

# EDUCATION PROGRAM

## Series 600

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**SCHOOL CALENDAR**

The school calendar will accommodate the education program of the school district. The school calendar is for a minimum of 1080 hours and includes, but is not limited to, the days for student instruction, staff development, in-service days and teacher conferences.

The academic school year for students will begin no sooner than August 23. Employees may be required to report to work at the school district prior to this date.

Special education students may attend school on a school calendar different from that of the regular education program consistent with their Individualized Education Program.

The board, in its discretion, may excuse graduating seniors from up to five days or 30 hours of instruction after the school district requirements for graduation have been met. The board may also excuse graduating seniors from making up days missed due to inclement weather if the student has met the school district's graduation requirements.

It is the responsibility of the superintendent to develop the school calendar for recommendation, approval, and adoption by the board annually.

The board may amend the official school calendar when the board considers the change to be in the best interests of the school district's education program. The board will hold a public hearing on any proposed school calendar prior to adopting the school calendar.

Legal Reference: Iowa Code §§ 20.9; 279.10, 280.3,(2013); 299.1 (2) (2015).  
281 I.A.C. 12.1(7); 41.106.

Cross Reference: 501.3 Compulsory Attendance  
601.2 School Day  
603.3 Special Education

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**SCHOOL DAY**

The student school day for grades one through twelve will consist of a minimum of six hours, not including the lunch period. The school day consists of the schedule of class instruction and class activities as established and sponsored by the school district. Time during which students are released from school for parent/teacher conferences or professional development may be counted as part of the students' instructional time. The minimum school day will meet the requirements as established for the operation of accredited schools.

The board may define the number of days kindergarten will be held and the length of each school day for the students attending kindergarten. The school day will consist of a schedule as recommended by the superintendent and approved by the board.

The school district may also record a day of school with less than the minimum instructional hours if the total hours of instructional time for grades one through twelve in any five consecutive school days equals a minimum of thirty hours, even though any one day of school is less than the minimum instructional hours because of a professional development opportunity provided for the instructional staff or parent/teacher conferences have been scheduled beyond regular school day. If the total hours of instructional time for the first four consecutive days equal at least 30 hours, the school may record zero hours of instructional time on the fifth consecutive school day as a school day. Schedule revisions and changes in time allotments will be made by the superintendent.

When the school is forced to close due to weather or other emergencies, that part of the day during which school was in session will constitute a school day.

It is the responsibility of the superintendent to inform the board annually of the length of the school day.

Legal Reference: Iowa Code § 256.7, 279.8, .10 (2013).  
281 I.A.C. 12.1(1), .1(7-10).

Cross Reference: 601.1 School Calendar

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6-12-17 7-13-17

## CURRICULUM DEVELOPMENT

Curriculum development is an ongoing process in the school district and consists of both research and design. Research is the studious inquiry and critical investigation of the various content areas for the purpose of revising and improving curriculum and instruction based on relevant information pertaining to the discipline. This study is conducted both internally (what and how we are currently doing at the local level) and externally (what national standards, professional organizations, recognized experts, current research, etc. tell us relative to the content area). Design is the deliberate process of planning and selecting the standards and instructional strategies that will improve the learning experiences for all students.

A systematic approach to curriculum development (careful research, design, and articulation of the curriculum) serves several purposes:

- Focuses attention on the content standards of each discipline and ensures the identified learning's are rigorous, challenging, and represent the most important learning for our students.
- Increases the probability that students will acquire the desired knowledge, skills and dispositions and that our schools will be successful in providing appropriate learning experiences.
- Facilitates communication and coordination.
- Improves classroom instruction.

The superintendent is responsible for curriculum development and for determining the most effective method of conducting research and design activities. A curriculum framework will describe the processes and procedures that will be followed in researching, designing, and articulating each curriculum area. This framework will at a minimum, describe the processes and procedures for the following curriculum development activities to:

- Study the latest thinking, trends research and expert advice regarding the content/discipline;
- Study the current status of the content/discipline (what and how well students are currently learning);
- Identify content standards, benchmarks, and grade level expectations for the content/discipline;
- Describe the desired learning behaviors, teaching and learning environment related to the content/discipline;
- Identify differences in the desired and present program and develop a plan for addressing the differences;
- Communicate with internal and external publics regarding the content area;
- Involve staff, parents, students, and community members in curriculum development decisions;

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**CURRICULUM DEVELOPMENT**

- Verify integration of local, state, and/or federal mandates (MCNS, school-to-work, etc);
- Verify how the standards and benchmarks of the content/discipline support each of the broader student learning goals and provide a K-12 continuum that builds on the prior learning of each level.

It is the responsibility of the superintendent to keep the board apprised of necessary curriculum revisions, progress of each content area related to curriculum development activities, and to develop administrative regulations for curriculum development including recommendations to the board.

Legal Reference: 20 U.S.C. § 1232H (2010).  
34 C.F.R. Pt. 98 (2010)  
Iowa Code §§ 216.9; 256.7, 279.8; 280.3 (2013)  
281 I.A.C. 12.5, .8

Cross Reference: 101 Educational Philosophy of the School District  
103 Long-Range Needs Assessment  
602 Curriculum Development  
603 Instructional Curriculum  
605 Instructional Materials

## **CURRICULUM IMPLEMENTATION**

Without careful and continuing attention to implementation, planned changes in curriculum and instruction rarely succeed as intended. How change is put into practice, to a large extent, determines how well it fares.

Implementation refers to what actually happens in practice as compared to what was supposed to happen. Curriculum implementation includes the provision of organized assistance to staff in order to ensure that the newly developed curriculum and the most powerful instructional strategies are actually delivered at the classroom level. There are two components of any implementation effort that must be present to guarantee the planned changes in curriculum and instruction succeed as intended:

- Understanding the conceptual framework of the content/discipline being implemented; and,
- Organized assistance to understand the theory, observe exemplary demonstrations, have opportunities to practice, and receive coaching and feedback focused on the most powerful instructional strategies to deliver the content at the classroom level.

The superintendent is responsible for curriculum implementation and for determining the most effective way of providing organized assistance and monitoring the level of implementation. A curriculum framework will describe the processes and procedures that will be followed to assist all staff in developing the knowledge and skills necessary to successfully implement the developed curriculum in each content area. This framework will, at a minimum, describe the processes and procedures for the following curriculum implementation activities to:

- Study and identify the best instructional practices and materials to deliver the content;
- Describe procedures for the purchase of instructional materials and resources (See Policy 605.1);
- Identify/develop exemplars that demonstrate the learning behaviors, teaching, and learning environment to deliver the content;
- Study the current status of instruction in the content area (how teachers are teaching);
- Compare the desired and present delivery system, identify differences (gap analysis), and develop a plan for addressing the differences;
- Organize staff into collaborative study teams to support their learning and implementation efforts (address the gaps);
- Provide ongoing professional development related to instructional strategies and materials that focuses on theory, demonstration, practice and feedback;
- Regularly monitor and assess the level of implementation;
- Communicate with internal and external publics regarding curriculum implementation;
- Involve staff, parents, students, and community members in curriculum implementation decisions.

It is the responsibility of the superintendent to keep the board apprised of curriculum implementation activities, progress of each content area related to curriculum implementation activities, and to develop administrative regulations for curriculum implementation including recommendations to the board.

**CURRICULUM IMPLEMENTATION**

Legal Reference: 20 U.S.C. § 1232h (2010).  
34 C.F.R. pt. 98 (2010).  
Iowa Code §§ 216.9, 256.7, 279.8, 280.3 (2013).  
281 I.A.C. 12.8

Cross Reference: 101 Educational Philosophy of the School District  
103 Long-Range Needs Assessment  
505 Student Scholastic Achievement  
602 Curriculum Development  
603 Instructional Curriculum

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7-13-17

## **CURRICULUM EVALUATION**

Regular evaluation of the total curriculum is necessary to ensure that the written and delivered curriculum is having the desired effect for students.

Curriculum evaluation refers to an ongoing process of collecting, analyzing, synthesizing, and interpreting information to aid in understanding what students know and can do. It refers to the full range of information gathered in the school district to evaluate (make judgments about) student learning and program effectiveness in each content area.

Curriculum evaluation must be based on information gathered from a comprehensive assessment system that is designed for accountability and committed to the concept that all students will achieve at high levels, is standards-based, and informs decisions which impact significant and sustainable improvements in teaching and student learning.

The superintendent is responsible for curriculum evaluation and for determining the most effective way of ensuring that assessment activities are integrated into instructional practices as part of school improvement with a particular focus on improving teaching and learning. A curriculum framework will describe the procedures that will be followed to establish an evaluation process that can efficiently and effectively evaluate the total curriculum. This framework will, at a minimum, describe the procedures for the following curriculum evaluation activities:

- Identify specific purposes for assessing student learning;
- Develop a comprehensive assessment plan;
- Select/develop assessment tools and scoring procedures that are valid and reliable;
- Identify procedures for collecting assessment data;
- Identify procedures for analyzing and interpreting information and drawing conclusions based on the data (including analysis of the performance of various sub-groups of students);
- Identify procedures for establishing at least three levels of performance (specific to the content standard and the assessment tool when appropriate) to assist in determining whether students have achieved at a satisfactory level (at least two levels describe performance that is proficient or advanced and at least one level describes students who are not yet performing at the proficient level);
- Identify procedures for using assessment information to determine long-range and annual improvement goals;
- Identify procedures for using assessment information in making decisions focused on improving teaching and learning (data based decision making);

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**CURRICULUM EVALUATION**

- Provide support to staff in using data to make instructional decisions;
- Define procedures for regular and clear communication about assessment results to the various internal and external publics (mandatory for communication about students receiving special education services);
- Define data reporting procedures;
- Verify that assessment tools are fair for all students and are consistent with all state and federal mandates;
- Verify that assessment tools measure the curriculum that is written and delivered;
- Identify procedures for deciding when multiple assessment measures are necessary for making good decisions and drawing appropriate conclusions about student learning;
- Identify roles and responsibilities of key groups;
- Involve staff, parents, students, and community members in curriculum evaluation;
- Ensure participation of eligible students receiving special education services in district-wide assessments.

It is the responsibility of the superintendent to keep the board apprised of curriculum evaluation activities, the progress of each content area related to curriculum evaluation activities, and to develop administrative regulations for curriculum evaluation including recommendations to the board.

Legal Reference: 20 U.S.C. § 1232h (2010).  
34 C.F.R. pt. 98 (2010).  
Iowa Code §§ 216.9, 256.7, 279.8, 280.3 (2013).  
281 I.A.C. 12.8

Cross Reference: 101 Educational Philosophy of the School District  
103 Long-Range Needs Assessment  
505 Student Scholastic Achievement  
602 Curriculum Development  
603 Instructional Curriculum

**PILOT – EXPERIMENTAL – INNOVATIVE PROJECTS**

The board welcomes new ideas in curriculum. Proposals for pilot or experimental projects will first be reviewed and analyzed by the superintendent. Projects recommended by the superintendent will be considered by the board. Pilot and experimental projects approved by the board, the State Department of Education, or the U. S. Department of Education may be utilized in the education program.

Students, who may be or are asked to participate in a research or experimental project or program, must have their parents' written consent on file prior to participating in the project or program. A research or experimentation program or project requiring parents' prior written consent is a program or project designed to explore or develop new or unproven teaching methods or techniques. These programs or projects shall be designated as research or experimental projects or programs. The educational materials of a program or project designated as a research or experimental program or project may be inspected and reviewed by the parents of the students participating or being considered for participation in the program or project. The inspection and review by the parents will be in accordance with board policy 605.2, "Instructional Materials Inspection."

It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: 20 U.S.C. § 1232h (2010).  
34 C.F.R. Pt. 98 (2010).  
Iowa Code §§ 279.8; .10, 280.3 (2013).  
281 I.A.C. 12.5, 8.

Cross Reference: 602 Curriculum Development  
603 Instructional Curriculum

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6-12-17 7-13-17



**BASIC INSTRUCTION PROGRAM**

Legal Reference: 20 U.S.C. § 1232h (2010).  
34 C.F.R. Pt. 98 (2010).  
Iowa Code §§ 216.9; 256.11; 279.8; 280.3-.14 (2013).  
281 I.A.C. 12.5.

Cross Reference: 102 Equal Educational Opportunity  
103 Long-Range Needs Assessment  
505 Student Scholastic Achievement  
602 Curriculum Development  
603 Instructional Curriculum

**SUMMER SCHOOL INSTRUCTION**

The Vinton-Shellsburg Community School District recognizes the importance of ongoing learning opportunities for students. As such, the district may offer summer school instruction in accordance with the following:

- The board, in its discretion, may offer summer school for one or more courses and student activities for students who need additional help and instruction or for enrichment in those areas. Upon receiving a request for summer school, the board will weigh the benefit to the students and the school district as well as the school district's budget and availability of licensed employees to conduct summer school.
- If a child who is eligible for special education has been determined to need extended school year services as necessary to receive a free appropriate public education, as determined according to state and federal law, such services will be provided as described in the child's individualized education program.
- In additional instances as provided by law.

The superintendent may develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 279.8,; 280.3; 282.6.  
Iowa Admin. Code. 281—41.106.

