying/Harassment Policy - Witness Disclosure Form
104-E(3)	Anti-Bullying/Harassment Policy - Disposition of Complaint Form
401.01	Equal Employment Opportunity
502.03	Student Expression and Student Publications Code
502.03-R(1)	Student Expression and Student Publications Code - Regulation
506.01	Education Records Access
506.01-R(1)	Education Records Access - Regulation
506.01-E(1)	Education Records Access - Request of Nonparent for Examination or Copies of Education Records
506.01-E(2)	Education Records Access - Authorization for Release of Education Records
506.01-E(3)	Education Records Access - Request for Hearing on Correction of Education Records
506.01-E(4)	Education Records Access - Request for Examination of Education Records
506.01-E(5)	Education Records Access - Notification of Transfer of Education Records
506.01-E(6)	Education Records Access - Letter to Parent Regarding Receipt of a Subpoena
506.01-E(7)	Education Records Access - Juvenile Justice Agency Information Sharing Agreement
506.01-E(8)	Education Records Access - Annual Notice
603.01	Basic Instruction Program
603.04	Multicultural/Gender Fair Education
802.05	Buildings & Sites Adaptation for Persons with Disabilities

Exhibit-HTML 102-EH(3): Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights Status: ADOPTED

Original Adopted Date: Last Reviewed Date: 9/25/2023

The West Central Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities;
- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

It is the policy of the West Central Community 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 Alyssa Cobie -Nuss, West Central CSD, 305 Pember Street, Maynard IA 50655, (563) 637-2283 or acobienuss@wc.k12.ia.us .

I.C. Iowa Code

Iowa Code § 216.6

Iowa Code § 216.9

Description

[Unfair Employment Practices](#)

[Unfair/Discriminatory Practices](#)

Iowa Code § 256.11

[DE - Educational Standards](#)

Iowa Code § 280.3

[Education Program - Attendance Center Requirements](#)

I.A.C. Iowa Administrative Code

Description

281 I.A.C. 12

[General Accreditation Standards](#)

U.S.C. - United States Code

Description

20 U.S.C. §§ 1221

[Education - FERPA - General Provisions](#)

20 U.S.C. §§ 1681

[Education - Sex](#)

20 U.S.C. §§ 1701

[Education - EEO](#)

29 U.S.C. § 206

[Labor - Minimum Wage](#)

29 U.S.C. §§ 794

[Labor - Vocation Rehab Rights](#)

42 U.S.C. § 12101

[Public Health - Equal Opportunity - Disabilities](#)

42 U.S.C. § 2000d

[Public Health - Civil Rights - Federally Programs](#)

42 U.S.C. § 2000e

[Public Health - EEO Civil Rights - Definitions](#)

C.F.R. - Code of Federal Regulations

Description

34 C.F.R. Pt. 100

[Education - Nondiscrimination for Programs](#)

34 C.F.R. Pt. 104

[Education - Nondiscrimination on Basis of Handicap](#)

Cross References

Code

Description

101

[Educational Philosophy of the School District](#)

104

[Anti-Bullying/Harassment Policy](#)

104-R(1)

[Anti-Bullying/Harassment Policy - Investigation Procedures](#)

104-E(1)

[Anti-Bullying/Harassment Policy - Complaint Form](#)

104-E(2)

[Anti-Bullying/Harassment Policy - Witness Disclosure Form](#)

104-E(3)

[Anti-Bullying/Harassment Policy - Disposition of Complaint Form](#)

401.01

[Equal Employment Opportunity](#)

502.03

[Student Expression and Student Publications Code](#)

502.03-R(1)

[Student Expression and Student Publications Code - Regulation](#)

506.01

[Education Records Access](#)

506.01-R(1)	<u>Education Records Access - Regulation</u>
506.01-E(1)	<u>Education Records Access - Request of Nonparent for Examination or Copies of Education Records</u>
506.01-E(2)	<u>Education Records Access - Authorization for Release of Education Records</u>
506.01-E(3)	<u>Education Records Access - Request for Hearing on Correction of Education Records</u>
506.01-E(4)	<u>Education Records Access - Request for Examination of Education Records</u>
506.01-E(5)	<u>Education Records Access - Notification of Transfer of Education Records</u>
506.01-E(6)	<u>Education Records Access - Letter to Parent Regarding Receipt of a Subpoena</u>
506.01-E(7)	<u>Education Records Access - Juvenile Justice Agency Information Sharing Agreement</u>
506.01-E(8)	<u>Education Records Access - Annual Notice</u>
603.01	<u>Basic Instruction Program</u>
603.04	<u>Multicultural/Gender Fair Education</u>
802.05	<u>Buildings & Sites Adaptation for Persons with Disabilities</u>

COMPLAINT FORM
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: _____

Name of Complainant: _____

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?

Date and place of alleged incident(s):

Names of any witnesses (if any): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

WITNESS DISCLOSURE FORM

Name of Witness: _____

Date of interview: _____

Date of initial complaint: _____

Name of Complainant (include whether the Complainant is a student or employee): _____

Date and place of alleged incident(s): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Description of incident witnessed: _____

Additional information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

DISPOSITION OF COMPLAINT FORM

Date: _____

Date of initial complaint: _____

Name of Complainant (include whether the Complainant is a student or employee):

Date and place of alleged incident(s):

Name of Respondent (include whether the Respondent is a student or employee):

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Summary of Investigation: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

DISCRIMINATION COMPLAINT FORM

Date of complaint: _____

Name of Complainant: _____

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?

Date and place of alleged incident(s):

Names of any witnesses (if any): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

WITNESS DISCLOSURE FORM

Name of Witness: _____

Date of interview: _____

Date of initial complaint: _____

Name of Complainant (include whether the Complainant is a student or employee):

_____Date and place of alleged incident(s):

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Description of incident witnessed: _____

_____Additional information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

DISPOSITION OF COMPLAINT FORM

Date: _____

Date of initial complaint: _____

Name of Complainant (include whether the Complainant is a student or employee): _____

Date and place of alleged incident(s): _____

Name of Respondent (include whether the Respondent is a student or employee): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Summary of Investigation: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