Cross Reference: 410.2 Summer School Licensed Employees  
505.2 Student Promotion – Retention – Acceleration  
603 Instructional Curriculum  
711.4 Summer School Transportation

Approved 8-16-93 Reviewed 6-12-17 Revised 7-13-17  
9-18-17 10-9-17



**MULTICULTURAL / GENDER FAIR EDUCATION**

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion or creed, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as of men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, American Indians, European-Americans, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Legal Reference: Iowa Code §§ 216.9; 256.11 (2013).  
281 I.A.C. 12.5(8).

Cross Reference: 102 Equal Educational Opportunity  
600 Goals and Objectives of the Education Program

Approved 8-16-93 Reviewed 12-12-11 Revised 1-9-12  
6-12-17 7-13-17

**HEALTH EDUCATION**

Students in grade levels one through twelve will receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases, including acquired immune deficiency syndrome; and current crucial health issues. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above are included in health education and the instruction will be adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activity or study.

Legal Reference: Iowa Code §§ 256.11; 279.8; 280.3-.14 (2013).  
281 I.A.C. 12.5.

Cross Reference: 502 Student Rights and Responsibilities  
603 Instructional Curriculum  
607 Instructional Services

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6-12-17 7-13-17

**HUMAN GROWTH AND DEVELOPMENT STUDENT EXCUSE FORM**

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

Parent/Guardian: \_\_\_\_\_ Phone #: \_\_\_\_\_

Please list the curricular objective(s) from which you wish to have your child excused and the class or grade in which each is taught. An example is provided for you to follow.

<u>Objective</u>	<u>Class/Grade</u>
EX: To understand the consequences of responsible and irresponsible sexual behavior.	Health/Education / 6

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

I have reviewed the Human Growth and Development program goals, objectives, and materials and wish my child to be excused from class when these objectives are taught. I understand my child will incur no penalty but may/will be required to complete an alternative assignment that relates to the class and is consistent with assignments required of all students in the class.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent or Guardian)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(School Administrator)

**PHYSICAL EDUCATION**

Students in grades one through twelve are required to participate in physical education courses unless they are excused by the principal of their attendance center.

Students may be excused from physical education courses if the student presents a written statement from a doctor stating that such activities could be injurious to the health of the student or the student has been exempted because of a conflict with the student's religious beliefs.

Students in grades 9-12 may also be excused from physical education courses if:

- The student is enrolled in academic courses not otherwise available, or
- The student has obtained a physical education waiver for a semester because the student is actively involved in an athletic program.

Twelfth grade students may also be excused from physical education courses if the student is enrolled in a cooperative, work study, or other educational program authorized by the school which requires the student's absence from school.

Students who will not participate in physical education must have a written request or statement from their parents.

Legal Reference: Iowa Code § 256.11 (2013).  
281 I.A.C. 12.5.

Cross Reference: 504 Student Activities  
603 Instructional Curriculum

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6-12-17 7-13-17

**CAREER EDUCATION**

Preparing students for careers is one goal of the education program. Career education will be written into the education program for grades kindergarten through twelve. This education will include, but not be limited to, awareness of self in relation to others and the needs of society, exploration of employment opportunities, experiences in personal decision-making, and experiences of integrating work values and work skills into their lives.

It is the responsibility of the superintendent to assist licensed employees in finding ways to provide career education in the education program. Special attention should be given to courses of vocational education nature. The board, in its review of the curriculum, will review the means in which career education is combined with other instructional programs.

Legal Reference: Iowa Code §§ 256.11, .11A; 280.9 (2013).  
281 I.A.C. 12.5(7).

Cross Reference: 603 Instructional Curriculum

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6-12-17 7-13-17

**TEACHING ABOUT RELIGION**

The school district is required to keep the practice of religion out of the school curriculum. The board recognizes the key role religion has played in the history of the world and authorizes the study of religious history and traditions as part of the curriculum. Preferential or derogatory treatment to a single religion will not take place.

It is the responsibility of the superintendent to ensure the study of religion in the schools in keeping with the following guidelines:

- The proposed activity must have a secular purpose;
- The primary objective of the activity must not be one that advances or inhibits religion; and
- The activity must not foster excessive governmental entanglement with religion.

Legal Reference: U.S. Const. Amend. I.  
Lee v. Weisman. 112 S.Ct. 2649 (1992).  
Lemon v. Kurtzman, 403 U.S. 602 (1971).  
Graham v. Central Community School District of Decatur County,  
608 F.Supp. 531 (S.D. Iowa 1985).  
Iowa Code §§ 279.8; 280.6 (2013).

Cross Reference: 603 Instructional Curriculum  
604.5 Religious-Based Exclusion from a School Program  
606.2 School Ceremonies and Observances

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6-12-17 7-13-17

**TEACHING ABOUT RELIGION REGULATION**

**Religious Holidays**

The historical and contemporary significance of religious holidays may be included in the program of education provided that such instruction is presented in an unbiased and objective manner. The selection of holidays to be studied will take into account major celebrations of several world religions, not just those of a single religion. Holiday-related activities will be educationally sound and sensitive to religious differences and will be selected carefully to avoid the excessive or unproductive use of school time. Teachers will be especially careful in planning activities that are to take place immediately preceding or on a religious holiday.

Music, art, literature and drama having religious themes (including traditional carols, seasonal songs and classical music) will be permitted if presented in an objective manner without sectarian indoctrination. The emphasis on religious themes is only as extensive as necessary for a balanced and comprehensive study or presentation. Religious content included in student performances is selected on the basis of its independent educational merit and will seek to give exposure to a variety of religious customs, beliefs and forms of expression. Holiday programs, parties or performances will not become religious celebrations or be used as a forum for religious worship, such as the devotional reading of sacred writings or the recitations of prayers. [Student participation in a program or performance which involves personally offensive religious material or expression will be voluntary.]

The use of religious symbols (e.g. a cross, menorah, crescent, Star of David, lotus blossom, nativity scene or other symbol that is part of a religious ceremony) are permitted as a teaching aid, but only when such symbols are used temporarily and objectively to give information about a heritage associated with a particular religion. The Christmas tree, Santa Claus, Easter eggs, Easter bunnies and Halloween decorations are secular, seasonal symbols and as such can be displayed in a seasonal context.

Expressions of belief or non-belief initiated by individual students is permitted in composition, art forms, music, speech and debate. However, teachers may not require projects or activities which are indoctrination or force students to contradict their personal religious beliefs or non-beliefs.

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6-12-17 7-13-17



**TEACHING CONTROVERSIAL ISSUES**

A “controversial issue” is a topic of significant academic inquiry about which substantial groups of citizens of this community, this state or this nation hold sincere, conflicting points of view.

It is the belief of the board that controversial issues should be fairly presented in a spirit of honest academic freedom so that students may recognize the validity of other points of view but can also learn to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the facts related to the controversy.

It is the responsibility of the instructor to present full and fair opportunity and means for students to study, consider and discuss all sides of controversial issues including, but not limited to, political philosophies.

It is the responsibility of the instructor to protect the right of the student to study pertinent controversial issues within the limits of good taste and to allow the student to express personal opinions without jeopardizing the student’s relationship with the teacher.

It is the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views, or selfish propaganda of any kind through any classroom or school device; however, an instructor will not be prohibited from expressing a personal opinion as long as students are encouraged to reach their own decisions independently.

The board encourages full discussion of controversial issues in a spirit of academic freedom that shows students that they have the right to disagree with the opinions of others but that they also have the responsibility to base the disagreement on facts and to respect the right of others to hold conflicting opinions.

(Reviewed 6/12/17)

**GLOBAL EDUCATION**

Because of our growing interdependence with other nations in the world, global education is incorporated into the education program for grades kindergarten through twelve so that students have the opportunity to acquire a perspective on world issues, problems, and prospects for an awareness of the relationship between an individual's self-interest and the concerns of people elsewhere in the world.

Legal Reference: Iowa Code §§ 256.11, .11A (2013).  
281 I.A.C. 12.5(11).

Cross Reference: 602 Curriculum Development  
603 Instructional Curriculum

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6-12-17 7-13-17

**CITIZENSHIP**

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students will have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

Legal Reference: Iowa Code §§ 256.11, .11A (2013).  
281 I.A.C. 12.3(6), 12.5(3)(b)-(5)(b).

Cross Reference: 101 Educational Philosophy of the School District  
502 Student Rights and Responsibilities  
503 Student Discipline

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6-12-17 7-13-17

**PRIVATE INSTRUCTION**

The Vinton-Shellsburg CSD recognizes that families with students of compulsory attendance age may select alternative forms of education outside the traditional school setting, including private instruction. The applicable legal requirements for private instruction, including, but not limited to those relating to reporting and evaluations for progress, will be followed.

Except as otherwise exempted, in the event a child of compulsory attendance age as defined by law does not attend public school or an accredited nonpublic school, the child must receive private instruction. Private instruction means instruction using a plan and a course of study in a setting other than a public or organized accredited nonpublic school.

Private instruction can take the form of competent private instruction and independent private instruction. The Iowa Department of Education recognizes three options for delivery of this form of instruction: two options for delivery of competent private instruction and one option for independent private instruction.

Competent private instruction means private instruction provided on a daily basis for at least one hundred forty-eight days during a school year, to be met by attendance for at least thirty-seven days each school quarter, which results in the student making adequate progress. Competent private instruction is provided by or under the supervision of a licensed practitioner or by other individuals identified in law.

Independent private instruction means instruction that meets the following criteria: (1) is not accredited, (2) enrolls not more than four unrelated students, (3) does not charge tuition, fees, or other remuneration for instruction, (4) provides private or religious-based instruction as its primary purpose, (5) provides enrolled students with instruction in mathematics, reading and language arts, science, and social studies, (6) provides, upon written request from the superintendent of the school district in which the independent private instruction is provided, or from the director of the department of education, a report identifying the primary instructor, location, name of the authority responsible for the independent private instruction, and the names of the students enrolled, (7) is not a nonpublic school and does not provide competent private instruction as defined herein, and (8) is exempt from all state statutes and administrative rules applicable to a school, a school board, or a school district, except as otherwise provided by law.

It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 299, 299A.  
281 I.A.C. 31.

Cross Reference: 501 Student Attendance  
502 Student Rights and Responsibilities  
504 Student Activities  
507.1 Student Health and Immunization Certificates  
604.7 Dual Enrollment  
604.9 Home School Assistance Program

Approved 8-16-93 Reviewed 7-13-15 Revised 8-10-15  
6-12-17 7-13-17

**Every new school year this form is printed from the Dept. of Education's site to guarantee most updated form is used.**

## FORM A

**(Completed by the Parent, Guardian, or Legal or Actual Custodian)** Date when returned \_\_\_\_\_

**Competent Private Instruction Report****Iowa Code section 299.4****20--20-- School Year**

Required information: See instructions before completing.

The following information is required in accordance with Iowa Code section 299.4. A parent, guardian, or legal or actual custodian enrolling a student in CPI under Option 1 must submit this report in duplicate to the school district of residence. A parent, guardian, or legal or actual custodian enrolling a student in CPI under Option 2 may submit this report in duplicate to the school district of residence. A parent, guardian, or legal or actual custodian enrolling a student in CPI under Option 2 and electing dual enrollment must submit this report in duplicate to the school district of residence. This report is required, under the conditions described above, if the student is 6 years old on or before September 15 and not yet 16 years old and does not attend an Iowa public or accredited nonpublic school.

**Return this form to the school district secretary by September 1 or within 14 calendar days of removing the student from a public or accredited nonpublic school or 14 calendar days from moving into the school district.** (If the student will be enrolled in a home school assistance program, please notify the district if the student will also be dually enrolled.) This form is not applicable to families choosing Independent Private Instruction, or for those using CPI Option 2 without dual enrolling or opting to report.

- 1) Child and Family Information: (Name and birth date of child under competent private instruction.)

<b>Name:</b>	<b>Birth Date:</b>

- 2) Name and address of person filing report. (Please check the appropriate box after "name")

<b>Name</b>	<b>Parent</b>	<b>Guardian</b>	<b>Legal or Actual Custodian</b>
<b>Address:</b>	<b>City, Zip:</b>		
<b>Phone # (optional)</b>			

- 3) Immunization Evidence: If filing Form A for the 1st time, attach immunization information. (Proof of immunization is required of all children receiving CPI without the private exemption, including those HSAP enrolled or dually enrolled)
- 4) Instructional Program Information:  
Outline the course of study on a separate page(s). Attach lesson plans on separate page(s).

<b>Subject:</b>	<b>Text, Publisher, and Author:</b>	<b>Time Spent:</b>
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- 5) List number of days of instruction under competent private instruction \_\_\_\_\_ (must be at least 148 days per academic year, Iowa Code section 299A.1)
- 6) If an appropriately licensed Iowa teacher will provide or supervise the parent, guardian, or legal or actual custodian in providing the instruction, give the teacher's name and folder number.

<b>Name:</b>	<b>Teacher Folder Number:</b>
<b>Address:</b>	<b>Teacher signature- (optional):</b>
<b>City, State / Zip:</b>	<b>Phone Number- (optional):</b>

- 7) If an Iowa licensed teacher is not providing instruction or supervising, the parent, guardian, or legal or actual custodian providing instruction to the child, the child may, but is not required, to take an annual assessment. (Please consult the Department of Education's list of acceptable annual assessments-page 23). If standardized testing is desired, notify the school district in order to receive testing dates by October 1<sup>st</sup>.

**IMPORTANT: If you have selected any of the optional services listed on the back of Form A, please check here: \_\_\_\_\_**  
**Parent/Guardian/Legal or Actual Custodian Signature (required):**

The Following Information is Optional....

However, if you want your child to access special education programs or services, or if your child plans to participate in any academic or extracurricular activities, at your local school district, complete the following #8 and #9.

**NOTE:** It is not necessary to dual enroll your child  
-to access district-provided driver education (Iowa Code 321.178)  
-to have your child's annual assessment provided at no charge to you.  
Iowa Code section 299A.4.

- 8) If the child is currently identified as a child requiring special education, prior approval must be sought from the special education director at the Area Education Agency before the child may receive Competent Private Instruction in Iowa unless the parent, guardian, or legal or actual custodian of the child does not consent to initial evaluation or to reevaluation of the child for receipt of special education services or programs. Iowa Code section 299A.9.

Is the child currently identified as a child requiring special education pursuant to the rules of special education? Yes \_\_\_ No \_\_\_

Do you consent to initial evaluation or to reevaluation of the child for receipt of special education services or programs? Yes \_\_\_ No \_\_\_

- 9) Do you desire dual enrollment in the public school for the child under competent private instruction? Yes \_\_\_ No \_\_\_ (If no, skip to #10.)

- A. Dual enrollment is desired for:
- B. Academic \_\_\_ Extra-curricular activities \_\_\_ Special Education \_\_\_ (Check all that apply)
- C. Grade Level for the 20\_\_-20\_\_ school year \_\_\_\_\_
- D. Subjects or Activities you wish your child to dual enroll in:

1st Semester:	2nd Semester:

- 10) Do you desire to enroll in a Home School Assistance Program if offered? Yes \_\_\_ No \_\_\_

Instructions for Form A

Parents, guardians, or legal or actual custodians with children under competent private instruction under Option 1, or under competent private instruction Option 2 with dual enrollment or optional reporting need to submit two copies of Form A to the local public school district. After the school district receives and checks the form for completion, one copy of the form should be filed with the local district and the other copy the district sends to the secretary of the AEA. **DO NOT SEND A COPY to the Department of Education. NOTE: If you change your district of residence during the school year, you must also complete this form for your new district of residence.**

The due date is **September 1<sup>st</sup>** or no more than 14 calendar days (for a minimally completed form and 30 calendar days for a fully completed form) after the child has been removed from an Iowa accredited school or after moving into the district.

**The form is designed to allow the parent, guardian, or legal or actual custodian to provide the required information, items 1-6 and parent/guardian/legal or actual custodian signature.** Item 7 is informational. Items 8, 9 and 10 are optional. **If you plan to dual enroll your child in an academic course or extracurricular activity, complete item 9. (See the timeline in the Private Instruction Handbook ([Link to Timeline](#)) for an explanation of the dual enrollment deadline.)**

**Items 1 & 2:** All information must be supplied. Only one child per form.

**Item 3:** If filing Form A for the first time, (including those filing for a child being enrolled in a HSAP), attach immunization evidence or in lieu of such evidence, file a doctor's statement or an affidavit of religious exemption as outlined in Iowa Code section 139A.8. For exemption forms, please call 1-888-398-9696.

**Item 4:** List the subjects taught, the texts used, the text publisher or author, and the amount of time spent on each subject listed. Parents, guardians, or legal or actual custodians need to attach the course of study information separately. Lesson plans may be accepted for the entire year or for shorter periods of time. The lessons should show evidence of planning.

**Item 5:** The number listed must be at least 148 school days. Exception: If a child was enrolled in a public or accredited nonpublic school during the current academic year, then switched to home schooling, the number on this line may be the number of days remaining of the 148 school days after subtracting the number of days the child was in attendance in the school.

**Item 6:** In some situations, a person other than the child's parent, guardian, or legal or actual custodian either provides or supervises the instruction for the child. For those providing competent private instruction to the child under Iowa Code section 299A.2, this person must hold a valid Iowa-teaching license appropriate to the age and grade of the child. The teacher's name, address, and folder number must be provided in this item. The school district will check the licensure of this person by contacting the Iowa Board of Educational Examiners at the following website [www.boee.iowa.gov](http://www.boee.iowa.gov) or by calling (1-515-281-3245). If item 6 is blank, and the child is between the ages of 7 and 15, inclusive, during the current school year, the child is subject to the baseline evaluation/annual assessment requirement. (If parent/guardian/legal or actual custodian is a licensed teacher or under the supervision of a licensed teacher who holds a license appropriate to the age and grade of the child, the child is not required to take an annual assessment. If the child is enrolled in a private correspondence school accredited by a regional or national accrediting organization, the child's annual report card can be submitted as a report of annual assessment. A courtesy test may be requested, see note in item number 7.)

**Item 7:** Children receiving competent private instruction under Option 2 are subject to the assessment requirement if they fit these criteria:

1. AGE--the child is between the ages of 7 and 15, inclusive, of the current school year.
2. TEACHER--the child's instruction is not provided or supervised by a person holding a valid Iowa teacher license appropriate to the age and grade of the child.
3. The parent, guardian, or legal or actual custodian has opted-in to the optional reporting under Option 2. Student is dual enrolled with the district for academics or extracurricular activities.

All children fitting these criteria may but are not required to have a baseline evaluation in their first year of home schooling. Each year after the baseline evaluation, as long as they still fit the criteria, they may but are not required to have an annual assessment of educational progress, which may be conducted using standardized testing, portfolio assessment, or a report card from an accredited correspondence school. Children under or over the age limits by September 15 are not subject to the annual assessment. Likewise, if an appropriately licensed Iowa teacher provides or supervises a parent, guardian, or legal or actual custodian in providing the child's instruction, the child is not subject to assessment, regardless of age.

Subjects that may be assessed:

- -For children up through grade 5: Reading, Language Arts, and Mathematics:
- -For children in grades 6-12: Reading, Language Arts, Mathematics, Science, and Social Studies.

**Home-schooled children for whom standardized testing has been selected as their method of annual assessment may be tested annually in these subjects even if the school district does not test its own students. National percentile ranks and national grade equivalents must be included on the score report from the test scoring service.**

A detailed list of tests is located in the Private Instruction Handbook (page 23) and also on the website located at <https://www.educateiowa.gov/pk-12/options-educational-choice/competent-private-instruction-home-schooling> School Districts or AEAs providing the testing should attempt to accommodate these preferences. School Districts may provide the testing themselves or may delegate it to the AEA. School Districts should notify parents, guardians, or legal or actual custodians by October 1 of the dates, sites, and time of testing. If parents, guardians, or legal or actual custodians of a student subject to the assessment option request testing in their home, it must be provided at that site and at no cost to the parents, guardians, or legal or actual custodians. If a portfolio is used as an annual assessment, the parent, guardian, or legal or actual custodian identifies the licensed teacher to evaluate the portfolio. The deadline for completing standardized testing or submitting portfolio to evaluator is May 1st of each year and the test administrator or portfolio evaluator must send a copy of the results to the parents, guardians, legal or actual custodians, and the school district by June 30. An evaluator holding an elementary teaching license is appropriate for evaluating a portfolio for students in grades K-6, a middle school license for grades 5-8, and a secondary classroom teacher license is appropriate for grades 7-12. 281-IAC 31.8(3)

**Special note about “courtesy testing.”** Occasionally, parents, guardians, or legal or actual custodians of children who are not subject to the baseline evaluation/annual assessment option may want their child tested anyway. The district or AEA must provide the testing free of charge to the parents, guardians, or legal or actual custodians. The results will go to the district or AEA.

**Items 8, 9, and 10 are optional**

**Item 8:** A child of compulsory attendance age, who is identified as requiring special education under chapter 256B and is receiving Competent Private Instruction, is eligible for placement under competent private instruction with prior approval of the placement by the director of special education of the area education agency of the child's district of residence. It is the duty of the parent, guardian, or legal or actual custodian to send a copy of Form A to the school district and the Area Education Agency Director of Special Education for approval. Iowa Code section 299A.9 However, this consent is not required if the parent, guardian, legal, or actual custodian does not consent to initial evaluation or to reevaluation of the child for receipt of special education services or programs.

**Note: A child who receives CPI to access special education services must be dually enrolled. (See Item 9)**

**Item 9:** Dually enrolled students may participate in coursework or activities on the same basis as regularly enrolled students. This item is required if parents, guardians, or legal or actual custodians wish to have their children participate in an academic course or extracurricular activity. Dual enrollment is also required if the child is to receive available texts or supplemental instructional materials (on the same basis as they are provided to enrolled students) or special education programs or services. If parents, guardians, or legal or actual custodians want their child dually enrolled in a course or activity the course or activities need to be listed. Districts need to develop procedures to ensure that dually enrolled students and their parents, guardians, or legal or actual custodians are given adequate notice of the time and place of the activities they have chosen. The deadline for dual enrollment is September 15 if the parents, guardians, or legal or actual custodians begin CPI at the start of the school year, 14 calendar days after moving, or 14 calendar days after withdrawing from school. **The district may deny dual enrollment if the request is after the deadline.**

**Item 10:** School districts are not required to offer a home school assistance program. If your local school district has a program, an Iowa licensed teacher who is hired by the school district will supervise your student's instruction. If your child wishes to participate in courses or activities that are offered by the school district, the child must be dually enrolled in addition to being HSAP enrolled. (Responses to this item help districts without a HSAP determine if they need to start one)

**SCHOOL DISTRICTS – Please give parents, guardians, or legal or actual custodians the FERPA notification letter when a Form A is requested. Districts shall determine what directory information is and who the local contact is. When the parent, guardian, or legal or actual custodian gives “opt out” notification instructions to the school district, the AEA's have requested that the LEA send a copy to them.**

**PARENTS/GUARDIANS/LEGAL or ACTUAL CUSTODIANS – Please review the FERPA form and return to the school district.**

(Sent to Parent, Guardian, or Legal or Actual Custodian by the School District)

**FERPA Parent, Guardian, or Legal or Actual Custodian Notification Form:**

**Competent Private Instruction**

Dear Parent/Guardian/Legal or Actual Custodian:

Enclosed/attached is an annual notice of the rights you and your child have with respect to your child's education records.

This notice is being provided to you because Form A (the Report of Competent Private Instruction), which you are required to file annually, is a public document and constitutes an educational record.

Of course, not all of the information on Form A is public information. The information on Form A that is confidential and will not be released without proper consent or statutory authorization includes (in the order in which it appears on our most recent version of that form) the following:

- a. immunization information,
- b. special education status,
- c. instructional program information,
- d. number of days under CPI,
- e. all information about a licensed teacher who is providing or supervising the instruction, and
- f. all assessment/portfolio information.

Unless you notify us to the contrary, our district will release, upon request, the following "directory information" about your child:

- Student's name
- Address
- Telephone listing
- Whether student is dually enrolled or enrolled in home school assistance program
- Extracurricular activities (if applicable)

**If you do not want all or some of the above information released, provide written instructions to:**

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(Print name of district contact person)

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(Mailing address)

If you have any questions about this notice, call the district contact person \_\_\_\_\_  
(Phone Number)

**FERPA Parent, Guardian, or Legal or Actual Custodian Notification Form:**

**Independent Private Instruction**

Dear Parent/Guardian/Legal or Actual Custodian:

Enclosed/attached is an annual notice of the rights you and your child have with respect to your child's education records.

This notice is being provided to you because you have elected to receive certain services from the school district for your child who receives independent private instruction, or you have provided information based on a written request from the school district's superintendent or the director of the Iowa Department of Education. That information is an education record and a public record. Personally identifiable information about your child in an education record is not public unless you consent to its release, unless it is directory information (information that is generally not considered harmful or an invasion of privacy if released), or unless an exception to the consent requirement applies.

Unless you notify us to the contrary, our district will release, upon request, the following "directory information" about your child:

Student's name  
Address  
Telephone listing

**If you do not want all or some of the above information released, provide written instructions to:**

---

(Print name of district contact person)

---

(Mailing address)

If you have any questions about this notice, call the district contact person \_\_\_\_\_  
(Phone Number)

*(May be sent by the School District to the Parent, Guardian, or Legal or Actual Custodian who elects the opt-in provision under Option 2(dual enrolled) of CPI)*

**Notification to parents, guardians, or legal or actual custodians about the Annual Assessment**

Dear Parent/Guardian/Legal or Actual Custodian:

According to Form A, you do not have an Iowa licensed teacher providing instruction or supervising your program of instruction and your child is between the ages of 7 and 15, inclusive, during the current school year. However, you have opted to have your child subjected to an initial baseline evaluation and an annual assessment every year thereafter under the opt-in provisions of CPI Option 2. Parents, guardians, or legal or actual custodians have the choice of standardized test, portfolio assessment, or the submittal of a report card from an accredited correspondence school to fulfill this option. Please complete the applicable portion of the form below and return this form to the school district.

**Standardized Test**

1. Please check one.

\_\_\_\_\_ Baseline, a "Baseline evaluation" is an option in the first year of home schooling for all children who elect the annual assessment option under Option 2 who are between the ages of 7 and 15, inclusive. **(Scores are recorded only, and not used to determine academic progress.)**

\_\_\_\_\_ Annual assessment

2. Grade level of child for the 20\_\_-20\_\_ school year \_\_\_\_\_

3. Who do you want to administer the test?

School District \_\_\_\_\_ Area Education Agency \_\_\_\_\_ Nonpublic school or Testing Service \_\_\_\_\_  
(Parents/Guardians/Legal or Actual Custodians who have their children tested by a nonpublic school or testing service need only report the required test scores along with test administration certification to the state. May 1 is the deadline to complete the testing. June 30 is the deadline to report the results to the state. Please skip to question 5.)

4. Below is listed the test and date of the annual assessment that the district will be offering. If your child will be taking this test, please check. \_\_\_\_\_

Test \_\_\_\_\_ (Completed by the School District) \_\_\_\_\_

Date \_\_\_\_\_ (Completed by the School District) \_\_\_\_\_

If you want a different test to be administered, please check with the district and/or AEA contacts below for the costs, dates and times.

5. Student's name, Parent/guardian/legal or actual custodian, address, and telephone number:

\_\_\_\_\_  
(Student's name and Parent/guardian/legal or actual custodian's name) (Phone number-optional)

\_\_\_\_\_  
(Address) (City/State/ZIP)

**Note: There will not be a cost for the administration of the test.**

**Portfolio Assessment** (The parent, guardian, or legal or actual custodian is responsible for finding a portfolio evaluator.)

Indicate the licensed Iowa teacher's name, folder number, and address below that will be the portfolio evaluator.

\_\_\_\_\_  
(Name) (Teacher folder number) (Phone number-optional)

\_\_\_\_\_  
(Address) (City/State/ZIP)

**Report Card from Accredited Correspondence School**

\_\_\_\_\_ Report Card from an accredited correspondence school

Name of school \_\_\_\_\_ Proper accreditation \_\_\_\_\_ -Yes \_\_\_\_\_ -No

\_\_\_\_\_  
District Contact Area Education Agency Contact  
(Name, Address, and Phone number) (Name, Address, and Phone number)

**INDIVIDUALIZED INSTRUCTION**

The board's primary responsibility in the management of the school district is the operation and delivery of the regular education program. Generally, students attending the school district will take the regular education program offered by the district. Only in exceptional circumstances will the board approve students receiving individualized instruction at the expense of the school district.

Recommendations from the superintendent for individualized instruction will state the need for the instruction, the objectives and goals sought for the instruction, the employee requirements for the instruction, the implementation procedures for the instruction and the evaluation procedures and processes that will be used to assess the value of the instruction.

It is the responsibility of the superintendent to develop administrative regulations for individualized instruction.

Legal Reference: Iowa Code §§ 256.11; 279.8, .10, .11; 280.3, .14; 299.1-.6, .11, .15, .24, 299A (2013).

Cross Reference: 501.12 Pregnant Students  
604.1 Competent Private Instruction

Approved 8-16-93 Reviewed 1-31-11 Revised 2-21-11  
6-12-17 7-13-17

**PROGRAM FOR TALENTED AND GIFTED STUDENTS**

The board recognizes some students require programming beyond the regular education program. The board will identify students with special abilities and provide education programming.

It is the responsibility of the superintendent to develop a talented and gifted program which provides for identifying students, for program evaluation, and for training of employees.

Legal Reference: Iowa Code §§ 257.42-.49 (2013).  
281 I.A.C. 12.5(12), 59.

Cross Reference: 505 Student Scholastic Achievement  
604.6 Instruction at a Post-Secondary Educational Institution

Approved 8-16-93 Reviewed 1-31-11 Revised 2-21-11  
6-12-17 7-13-17

**PROGRAM FOR AT-RISK STUDENTS**

The board recognizes some students require additional assistance in order to graduate from the regular education program. The board will provide a plan to encourage and provide an opportunity for at-risk students to achieve their potential and obtain their high school diploma.

It is the responsibility of the superintendent to develop a plan for students at-risk which provides for identifying students, for program evaluation, and for the training of employees.

Legal Reference: Iowa Code §§ 257.38-.41; 280.19; .19A (2013).  
281.I.A.C. 12.5(13), 33, 65.

Cross Reference: 505 Student Scholastic Achievement  
607.1 Student Guidance and Counseling Program

Approved 8-16-93 Reviewed 1-31-11 Revised 2-21-11  
6-12-17 7-13-17

**RELIGIOUS-BASED EXCLUSION FROM A SCHOOL PROGRAM**

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the superintendent. The board authorizes the administration to allow the exclusion if it is not disruptive to the education program and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other school district operations. Students who are allowed to be excluded from a program or activity which violates their religious beliefs are required to do an alternate supervised activity or study.

In notifying the superintendent, the parents will abide by the following:

- The notice is in writing;
- The objection is based on religious beliefs;
- The objection will state which activities or studies violate their religious beliefs;
- The objection will state why these activities or studies violate their religious beliefs;
- The objection will state a proposed alternate activity or study

The superintendent will have discretion to make this determination. The factors the superintendent will consider when a student requests to be excluded from a program or activity because of religious beliefs include, but are not limited to, staff available to supervise a student who wishes to be excluded, space to house the student while the student is excluded, available superintendent-approved alternative course of study or activity while the student is excluded, number of students who wish to be excluded, whether allowing the exclusion places the school in a position of supporting a particular religion, and whether the program or activity is required for promotion to the next grade level or for graduation.

Legal Reference: U.S. Const. Amend. I.  
Lee v. Weisman, 112 S.Ct. 2649 (1992).  
Lemon v. Kurtzman, 403 U.S. 602 (1971).  
Graham v. Central Community School District of Decatur County,  
608 F.Supp. 531 (S.D. Iowa 1985).  
Iowa Code §§ 256.11(6); 279.8 (2013).

Cross Reference: 603 Instructional Curriculum  
606.2 School Ceremonies and Observances

Approved 8-16-93 Reviewed 1-31-11 Revised 2-21-11  
6-12-17 7-13-17



**INSTRUCTION AT A POST-SECONDARY EDUCATIONAL INSTITUTION**

Students in grades eleven and twelve who take courses, other than courses taken under an agreement between the school district and the post-secondary educational institution, are responsible for transportation without reimbursement to and from the location where the course is being offered.

Ninth and tenth grade talented and gifted students and all students in grades eleven and twelve will be reimbursed for tuition and other costs directly related to the course up to \$250. Students who take courses during the summer months when school is not in session will be responsible for the costs of attendance for the courses.

Students who fail the course and fail to receive credit will reimburse the school district for all costs directly related to the course. Prior to registering for the course, students under age eighteen will have a parent sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit for the course. Students who fail the course and fail to receive credit for the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another district, may not be responsible for the costs of the course. The school board may waive reimbursement of costs to the school district for the previously listed reasons. Students dissatisfied with a school board's decision shall appeal to the AEA for a waiver of reimbursement.

The superintendent is responsible to annually notify students and parents of the opportunity to take courses at post-secondary educational institutions in accordance with this policy. The superintendent is also responsible for developing the appropriate forms and procedures for implementing this policy.

Legal Reference: Iowa Code §§ 256.11, .11A; 261E.6, E.7; 279.8; 280.3, .14 (2013).  
281 I.A.C. 12, 22.

Cross Reference: 505 Student Scholastic Achievement  
604.3 Program for Talented and Gifted Students

**DUAL ENROLLMENT**

The parent, guardian, or custodian of a student receiving competent private instruction may also enroll the student in the school district. The student is considered under dual enrollment. The parent, guardian, or custodian requesting dual enrollment for the student should notify the board secretary no later than September 15 of the school year in which dual enrollment is sought on forms provided by the school district. On the form, they will indicate the extracurricular and academic activities in which the student is interested in participating. The forms are available at the central administration office.

A dual enrollment student is eligible to participate in the school district's extracurricular and academic activities in the same manner as other students enrolled in the school district. The policies and administrative rules of the school district will apply to the dual enrollment students in the same manner as the other students enrolled in the school district. These policies and administrative rules will include, but not be limited to, athletic eligibility requirements, the good conduct rule, academic eligibility requirements, and payment of the fees required for participation.

A dual enrollment student whose parent, guardian, or custodian who has chosen standardized testing as the form of the student's annual assessment will not be responsible for the cost of the test or the administration of the test.

After the student notifies the school district which activities in which they wish to participate, the school district will provide information regarding the specific programs.

The applicable legal requirements for dual enrollment including, but not limited to those related to reporting and eligibility, will be followed. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 279.8, 299A (2015).  
281 I.A.C. 31.

Cross Reference: 502 Student Rights and Responsibilities  
503 Student Discipline  
504 Student Activities  
507 Student Health and Well-Being  
604.1 Competent Private Instruction  
604.9 Home School Assistance Program

Approved 8-16-93 Reviewed 1-31-11 Revised 2-21-11  
6-12-17 7-13-17

**FOREIGN STUDENTS**

Foreign students must meet all district entrance requirements including age, place of residence and immunization. The board reserves the right to limit the number of foreign students accepted. Students who are citizens of a foreign country will be considered residents if they meet one of the following requirements:

- The student resides with his/her parents(s) or legal guardian;
- The student is in the United States with appropriate documentation (Form I-20) from the United States Department of Justice-Immigration and Naturalization Services; or,
- The student is a participant in a recognized foreign exchange program;
- The student is physically able to attend school and has provided the school district with such proof; including a current TB test.

Legal Reference: Iowa Code § 279.8 (2013).

Cross Reference: 501 Student Attendance  
507.1 Student Health and Immunization Certificates

Approved 8-16-93 Reviewed 1-31-11 Revised 2-21-11  
6-12-17

**HOME SCHOOL ASSISTANCE PROGRAM**

The board, recognizing alternatives to education outside the formal public school system, authorizes the establishment of a home school assistance program. This program will assist students receiving competent private instruction by providing licensed employees of the school district to assist the parent, guardian or legal custodian in the education of the student.

The parent, guardian or legal custodian registering for the home school assistance program will agree to comply with the requirements established by the faculty of the program.

Students registered for the home school assistance program will be counted in the basic enrollment.

It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 279.8; 299A (2013).  
281 I.A.C. 31.

Cross Reference: 504 Student Activities  
507 Student Health and Well-Being  
604.1 Competent Private Instruction  
604.1E1 Competent Private Instruction Report  
604.7 Dual Enrollment

Approved 8-16-93 Reviewed 1-31-11 Revised 2-21-11  
6-12-17 7-13-17

**VIRTUAL/ON-LINE COURSES**

The board recognizes that on-line coursework may be a good alternative for students to not only meet graduation requirements but, also have the opportunity to take advanced or other courses not offered by the school district.

High school students may earn a maximum of three (3) credits to be applied toward graduation requirements by completing on-line courses offered through agencies approved by the board, such as the Iowa On-Line Learning. Credit from an on-line or virtual course may be earned only in the following circumstances:

- The course is not offered at the high school;
- Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict that would keep the student from meeting graduation requirements;
- The course will serve as a supplement to extend homebound instruction;
- The student has been expelled from the regular school setting, but educational services are to be continued; or,
- The principal, with agreement from the student's teachers and parents, determines the student requires a differentiated or accelerated learning environment.

Students applying for permission to take a virtual course will complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an on-line learning environment. In addition, the express approval of the principal will be obtained before a student enrolls in an on-line course. The school must receive an official record of the final grade before credit toward graduation will be recognized.

Provided courses are part of the student's regular school day coursework and within budgetary parameters, the costs for a virtual course, such as textbooks or school supplies, will be borne by the school district for students enrolled full-time.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy.

Legal Reference: Iowa Code § 279.8 (2013)  
281 I.A.C. 15

Cross Reference: 605.6 Internet Appropriate Use  
501.6 Student Transfers In

Approved 2-21-11

Reviewed 2-21-11  
6-12-17

Revised 7-13-17

**INTERNATIONAL STUDY**

The board recognizes some students may wish to take courses outside the country. The board must approve international exchange student study programs prior to acceptance of the program by the student. The board's approval is not an assumption of liability, but rather an approval of the credits from the program toward the graduation requirements.

Students must obtain board approval prior to participating in the international exchange student program; unless it is a continuing program which has received a favorable evaluation by the administration and the program will be carried out in the future as it has been in the past.

The students and employees or others, traveling with the students, will assume all costs and have personal insurance and liability protection. The school district assumes no cost or liability for the participants.

It is the responsibility of the superintendent to keep the board informed of ongoing programs and to bring new programs to the board's attention.

Legal Reference: Iowa Code § 279.8.

Cross Reference: 603 Instructional Curriculum

Approved 8-16-93 Reviewed 1-31-11 Revised 2-21-11  
6-12-17

**INSTRUCTIONAL MATERIALS SELECTION**

The board recognizes that the selection of instructional materials is a vital component of the school district’s curriculum.

The board has sole discretion to approve instructional materials for the school district. The board delegates its authority to determine which instructional materials will be utilized and purchased by the school district to licensed employees. The licensed employees will work closely together to ensure vertical and horizontal articulation of textbooks in the education program.

The board may appoint an ad hoc committee for the selection of instructional materials. The committee may be composed of school district employees, parents, students, community members or representatives of community groups.

In reviewing current instructional materials for continued use and in selecting additional instructional materials, the licensed employees will consider the current and future needs of the school district as well as the changes and the trends in education and society. It is the responsibility of the superintendent to report, to the board, the action taken by the selection committee.

In making its recommendations to the superintendent, the licensed employees will select materials which:

- Support the educational philosophy, goals and objectives of the school district;
- Consider the needs, age, and maturity of students;
- Are within the school district’s budget;
- Foster respect and appreciation for cultural diversity and difference of opinion;
- Stimulate growth in factual knowledge and literary appreciation;
- Encourage students to become decision-makers, to exercise freedom of thought and to make independent judgment through the examination and evaluation of relevant information, evidence and differing viewpoints;
- Portray the variety of careers, roles, and lifestyles open to persons of both sexes; and,
- Increase an awareness of the rights, duties, and responsibilities of each member of a multicultural society.

In the case of textbooks, the board will make the final decision after a recommendation from the superintendent. The criteria stated above for selection of instructional materials will also apply to the selection of textbooks. The superintendent may appoint licensed employees to assist in the selection of textbooks.

Gifts of instructional materials must meet these criteria stated above for the selection of instructional materials. The gift must be received in compliance with board policy 704.4, “Gifts – Grants – Bequests.”

Legal Reference: Iowa Code §§ 279.8; 280.14; 301 (2013).  
281 I.A.C. 12.3(12).

Cross Reference: 208 Ad Hoc Committees  
505 Student Scholastic Achievement  
602 Curriculum Development  
605 Instructional Materials

Approved 8-16-93 Reviewed 6-12-17 Revised 1-9-12

**SELECTION OF INSTRUCTIONAL MATERIALS**

I. Responsibility for Selection of Instructional Materials

- A. The board is responsible for matters relating to the operation of the Vinton-Shellsburg Community School District.
- B. The responsibility for the selection of instructional materials is delegated to the professionally trained and licensed employees of the school system. For the purpose of this rule the term “instructional materials” includes printed and multimedia materials (not equipment), whether considered text materials or library materials. The board retains the final authority for the approval of textbooks.
- C. While selection of materials may involve many people including principals, teachers, teacher-librarian, students, parents, and community members, the responsibility for coordinating the selection of most instructional materials and making the recommendation for the purchase rests with licensed employees.
- D. Responsibility for coordinating the selection of text materials for distribution to classes will rest with the licensed employees, principal and superintendent. For the purpose of this rule the term “text materials” includes textbooks and other printed and non-printed material provided in multiple copies for use of a total class or major segment of a class.
- E. If the board appoints an ad hoc committee to make recommendations on the selection of instructional materials, the ad hoc committee is formed and appointed in compliance with the board policy on Ad Hoc Committees.

1. The superintendent will inform the committee as to their role and responsibility in the process.

a. The following statement is given to the ad hoc committee members:

*Bear in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.*

*Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.*

*Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the material as a whole.*

*Your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of our discussion of the questioned material.*

Approved 8-16-93 Reviewed 12-12-11 Revised 1-9-12  
6-12-17

**SELECTION OF INSTRUCTIONAL MATERIALS**

- II. Material selected for use in libraries and classrooms will meet the following guidelines:
- A. Religion – Material will represent the major religions in a factual, unbiased manner. The primary source material of the major religions is considered appropriate, but material which advocates rather than informs, or is designed to sway reader judgment regarding religion, will not be included in the school libraries or classrooms.
  - B. Racism – Material will present a diversity of race, custom, culture, and belief as a positive aspect of the nation’s heritage and give candid treatment to unresolved intercultural problems, including those which involve prejudice, discrimination, and the undesirable consequences of withholding rights, freedom, or respect of an individual.
  - C. Sexism – Material will reflect sensitivity to the needs, rights, traits and aspirations of men and women without preference or bias.
  - D. Age – Material will recognize the diverse contributions of various age groups and portray the continuing contributions of maturing members of society.
  - E. Ideology – Material will present basic primary and factual information on an ideology or philosophy of government which exerts or has exerted a strong force, either favorably or unfavorably, over civilization or society, past or present. This material will not be selected with the intention to sway reader judgment and is related to the maturity level of the intended audience.
  - F. Profanity and Sex – Material is subjected to a test of literary merit and reality by the teacher-librarians and licensed staff who will take into consideration their reading of public and community standards of morality.
  - G. Controversial issues materials will be directed toward maintaining a balanced collection representing various views.

The selection decision should be made on the basis of whether the material presents an accurate representation of society and culture, whether the circumstances depicted are realistically portrayed, or whether the material has literary or social value when the material is viewed as a whole.

These guidelines will not be construed in such a manner as to preclude materials which accurately represent the customs, morals, manners, culture, or society of a different time or a different place.

**SELECTION OF INSTRUCTIONAL MATERIALS**

III. Procedure for Selection

- A. Material purchased for libraries and classrooms is recommended for purchase by licensed employees, in consultation with administrative staff, school library staff, students or an ad hoc committee as appointed by the board. The material recommended for purchase is approved by the appropriate building administrator.
1. The materials selected will support stated objectives and goals of the school district. Specifically, the goals are:
    - a. To acquire materials and provide service consistent with the demands of the curriculum;
    - b. To develop students' skills and resourcefulness in the use of libraries and learning resources;
    - c. To effectively guide and counsel students in the selection and use of materials and libraries;
    - d. To foster in students a wide range of significant interests;
    - e. To provide opportunities for aesthetic experiences and development of an appreciation of the fine arts;
    - f. To provide materials to motivate students to examine their own attitudes and behaviors and to comprehend their own duties and responsibilities as citizens in a pluralistic democracy;
    - g. To encourage life-long education through the use of the library; and,
    - h. To work cooperatively and constructively with the instructional and administrative staff in the school.
  2. Materials selected are consistent with stated principles of selection. These principles are:
    - a. To select material, within established standards, which will meet the goals and objectives of the school district;
    - b. To consider the educational characteristics of the community in the selection of materials within a given category;
    - c. To present the sexual, racial, religious and ethnic groups in the community by:
      1. Portraying people, both men and women, adults and children, whatever their ethnic, religious or social class identity, as human and recognizable, displaying a familiar range of emotions, both negative and positive.
      2. Placing no constraints on individual aspirations and opportunity.
      3. Giving comprehensive, accurate, and balanced representation to minority groups and women – in art and science, history and literature, and in all other fields of life and culture.
      4. Providing abundant recognition of minority groups and women by showing them frequently in positions of leadership and authority.
    - d. To intelligently, quickly, and effectively anticipate and meet needs through awareness of subjects of local, national and international interest and significance; and,

**SELECTION OF INSTRUCTIONAL MATERIALS**

- e. To strive for impartiality in the selection process.
3. The materials selected will meet stated selection criteria. These criteria are:
- a. Authority-Author's qualifications – education, experience, and previously published works;
  - b. Reliability:
    - 1. Accuracy-meaningful organization and emphasis on content, meets the material's goals and objectives, and presents authoritative and realistic factual material.
    - 2. Current-presentation of content which is consistent with the finding of recent and authoritative research.
  - c. Treatment of subject-shows an objective reflection for the multi-ethnic character and cultural diversity of society.
  - d. Language:
    - 1. Vocabulary:
      - a. Does not indicate bias by the use of words which may result in negative value judgments about groups of people;
      - b. Does not use "man" or similar limiting word usage in generalization or ambiguities which may cause women to feel excluded or dehumanized.
    - 2. Compatible to the reading level of the student for whom it is intended.
  - e. Format:
    - 1. Book
      - a. Adequate and accurate index;
      - b. Paper of good quality and color;
      - c. Print adequate and well spaced;
      - d. Adequate margins;
      - e. Firmly bound; and,
      - f. Cost
    - 2. Non-book
      - a. Flexibility, adaptability;
      - b. Curricular orientation of significant interest to students;
      - c. Appropriate for audience;
      - d. Accurate authoritative presentation;
      - e. Good production qualities (fidelity, aesthetically adequate);
      - f. Durability; and,
      - g. Cost
    - 3. Illustrations of book and non-book materials should:
      - a. Depict instances of fully integrated grouping and settings to indicate equal status and non-segregated social relationships.
      - b. Make clearly apparent the identity of minorities;
      - c. Contain pertinent and effective illustrations;
    - 4. Flexible to enable the teacher to use parts at a time and not follow a comprehensive instructional program on a rigid frame of reference.

**SELECTION OF INSTRUCTIONAL MATERIALS**

- f. Special Features:
  - 1. Bibliographies;
  - 2. Glossary;
  - 3. Current charts, maps, etc.;
  - 4. Visual aids;
  - 5. Index;
  - 6. Special activities to stimulate and challenge students; and
  - 7. Provide a variety of learning skills
- g. Potential use:
  - 1. Will it meet the requirement of reference work?
  - 2. Will it help students with personal problems and adjustments?
  - 3. Will it serve as a source of information for teachers and librarians?
  - 4. Does it offer an understanding of cultures other than the student's own and is it free of racial, religious, age, disability, ethnic, and sexual stereotypes?
  - 5. Will it expand students' sphere of understanding and help them to understand the ideas and beliefs of others?
  - 6. Will it help students and teachers keep abreast of and understand current events?
  - 7. Will it foster and develop hobbies and special interests?
  - 8. Will it help develop aesthetic tastes and appreciation?
  - 9. Will it serve the needs of students with special needs?
  - 10. Does it inspire learning?
  - 11. Is it relevant to the subject?
  - 12. Will it stimulate a student's interest?
- 4. Gifts of library or instructional materials may be accepted if the gift meets existing criteria for library and instructional materials. The acceptance and placement of such gifts is within the discretion of the board.
- 5. In order to provide a current, highly usable collection of materials, teacher-librarians will ensure constant and continuing renewal of the collection, not only the addition of up-to-date materials, but by the judicious elimination of materials which no longer meet school district needs or find use. The process of weeding instructional materials will be done according to established and accepted standards for determining the relevance and value of materials in a given context.



**OBJECTION TO INSTRUCTIONAL MATERIALS**

Members of the school district community may object to the instructional materials utilized in the school district and ask for their use to be reconsidered.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14; 301 (2013).  
281 I.A.C. 12.3(12).

Cross Reference: 213 Public Participation in Board Meetings  
402.5 Public Complaints About Employees  
602 Curriculum Development  
605 Instructional Materials

Approved 12-20-04 Reviewed 12-12-11 Revised 12-17-07  
6-12-17

## **INSTRUCTIONS TO THE RECONSIDERATION COMMITTEE**

The policy of this school district related to selection of learning materials states that any member of the school district community may formally challenge instructional materials used in the district's education program. This policy allows those persons in the school and the community who are not directly involved in the selection of materials to make their own opinions known. The task of the reconsideration committee is to provide an open forum for discussion of challenged materials and to make an informed recommendation on the challenge. The meetings of the committee may be subject to the open meetings law.

The most critical component of the reconsideration process is the establishment and maintenance of the committee's credibility in the community. For this purpose, the committee is composed of community members. The community should not, therefore, infer that the committee is biased or is obligated to uphold prior professional decisions. For this same reason, a community member will be selected to chair the committee.

The reconsideration process, the task of this committee, is just one part of the selection continuum. Material is purchased to meet a need. It is reviewed and examined, if possible, prior to purchase. It is periodically re-evaluated through updating, discarding, or re-examination. The committee must be ready to acknowledge that an error in selection may have been made despite this process. Librarians and school employees regularly read great numbers of reviews in the selection process, and occasional errors are possible.

In reconsidering challenged materials, the role of the committee, and particularly the chairperson, is to produce a climate in which disagreement is welcomed and treated professionally. The committee should begin by finding items of agreement, keeping in mind that the larger the group participating, the greater the amount of information available and, therefore, the greater the number of possible approaches to the problem.

If the complainant chooses, the complainant may make an oral presentation to the committee to expand and elaborate on the complaint. The committee will listen to the complainant, to those with special knowledge, and any other interested persons. In these discussions, the committee should be aware of relevant social pressures which are affecting the situation. Individuals who may try to dominate or impose a decision must not be allowed to do so. Minority viewpoints expressed by groups or individuals must be heard, and observers must be made to feel welcome. It is important that the committee create a calm, nonvolatile environment in which to deal with a potentially volatile situation. To this end, the complainant will be kept informed of the progress of the complaint.

The committee will listen to the views of all interested persons before making recommendations. In deliberating its recommendation, the committee should remember that the school system must be responsive to the needs, tastes, and opinions of the community it serves. Therefore, the committee must distinguish between broad community sentiment and attempts to impose personal standards. The deliberations should concentrate on the appropriateness of the material. The question to be answered by the committee is, "Is the material appropriate for its designated audience at this time?"

**INSTRUCTIONS TO THE RECONSIDERATION COMMITTEE**

The committee's final recommendation will be (1) to remove the challenged material from the total school environment, (2) to take no removal action, or (3) to agree on a limitation of the educational use of the materials.

The committee chairperson will instruct the secretary to convey the committee's recommendation to the office of the superintendent. The recommendation should detail the rationale on which it was based. A letter will be sent to the complainant outlining the outcome.

(Reviewed 6/12/17)

**RECONSIDERATION OF INSTRUCTIONAL MATERIALS**

***RECONSIDERATION REQUEST FORM***

Request for re-evaluation of printed or multimedia material to be submitted to the superintendent.

**REVIEW INITIATED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

School(s) in which item is used: \_\_\_\_\_

Relationship to school (Parent, student, citizen, etc.): \_\_\_\_\_

**PERSON MAKING REQUEST REPRESENTS:** (circle one) **Self** **Group/Organization**

If Group, please complete:

Name of Group: \_\_\_\_\_

Address of Group: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**BOOK OR PRINT MATEIRAL**

**NONPRINT MATEIRAL**

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Hardcover \_\_\_ Paperback \_\_\_

Producer: \_\_\_\_\_

Other: \_\_\_\_\_

Type of material (Video, DVD,  
Website, etc.)

Title: \_\_\_\_\_

\_\_\_\_\_

Date of Publication: \_\_\_\_\_

Production Date: \_\_\_\_\_

Publisher: \_\_\_\_\_

*(Revised 1-9-12)*

**RECONSIDERATION OF INSTRUCTIONAL MATERIALS**

1. When and how did you contact the teacher or librarian concerning this item?

\_\_\_\_\_

What was the outcome? \_\_\_\_\_

2. What brought this item to your attention? \_\_\_\_\_

\_\_\_\_\_

3. To what in the item do you object? (Please be specific; cite pages, images, etc.)

\_\_\_\_\_

\_\_\_\_\_

4. In your opinion, what negative impact upon students might result from the use of this item?

\_\_\_\_\_

\_\_\_\_\_

5. In your opinion, what positive impact upon students might result from the use of this item?

\_\_\_\_\_

\_\_\_\_\_

6. Did you review the entire item? If not, what section(s) did you review?

\_\_\_\_\_

7. Would you recommend this item for use in a specific building or school?

\_\_\_\_\_

8. Do you have other material to recommend for the purpose intended?

\_\_\_\_\_

*(Revised 1/9/12)*

**RECONSIDERATION OF INSTRUCTIONAL MATERIALS**

8. Do you wish to make an oral presentation to the Review Committee?

\_\_\_\_\_ Yes Please contact the Superintendent and be prepared at this time to indicate the approximate length of time your presentation will require. There is no guarantee that you will be allowed to present to the committee or that you will receive the requested amount of time.

\_\_\_\_\_ **Minutes**

\_\_\_\_\_ No

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Signature

**SAMPLE LETTER TO INDIVIDUAL CHALLENGING INSTRUCTIONAL MATERIALS**

Dear:

We recognize your concern about the use of \_\_\_\_\_ in our school district. The school district has developed procedures for selection of instructional materials but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending copies of the school districts:

1. Instructional goals and objectives,
2. Instructional Materials Selection policy statement, and,
3. Procedure for reconsideration of instructional materials.

If you are still concerned after you review this material, please complete the Reconsideration Request Form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within one week, we will assume you no longer wish to file a formal complaint.

Sincerely,

**RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION**

- A. A member of the school district community may raise an objection to instructional materials used in the school district's education program despite the fact that the individuals selecting such material were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material.
1. The school official or employee receiving a complaint regarding instructional materials will try to resolve the issue informally. The materials generally will remain in use pending the outcome of the reconsideration procedure.
    - a. The school official or employee initially receiving a complaint will explain to the individual the board's selection procedure, criteria to be met by the instructional materials, and qualifications of those persons selecting the material.
    - b. The school official or employee initially receiving a complaint will explain to the individual the role of the objected material in the education program, its intended educational purpose, and additional information regarding its use. In the alternative, the employee may refer the individual to the teacher-librarian who can identify and explain the use of the material.
  2. The employee receiving the initial complaint will advise the building principal of the initial contact no later than the end of the school day following the discussion with the individual, whether or not the individual has been satisfied by the initial contact. A written record of the contact is maintained by the principal in charge of the attendance center. Each building principal will inform employees of their obligation to report complaints.
  3. In the event the individual making an objection to instructional materials is not satisfied with the initial explanation, the individual is referred to the principal or to the teacher-librarian of the attendance center. If, after consultation with the principal or teacher-librarian, the individual desires to file a formal complaint, the principal or teacher-librarian will assist in filling out a Reconsideration Request Form in full and filing it with the superintendent.
- B. Request for Reconsideration
1. A member of the school district community may formally challenge instructional materials on the basis of appropriateness used in the school district's education program. This procedure is for the purpose of considering the opinions of those persons in the school district and the community who are not directly involved in the selection process.
  2. Each attendance center and the school district's central administrative office will keep on hand and make available Reconsideration Request Forms. Formal objections to instructional materials must be made on this form.
  3. The individual will state the specific reason the instructional material is being challenged. The Reconsideration Request Form is signed by the individual and filed with the superintendent.
  4. The superintendent will promptly file the objection with the reconsideration committee for re-evaluation.

Approved 8-16-93 Reviewed 12-12-11 Revised 11-15-10  
6-12-17

**RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION**

5. Generally, access to challenged instructional material will not be restricted during the reconsideration process. However, in unusual circumstances, the instructional material may be removed temporarily by following the provisions of Section B.6.d. of this rule.
6. The Reconsideration Committee
  - a. The reconsideration committee is made up of eight members.
    - (1) One licensed employee designated annually, as needed, by the superintendent.
    - (2) One teacher-librarian designated annually by the superintendent.
    - (3) One member of the administrative team designated annually by the superintendent.
    - (4) Three members of the community appointed annually, as needed, by the board.
    - (5) Two high school students, selected annually by the high school principal.
  - b. The committee will select their chairperson and secretary.
  - c. The committee will meet at the request of the superintendent.
  - d. Special meetings may be called by the board to consider temporary removal of materials in unusual circumstances. A recommendation for temporary removal will require a two-thirds vote of the committee.
  - e. Notice of committee meetings is made public through appropriate publications and other communications methods.
  - f. The committee will receive the completed Reconsideration Request Form from the superintendent.
  - g. The committee will determine its agenda for the first meeting which may include the following:
    - (1) Distribution of copies of the completed Reconsideration Request Form.
    - (2) An opportunity for the individual or a group spokesperson to talk about or expand on the Reconsideration Request Form.
    - (3) Distribution of reputable, professionally prepared reviews of the challenged instructional material if available.
    - (4) Distribution of copies of the challenged instructional material as available.
  - h. The committee may review the selection process for the challenged instructional material and may, to its satisfaction, determine that the challenge is without merit and dismiss the challenge. The committee will notify the individual and the superintendent of its action.
  - i. At a subsequent meeting, if held, interested persons, including the individual filing the challenge, may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee.
  - j. The individual filing the challenge is kept informed by the reconsideration committee secretary on the status of the Reconsideration Request Form throughout the

**RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION**

reconsideration process. The individual filing the challenge and known interested parties is given appropriate notice of meetings.

- k. At the second or a subsequent meeting the committee will make its final recommendation. The committee's final recommendation may be to take no removal action, to remove the challenged material from the school environment, or to limit the educational use of the challenged material. The sole criterion for the final recommendation is the appropriateness of the material for its intended educational use including criterion of age, time, community and audience. The written final recommendation and its justification are forwarded to the board, the individual and the appropriate attendance centers. The superintendent may also make a recommendation but if so, it should be independent from the committee's.

Following the superintendent's decision with respect to the committee's recommendation, the individual or the chairperson of the reconsideration committee may appeal the decision to the board for review. Such appeal must be presented to the superintendent in writing within five days following the announcement of the superintendent's decision. The board will promptly determine whether to hear the appeal.

- l. A recommendation to sustain a challenge will not be interpreted as a judgment of irresponsibility on the part of the individuals involved in the original selection or use of the material.
- m. Requests to reconsider materials which have previously been reconsidered by the committee must receive approval of two-thirds of the committee members before the materials will again be reconsidered.
- n. If necessary or appropriate in the judgment of the committee, the committee may appoint a subcommittee of members or nonmembers to consolidate challenges and to make recommendations to the full committee. The composition of this subcommittee will approximate the representation of the full committee.
- o. Committee members directly associated with the selection, use, or challenger of the challenged material are excused from the committee during the deliberation of the challenged instructional materials. The superintendent may appoint a temporary replacement for the excused committee member, but the replacement must be of the same general qualifications as the member excused.
- p. Persons dissatisfied with the decision of the board may appeal to the Iowa Board of Education pursuant to state law.

**TECHNOLOGY AND INSTRUCTIONAL MATERIALS**

The board supports the use of innovative methods and the use of technology in the delivery of the education program. The board encourages employees to investigate economical ways to utilize multi-media, computers, and other technologies as a part of the curriculum.

It is the responsibility of the superintendent to develop a plan for the use of technology in the curriculum and to evaluate it annually. The superintendent will report the results of the evaluation and make a recommendation to the board annually regarding the use of technology in the curriculum.

Legal Reference: Iowa Code § 279.8 (2013).  
281 I.A.C. 12.3(12), 12.5(4), .5(10).

Cross Reference: 602 Curriculum Development  
605 Instructional Materials

Approved 8-16-93 Reviewed 12-12-11 Revised 11-15-10  
6-12-17

**SCHOOL LIBRARY**

The school district will maintain a school library in each building for use by employees and by students during the school day.

Materials for the centers will be acquired according to board policy, “Instructional Materials Selection.”

It is the responsibility of the principal of the building in which the school library is located to oversee the use of materials in the library.

It is the responsibility of the superintendent to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, for the weeding of library and instructional materials, and for the handling of challenges to either library or classroom materials.

Legal Reference: Iowa Code §§ 256.7(24); 279.8; 280.14; 301 (2013).  
281 I.A.C. 12.3(11), (12).

Cross Reference: 602 Curriculum Development  
605 Instructional Materials

Approved 8-16-93 Reviewed 10-18-10 Revised 11-15-10  
6-12-17

## **INTERNET – APPROPRIATE USE**

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

Students will be able to access the Internet with supervision of their teachers in the school labs or use of the school laptops. Individual student accounts and electronic mail addresses will be issued to each student at the start of 4<sup>th</sup> grade for school use. Students and teachers are encouraged to use the Google Accounts for classroom purposes.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district will comply with CIPA regulations and provide a filter on the Internet to prevent students from accessing inappropriate content. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include, but are not limited to obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interaction on social networking sites and chat rooms. Students will also be educated on cyber bullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
  - safety on the Internet;
  - appropriate behavior while on online, on social networking Web sites, email usage and chat rooms; and
  - cyber bullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

**INTERNET – APPROPRIATE USE**

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children’s Internet Protection Act (CIPA) or E-rate.

Legal References: Iowa Code § 279.8 (2013).

Cross References: 104 Anti-Bullying/Harassment  
502 Student Rights and Responsibilities  
506 Student Records  
605.5 School Library

Approved 12-20-04

Reviewed 6-11-12  
6-12-17

Revised 6-11-12  
7-13-17

**INTERNET ACCESS PERMISSION LETTER TO PARENTS**

Your child has access to the Internet. The Internet is a collection of many interconnected computer networks. The vast domain of information contained within Internet's resources can provide unlimited opportunities to students.

Students will be able to access the Internet with staff supervision on school district computers. Individual student accounts and electronic mail addresses will be issued in the 4<sup>th</sup> grade for student and staff use for school purposes.

Students will be expected to abide by the following network etiquette:

- The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and sources.
- Students will only remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- The school district reserves the right to access student accounts at any time as they are direct property of the school:
  - Delete unwanted messages immediately.
  - Use of objectionable language is prohibited.
  - Always sign messages.
  - Always acknowledge receipt of a document or file.
  - Avoid sending private messages using student accounts.
- Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

**INTERNET ACCESS PERMISSION LETTER TO PARENTS**

Please sign the form if you would like your child to be granted Internet access and return the permission form to your child's school.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
(Parent or guardian's signature)

If you have granted your child Internet access, please have them respond to the following:

I have read the expected network etiquette and agree to abide by these provisions. I understand that violation of these provisions may constitute suspension or revocation of Internet privileges and may also result in suspension or expulsion from the district per board policy and other possible legal ramifications.

I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

\_\_\_\_\_  
(Student signature)

(Revised 7/13/17)

**INTERNET APPROPRIATE USE VIOLATION NOTICE**

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

Teacher: \_\_\_\_\_

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

Students who access restricted items on the Internet are subject to the appropriate action described in the school's discipline policy or student handbook or to the following consequences. Depending on violation, consequences can skip first, second, and third offense and can include suspension, expulsion and involvement of law enforcement.

\_\_\_\_\_ First Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material. He/she may lose Internet access for up to three weeks at the discretion of the supervising teacher.

\_\_\_\_\_ Second Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material for a second time. As a consequence of this violation the above student has lost Internet access for the remainder of semester.

\_\_\_\_\_ Third Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material for a third time. As a consequence of this violation the above student has forfeited all Internet privileges for the balance of the school year.

(Revised 7/13/17)

**INTERNET – APPROPRIATE USE REGULATION**

- I. Responsibility for Internet Appropriate Use.
  - A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees.
  - B. Instruction in the proper use of the Internet system will be available to employees who will then provide similar instruction to their students.
  - C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.
- II. Internet Access.
  - A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
  - B. Students will be able to access the Internet with staff supervision on school district computers. Individual student accounts and electronic mail addresses will be issued in the 4<sup>th</sup> grade for student and staff use for school purposes.
    1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
    2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
    3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
    4. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
    5. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
    6. System users will perform a virus check on downloaded files to avoid spreading computer viruses.
    7. The school district makes no guarantees as to the accuracy of information received on the Internet.

**INTERNET – APPROPRIATE USE REGULATION**

- III. Permission to Use Internet – Annually, parents will grant permission for their student to use the Internet using the prescribed form.
- IV. Student Use of Internet.
  - A. Equal Opportunity – The Internet is available to all students within the school district through teacher supervision. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.
  - B. On-line Etiquette.
    - 1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user’s responsibility to abide by the policies and procedures of these other networks.
    - 2. Students should adhere to on-line protocol:
      - a. Respect all copyright and license agreements.
      - b. Cite all quotes, references and sources.
      - c. Remain on the system long enough to get needed information, then exit the system.
      - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication including non-school related messages.
    - 3. The school district reserves the right to access student accounts at any time as they are direct property of the school:
      - a. Delete unwanted messages immediately.
      - b. Use of objectionable language is prohibited.
      - c. Always sign messages.
      - d. Always acknowledge receipt of a document or file.

**INTERNET – APPROPRIATE USE REGULATION**

- C. Restricted Material – Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
  - D. Unauthorized Costs – If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.
- V. Student Violations–Consequences and Notifications.

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

1. First Violation – A verbal and written “Warning” notice will be issued to the student. The student may lose Internet access for a period of three weeks at the discretion of the supervising teacher. A copy of the notice will be mailed to the student’s parent and a copy provided to the building principal.
2. Second Violation – A verbal and written “Second Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a minimum period of the remainder of the semester.
3. Third Violation – A verbal and written “Third Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student will forfeit all Internet privileges for the balance of the school year.

(Revised 7/13/17)

**USE OF INFORMATION RESOURCES**

In order for students to experience a diverse curriculum, the board encourages employees to supplement their regular curricular materials with other resources. In so doing, the board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for plagiarism, unauthorized copying or using of media, including, but not limited to, print, electronic and web-based materials, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research providing that all fair use guidelines are met.

While the school district encourages employees to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of employees to abide by the school district's copying procedures and obey the requirements of the law. In no circumstances will it be necessary for school district staff to violate copyright requirements in order to perform their duties properly. The school district will not be responsible for any violations of the copyright law by employees or students. Violation of the copyright law by employees may result in discipline up to, and including, termination. Violation of the copyright law by students may result in discipline, up to and including, suspension or expulsion.

Parents or others who wish to record, by any means, school programs or other activities need to realize that even though the school district received permission to perform a copyrighted work does not mean outsiders can copy it and re-play it. Those who wish to do so should contact the employee in charge of the activity to determine what the process is to ensure the copyright law is followed. The school district is not responsible for outsiders violating the copyright law or this policy.

Any employee or student who is uncertain as to whether reproducing or using copyrighted material complies with the school district's procedures or is permissible under the law should contact the principal, teacher or teacher-librarian who will also assist employees and students in obtaining proper authorization to copy or use protected material when such authorization is required.

It is the responsibility of the superintendent, in conjunction with the principal to develop administrative regulations regarding this policy.

Legal References: 17 U.S.C. § 101  
281 I.A.C. 12.3(12).

Cross References: 605.6 Internet Appropriate Use

Approved 12-17-07

Reviewed 12-12-11  
6-12-17

Revised 2-21-11  
7-13-17

## **USE OF INFORMATION RESOURCES REGULATION**

Employees and students may make copies of copyrighted materials that fall within the following guidelines. Where there is reason to believe the material to be copied does not fall within these guidelines, prior permission will be obtained from the publisher or producer with the assistance of the principal, teacher, teacher-librarian. Employees and students who fail to follow this procedure may be held personally liable for copyright infringement and may be subject to discipline by the board.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. Under the fair use doctrine, each of the following four standards must be met in order to use the copyrighted document:

- Purpose and Character of the Use – The use must be for such purposes as teaching or scholarship.
- Nature of the Copyrighted Work – The type of work to be copied.
- Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

### **Authorized Reproduction and Use of Copyrighted Material Reminders:**

- Materials on the Internet should be used with caution since they may, and likely are, copyrighted.
- Proper attribution (author, title, publisher, place and date of publication) should always be given.
- Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives.
- Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction, a teacher may make or have made a single copy of:

- A chapter from a book;
- An article from a newspaper or periodical;
- A short story, short essay or short poem; or,
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

A teacher may make multiple copies not exceeding more than one per pupil, for classroom use or discussion, if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.

- Brevity
  - A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words;
  - Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less may be copied; in any event, the minimum is 500 words;
  - Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph;

## USE OF INFORMATION RESOURCES REGULATION

- One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied. “Special” works cannot be reproduced in full; this includes children's books combining poetry, prose or poetic prose. Short special works may be copied up to two published pages containing not more than 10 percent of the work.
- Spontaneity – Should be at the “instance and inspiration” of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.
- Cumulative Effect – Teachers are limited to using copied material for only one course for which copies are made. No more than one short poem, article, story or two excerpts from the same author may be copied, and no more than three works can be copied from a collective work or periodical column during one class term. Teachers are limited to nine instances of multiple copying for one course during one class term. Limitations do not apply to current news periodicals, newspapers and current news sections of other periodicals.

### **Copying Limitations**

Circumstances will arise when employees are uncertain whether or not copying is prohibited. In those circumstances, the principal, teacher or teacher-librarian should be contacted. The following prohibitions have been expressly stated in federal guidelines:

- Reproduction of copyrighted material will not be used to create or substitute for anthologies, compilations or collective works.
- Unless expressly permitted by agreement with the publisher and authorized by school district action, there will be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets and the like.
- Employees will not:
  - Use copies to substitute for the purchase of books, periodicals, music recordings, consumable works such as workbooks, computer software or other copyrighted material. Copy or use the same item from term to term without the copyright owner's permission;
  - Copy or use more than nine instances of multiple copying of protected material in any one term;
  - Copy or use more than one short work or two excerpts from works of the same author in any one term;
  - **Copy or use protected material without including a notice of copyright. The following is a satisfactory notice: NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.**
  - Reproduce or use copyrighted material at the direction of someone in higher authority or copy or use such material in emulation of some other teacher's use of copyrighted material without permission of the copyright owner.
  - Require other employees or students to violate the copyright law or fair use guidelines.

### **Authorized Reproduction and Use of Copyrighted Materials in the Library**

A library may make a single copy or three digital copies of:

- An unpublished work in its collection;
- A published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided that an unused replacement cannot be obtained at a fair price.
- A work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

## **USE OF INFORMATION RESOURCES REGULATION**

A library may provide a single copy of copyrighted material to a student or employee at no more than the actual cost of photocopying. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy will contain the notice of copyright and the student or staff member will be notified that the copy is to be used only for private study, scholarship or research. Any other use may subject the person to liability for copyright infringement.

### **Authorized Reproduction and Use of Copyrighted Music or Dramatic Works**

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;
- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song;
- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;
- Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and,
- Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics will not be altered or added if none exist.

Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose will be instructional rather than for entertainment.

Performances of non-dramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:

- The performance is not for a commercial purpose;
- None of the performers, promoters or organizers are compensated; and,
- Admission fees are used for educational or charitable purposes only.

All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.

### **Recording of Copyrighted Programs**

Television programs, excluding news programs, transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision; check with the principal, teacher or teacher librarian or the subscription database, e.g. united streaming.

## **USE OF INFORMATION RESOURCES REGULATION**

Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first 10 consecutive school days, excluding scheduled interruptions, in the 45 calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.

After the first ten consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10 day period.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

### **Authorized Reproduction and Use of Copyrighted Computer Software**

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district will support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines will be in effect:

- All copyright laws and publisher license agreements between the vendor and the school district will be observed;
- Staff members will take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;
- A back-up copy will be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school district will make a back-up copy that will be used for replacement purposes only;
- A copy of the software license agreement will be retained by the technology director or teacher-librarian; and,
- A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

### **Fair Use Guidelines for Educational Multimedia**

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, Power Points, podcasts and web sites for a specific course, and may perform, display or retain the projects.

Educators may perform or display their own multimedia projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction;
- In demonstrations and presentations, including conferences;

## **USE OF INFORMATION RESOURCES REGULATION**

- In assignments to students;
- For remote instruction if distribution of the signal is limited;
- Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only; or,
- In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

- Motion media: ten percent or three minutes, whichever is less;
- Text materials: ten percent or 1,000 words, whichever is less;
- Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;
- Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;
- Illustrations, cartoons and photographs: No more that five images by an artist, and no more than ten percent or fifteen images whichever is less from a collective work;
- Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less;

Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to copy will be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations will include notice that permission was granted and materials are restricted from further use.

The teacher-librarian is responsible for ensuring that appropriate warning devices are posted. The warnings are to educate and warn individuals using school district equipment of the copyright law. Warning notices must be posted:

- On or near copiers;
- On forms used to request copying services;
- On video recorders;
- On computers; and,
- At the library and other places where interlibrary loan orders for copies of materials are accepted.

(Revised 7/13/17)

## **ACCEPTABLE USE OF ELECTRONIC RESOURCES**

### **Electronic Resources-Instruction**

The Vinton-Shellsburg Community Schools board of directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Vinton-Shellsburg Community School district will use electronic resources as a powerful and compelling means for students to learn core subjects and apply skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals do in workplaces and other real-life settings. The district's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

### **Electronic Resources**

These procedures are written to support the Electronic Resources Policy of the board of directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy: successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions. All school e-mail communication for personal reasons should be on a limited basis. School email is subject to review and expected to meet the high standards of morality and ethics. (ITS#8)

### **Network**

The district network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

Acceptable use of School or Personal networks by district students and staff includes:

- Creation of educational materials using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;

## **ACCEPTABLE USE OF ELECTRONIC RESOURCES**

- Staff and student use of the network for incidental personal use in accordance with all district policies and guidelines;
- Personal devices will follow all district technology guidelines; failure to comply will result in confiscation of the device for remainder of the day. Second offense will result in confiscation until parents/guardians have been notified to retrieve the device. Personal devices will only have access to the guest wireless network and will not be hard-wired without administrator approval.

Unacceptable network use by district students and staff includes but is not limited to:

- Personal gain, commercial solicitation and compensation of any kind;
- Liability or cost incurred by the district;
- Downloading, installation and use of games, audio files video files or other applications (including shareware or freeware) without permission or approval from VS Staff members;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and/or other unauthorized changes to hardware, software, and monitoring tools;
- Unauthorized access to other district computers, networks and information systems;
- Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks.
- No tampering with hardware and software configurations.
- Information posted, sent or stored online that could endanger others, that has no classroom related purpose.
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material.
- Identity Theft
- Unauthorized access to other networks, computers, information systems outside of the district.

Consequences of violating the AUP is subject to a case by case basis and individual consequences will be determined by each building administrator.

The district is not responsible for lost, damaged, or stolen personal devices that are brought in outside of school. Students/parents are responsible for stolen computers based on a case by case basis where the student is found at fault for not properly securing the computer.

### **Internet Safety: Personal Information and Inappropriate Content**

Students and staff should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.

Students and staff should not reveal personal information about another individual on any electronic medium.

No student pictures or names can be published on any class, school or district web site unless the appropriate permission has been verified according to district policy.

## **ACCEPTABLE USE OF ELECTRONIC RESOURCES**

If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

All school e-mail communication for personal reasons should be on a limited basis. School email is subject to review and expected to meet the high standards of morality and ethics. (ITS #8)

### **Filtering and Monitoring**

Filtering software is used by the District to block or filter access to objectionable material. The determination of what constitutes “objectionable” material is a local decision.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district;
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively; and
- The use of personal network devices to bypass district filters will result in confiscation of device until parents can retrieve device. Additional offenses will be dealt with by building principal and or board of education.

### **Copyright**

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

### **Network Security and Privacy**

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account, for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password.

**ACCEPTABLE USE OF ELECTRONIC RESOURCES**

These procedures are designed to safeguard network user accounts:

- Change passwords according to district policy;
- Do not use another user’s account;
- Do not insert passwords into e-mail or other communications;
- If you write down your account password, keep it out of sight;
- Do not use the “remember password” feature of Internet browsers; and
- Log off, if leaving the computer.

**Student Data is Confidential**

District staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

**Disciplinary Action**

All users of the district’s electronic resources are required to comply with the district’s policy and procedures and agree to abide by the provisions set forth in the district's user agreement. Violation of any of the conditions of use explained in the district’s user agreement, Electronic Resources Policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges. Depending on the violation, board policies pertaining to harassment may also be applied.

\_\_\_ I agree to the above district technology policies and guidelines.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Student signature

To give district permission of the following please initial next to all that apply.

- \_\_\_ I give permission to the VSCSD to post pictures of my child on school sponsored media.
- \_\_\_ I give permission to the VSCSD to post my child’s first name as a part of school sponsored media.
- \_\_\_ I give permission to the VSCSD to participate in Social Media networks sponsored by the school.
- \_\_\_ I give permission to the VSCSD to publish my students’ work on school sponsored media.

Approved 1-9-12

Reviewed 6-11-12  
6-12-17

Revised 6-11-12  
7-13-17

## **USE OF SOCIAL MEDIA REGULATION**

The District recognizes the prevalence of social media used for personal and educational purposes and acknowledges that American citizens have the right under the First Amendment to speak out on matters of public concern. However, it is essential that district patrons conduct themselves in such a way that their personal or educational use of social media does not adversely affect any other person (i.e. harassment, bullying, etc.). The purpose of this regulation is to outline expectations for social media use. Social media includes, but is not limited to: social networking websites such as MySpace, Facebook, Twitter, personal web pages or blogs, educational networking sites and electronic messaging.

### **Expectations for employee use of personal social media**

- Refrain from accepting current students as “friends” on personal social networking sites.
- Be aware that people classified as “friends” have the ability to download and share your information with others.
- Remember that once something is posted to a social networking site it may remain available online even if you think it is removed and it may be far-reaching.
- Be aware of privacy settings and set appropriate levels of restriction.
- Not use a social networking site to discuss students or employees.
- Not post images that include students.

### **Expectations for student use of personal social media**

- Be aware that people classified as “friends” have the ability to download and share your information with others.
  - Remember that once something is posted to a social networking site it may remain available online even if you think it is removed and it may be far-reaching.
  - *Set and maintain social networking privacy settings at the most restrictive level.*
  - Not use a social networking site to bully, harass, or intimidate other students.
- [Iowa Code 708.7 1.a\(1\)](#)

### **Expectations for use of educational networking sites**

#### **District employees must:**

- Notify your supervisor about the use of any educational network and discuss with your supervisor the need for notification to parents and other employees.
- Use District-supported networking tools when available.
- Be aware that all online communications are stored and can be monitored.
- Have a clear statement of purpose, conduct and outcomes for the use of the networking tool.
- Not post information about students, including images, names or other identifying information without parental release forms on file.

**USE OF SOCIAL MEDIA REGULATION**

- Pay close attention to the site's security settings and allow only approved participants access to the site
- Follow all applicable copyright laws

**District students must:**

- Follow instructor's direction on purpose, conduct and outcomes for the use of the networking tool.
- Not post information about students, including images, names or other identifying information without instructor permission.
- Not use an educational networking site to bully, harass, or intimidate other students.  
[Iowa Code 708.7 1.a\(1\)](#)
- Follow all applicable copyright laws

**Expectations for all networking sites**

**District employees should:**

- a) Not submit or post confidential or protected information about the District, its students, alumni or employees. Be aware that information about a student is protected from disclosure by both federal law (the Family Educational Rights and Privacy Act (FERPA) and state law (Iowa Code Section 22.7(1). Disclosures of confidential or protected information may result in liability for invasion of privacy or defamation.
- b) Report, as required by law, any information found on a social networking site that falls under the mandatory reporting guidelines.
- c) Not use commentary deemed to be defamatory, obscene, proprietary, or libelous. Exercise caution with regards to exaggeration, colorful language, guesswork, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
- d) Consider whether a particular posting puts your professional reputation and effectiveness as a District employee at risk.
- e) Be cautious of security risks when using applications that work with the social networking site. (Examples of these sites are calendar programs and games.)
- f) Run updated malware protection to avoid infections of spyware and adware that social networking sites might place on your personal computer.
- g) Be alert to the possibility of phishing scams that arrive by email or on your social networking site.
- h) All school e-mail communication for personal reasons should be on a limited basis. School email is subject to review and expected to meet the high standards of morality and ethics. (ITS #8)

(Revised 7/13/17)

**CLASS SIZE - CLASS GROUPING**

It is within the sole discretion of the board to determine the size of classes and to determine whether class grouping will take place. The board will review the elementary class sizes annually.

It is the responsibility of the superintendent to make a recommendation to the board on class size based upon the financial condition of the school district, the qualifications of and number of licensed employees, and other factors deemed relevant to the board.

Legal Reference: Iowa Code §§ 279.8; 280.3 (2013).

Cross Reference: 606.6 Insufficient Classroom Space

Approved 8-16-93 Reviewed 1-31-11 Revised 2-21-11  
6-12-17 7-13-17

**SCHOOL CEREMONIES AND OBSERVANCES**

The school district will continue school ceremonies and observances which have become a tradition and a custom of the education program. These include, but are not limited to, reciting the Pledge of Allegiance and observance of holidays, such as Christmas, Halloween and Easter, by programs and performances. Such ceremonies or observances will have a secular purpose and will not advocate or sponsor a particular religion.

Students who do not wish to participate in these activities may be silent during the ceremony or observance, or receive permission from the principal to be excused from the ceremony for religious reasons, in compliance with board policy.

Legal Reference: U.S. Const. amend. I.  
*Lee v. Weisman*, 112 S.Ct. 2649 (1992).  
*Lemon v. Kurtzman*, 403 U.S. 602 (1971).  
*Graham v. Central Community School District of Decatur County*,  
608 F.Supp. 531 (S.D. Iowa 1985).  
Iowa Code § 279.8 (2013).

Cross Reference: 603 Instructional Curriculum  
604.5 Religious-Based Exclusion From A School Program

Approved 8-16-93 Reviewed 1-31-11 Revised 2-21-11  
6-12-17 7-13-17

**ANIMALS IN THE CLASSROOM**

Live animals will not be allowed in school district facilities except under special circumstances and only for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities.

The person bringing the animal must furnish transportation for the animal brought to school. Animals will not be allowed to travel to and from the student's attendance center on the school bus without prior approval from the principal.

It is the responsibility of the building principal to determine appropriate supervision of animals in the classroom. This policy is not intended to address the use of service animals, assistive animals, therapy animals or emotional support animals on District property.

Legal Reference: Iowa Code § 279.8.

Cross Reference: 105 Assistance Animals  
507 Student Health and Well-Being

Approved 8-16-93 Reviewed 1-31-11 Revised 2-21-11  
6-12-17  
8-13-18 7-13-17  
9-17-18

**STUDENT PRODUCTION OF MATERIALS AND SERVICES**

Materials and services produced by students at the expense of the school district are the property of the school district. Materials and services produced by students at the student's expense, except for incidental expense to the school district, are the property of the student.

It is the responsibility of the superintendent to determine incidental expense.

Legal Reference: Iowa Code §279.8 (2013).

Cross Reference: 408.2 Licensed Employee Publication or Creation of  
Materials

Approved 8-16-93 Reviewed 1-31-11 Revised 2-21-11  
6-12-17 7-13-17

**STUDENT FIELD TRIPS AND EXCURSIONS**

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The school district will provide transportation for field trips and excursions within the state. The school district will provide transportation for field trips and excursions outside the state if four criteria are met. The four criteria are:

- The operation or trip must be directly connected with and contribute to the educational development of the students;
- The operation must be sponsored by the school and supervised by the school authorities;
- The trip must be considered an official school function; and
- The school district transportation vehicle must be transporting students, teachers and a reasonable number of parents as chaperones.

Field trips and excursions outside of the state that do not meet the four criteria will be made on alternate transportation.

In authorizing field trips and excursions, the building principal will consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Written parental permission will be required prior to the student's participation in field trips and excursions. The superintendent's approval will be required for field trips and excursions which require an overnight stay. Board approval will be required for field trips and excursions which are out-of-state or involve unusual length or expense.

Field trips and excursions are to be arranged with the building principal well in advance. A detailed schedule and budget must be submitted by the employee. The office will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the employee may be required to submit a written summary of the event.

Legal Reference: 390 C.F.R. Pt. 390.3(f) (2012)  
Iowa Code § 279.8 (2013).  
281 I.A.C. 43.9.

Cross Reference: 503.1 Student Conduct  
503.4 Good Conduct Rule  
603 Instructional Curriculum  
711 Transportation

Approved 8-16-93 Reviewed 1-31-11 Revised 2-21-11  
6-12-17 7-13-17

**INSUFFICIENT CLASSROOM SPACE**

Insufficient classroom space is determined on a case-by-case basis. In making its determination whether insufficient classroom space exists, the board may consider several factors, including but not limited to, the nature of the education program, the grade level, the available licensed employees, the instructional method, the physical space, pupil-teacher ratios, equipment and materials, facilities either being planned or under construction, facilities planned to be closed, financial condition of the school district and projected to be available, a sharing agreement in force or planned, laws or rules governing special education class size, board-adopted school district goals and objectives, and other factors considered relevant by the board.

This policy is reviewed by the board annually. It is the responsibility of the superintendent to bring this policy to the attention of the board each year.

Legal Reference: Iowa Code §§ 282.18(13) (2013).  
281 I.A.C. 17.6(3).

Cross Reference: 103 Long-Range Needs Assessment  
501.15 Open Enrollment Transfers - Procedures as a Receiving District  
606.1 Class Size - Class Grouping

Approved 8-16-93 Reviewed 1-31-11 Revised 2-21-11  
6-12-17 7-13-17

**STUDENT GUIDANCE AND COUNSELING PROGRAM**

The board will provide a student guidance and counseling program. The guidance counselor will be certified with the State Department of Education and hold the qualifications required by the board. The guidance and counseling program will serve grades kindergarten through twelve. The program will assist students with their personal, educational, and career development. The program is coordinated with the education program and involve licensed employees.

Legal Reference: Iowa Code §§ 280.14; 622.10 (2013).  
281 I.A.C. 12.3(11).

Cross Reference: 506 Student Records  
603 Instructional Curriculum  
604.4 Program for At-Risk Students

Approved 8-16-93 Reviewed 1-31-11 Revised 2-21-11  
6-12-17 7-13-17

**STUDENT HEALTH SERVICES**

Health services are an integral part of comprehensive school improvement, assisting all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well being. Student health services ensure continuity and create linkages between school, home, and community service providers. The school district's comprehensive school improvement plan, needs, and resources determine the linkages.

The superintendent, in conjunction with the school nurse, will develop administrative regulations implementing this policy. The superintendent will provide a written report on the role of health services in the education program to the board annually. The school district will annually notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.

Legal Reference: No Child Left Behind, Title II, Sec. 1061, P.L. 107-110 (2002).  
42 U.S.C. §§ 12101 *et seq.* (2012).  
34 C.F.R. pt. 99, 104, 200, 300 *et seq.* (2012)  
29 U.S.C. § 794(a)(2012)  
28 C.F.R. 35  
20 U.S.C. 1232g § 1400 6301 *et seq.* (2012).  
Iowa Code §§ 22.7, 139A.3. .8, .21; 143.1, 152, 256.7(24), .11, 280.23 (2013).  
281 I.A.C. 12.3(4), (7), (11); 12.4(12); 12.8; 41.404(1)(g); 41.405(2).  
282 I.A.C. 15.3(14); 22.  
641 I.A.C. 7.  
655 I.A.C. 6, 6.3(1), 6.3(6), 6.6(1), 7.

Cross Reference: 501.4 Entrance - Admissions  
507 Student Health and Well-Being

Approved 8-16-93 Reviewed 1-31-11 Revised 2-21-11  
6-12-17 7-13-17

## **STUDENT HEALTH SERVICES REGULATION**

### **Student Health Services Administrative Regulations**

Student Health Services - Each school building may develop a customized student health services program within comprehensive school improvement based on its unique needs and resources. Scientific advances, laws, and school improvement necessitate supports to students with health needs to receive their education program.

Supports to improve student achievement include:

- qualified health personnel
- school superintendent, school nurse, and school health team working collaboratively
- family and community involvement
- optimal student health services program with commitment to its continuing improvement

Components provided within a coordinated school health program include:

health services	health education
nutrition	physical education and activity
healthy, safe environment	counseling, psychological, and social services
staff wellness	family and community involvement

Student health services are provided to identify health needs; facilitate access to health care; provide for health needs related to educational achievement; promote health, well-being, and safety; and plan and develop the health services program.

### **Student Health Services Essential Functions**

- A. Identify student health needs:
  1. Provide individual initial and annual health assessments
  2. Provide needed health screenings
  3. Maintain and update confidential health records
  4. Communicate (written, oral, electronic) health needs as consistent with confidentiality laws
- B. Facilitate student access to physical and mental health services:
  1. Link students to community resources and monitor follow through
  2. Promote increased access and referral to primary health care financial resources such as Medicaid, HAWK-I, social security, and community health clinics
  3. Encourage appropriate use of health care
- C. Provide for student health needs related to educational achievement:
  1. Manage chronic and acute illnesses
  2. Provide special health procedures and medication including delegation, training, and supervision of qualified designated school personnel
  3. Develop, implement, evaluate, and revise individual health plans (IHPs) for all students with special health needs according to mandates in the Individuals with Disabilities Education Act (IDEA), Rehabilitation Act (Section 504), and American with Disabilities Act (ADA)
  4. Provide urgent and emergency care for individual and group illness and injury

**STUDENT HEALTH SERVICES REGULATION**

5. Prevent and control communicable disease and monitor immunizations
  6. Promote optimal mental health
  7. Promote a safe school facility and a safe school environment
  8. Participate in and attend team meetings as a team member and health consultant
- D. Promote student health, well-being, and safety to foster healthy living:
1. Provide developmentally appropriate health education and health counseling for individuals and groups
  2. Encourage injury and disease prevention practices
  3. Promote personal and public health practices
  4. Provide health promotion and injury and disease prevention education
- E. Plan and develop the student health services program collaboratively with the superintendent, school nurse, and school health team:
1. Gather and interpret data to evaluate needs and performance
  2. Establish health advisory council and school health team
  3. Develop health procedures and guidelines
  4. Collaborate with staff, families, and community
  5. Maintain and update confidential student school health records
  6. Coordinate program with all school health components
  7. Coordinate with school improvement
  8. Evaluate and revise the health service program to meet changing needs
  9. Organize scheduling and direct health services staff
  10. Develop student health services annual status report
  11. Coordinate information and program delivery within the school and between school and major constituents
  12. Provide health services by qualified health professionals to effectively deliver services, including multiple levels of school health expertise such as registered nurses, physicians, and advanced registered nurse practitioners
  13. Provide for professional development for school health services staff

**Expanded Health Services**

These additional health services address learning barriers and the lack of access to health care. Examples include school-based services in the school, school-linked services connected to the school, primary care, mental health, substance abuse, and dental health.

Approved 12-20-04 Reviewed 1-31-11 Revised 2-21-11  
6-12-17