

STUDENTS
Series 500

500

501 Student Attendance

- 501.1 Resident Students
- 501.2 Nonresident Students
- 501.3 Compulsory Attendance
- 501.4 Entrance - Admissions
- 501.5 Attendance Center Assignment
- 501.6 Student Transfers In
- 501.7 Student Transfers Out or Withdrawals
- 501.8 Student Attendance Records
- 501.9 Student Absences – Excused
- 501.10 Truancy - Unexcused Absences
- 501.10R1 Truancy – Unexcused Absences Regulation
- 501.11 Student Release During School Hours
- 501.12 Pregnant Students
- 501.13 Students of Legal Age
- 501.14 Open Enrollment Transfers - Procedures as a Sending District
- 501.15 Open Enrollment Transfers - Procedures as a Receiving District
- 501.16 Homeless Children and Youth

502 Student Rights and Responsibilities

- 502.1 Student Appearance
- 502.2 Care of School Property/Vandalism
- 502.3 Student Expression
- 502.4 Student Complaints and Grievances
- 502.5 Student Lockers
- 502.6 Weapons
- 502.7 Smoking - Drinking - Drugs
- 502.8 Search and Seizure
- 502.8E1 Search and Seizure Checklist
- 502.8R1 Search and Seizure Regulation
- 502.9 Interviews of Students by Outside Agencies
- 502.10 Use of Motor Vehicles
- 502.11 Use of Bicycles

503 Student Discipline

- 503.1 Student Conduct
- 503.1R1 Student Suspension
- 503.2 Expulsion
- 503.2R1 Student Expulsion Regulation
- 503.3 Fines - Fees - Charges
- 503.3E1 Student Fee Waiver and Reduction Application
- 503.3R1 Student Fee Waiver and Reduction Procedures
- 503.4 Good Conduct Rule
- 503.4R1 Standards of Conduct for Participation in Extracurricular and
Co-Curricular Activities
- 503.5 Corporal Punishment

504 Student Activities

- 504.1 Student Government
- 504.2 Student Organizations
- 504.3 Student Publications
- 504.3R1 Student Publications Code
- 504.4 Student Performances
- 504.5 Student Fund Raising
- 504.6 Student Activity Program
- 504.7 Student Social Events
- 504.8 Student Work/Intern Programs
- 504.9 Student Activity Program – Adding or Expanding an Activity

505 Student Scholastic Achievement

- 505.1 Student Progress Reports and Conferences
- 505.2 Student Promotion – Retention – Acceleration
- 505.3 Student Honors and Awards
- 505.4 Testing Program
- 505.5 Graduation Requirements
- 505.6 Early Graduation
- 505.7 Commencement
- 505.8 Parental and Family Engagement
- 505.8R1 Parental and Family Engagement Building Level Regulation
- 505.9 Assignment of Courses
- 505.10 Student Performance Testing for Classroom Credit

506 Student Records

- 506.1 Education Records Access
- 506.1E1 Request of Non-Parent for Examination and/or Copies of Education Records
- 506.1E2 Authorization for Release of Education Records
- 506.1E3 Request for Hearing on Correction of Education Records
- 506.1E4 Request for Examination of Education Records
- 506.1E5 Notification of Transfer of Education Records
- 506.1E6 Letter to Parent Regarding Receipt of a Subpoena
- 506.1E7 Juvenile Justice Agency Information Sharing Agreement
- 506.1E8 Annual Notice
- 506.1R1 Use of Education Records Regulation
- 506.2 Student Directory Information
- 506.2E1 Authorization for Releasing Student Directory Info
- 506.2R1 Use of Directory Information (FERPA)
- 506.3 Student Photographs
- 506.4 Student Library Circulation Records

507 Student Health and Well-Being

- 507.1 Student Health and Immunization Certificates
- 507.2 Administration of Medication to Students
- 507.2E1 Authorization Asthma or Airway Constricting Medication Self-Administration Consent Form
- 507.2E2 Parental Authorization and Release Form for the Administration of Prescription Medication to Students
- 507.3 Communicable Diseases – Students
- 507.4 Student Illness or Injury at School
- 507.5 Emergency Plans & Drills
- 507.6 Student Insurance
- 507.7 Custody and Parental Rights
- 507.8 Student Special Health Services
- 507.8R1 Special Health Services Regulation
- 507.9 Wellness Policy
- 507.9R1 Wellness Regulation

508 Miscellaneous Student-Related Matters

- 508.1 Class or Student Group Gifts
- 508.2 Open Night
- 508.3 Supervision After School Events

COMPULSORY ATTENDANCE

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days or hours school is in session in accordance with the school calendar. Students of compulsory age will attend school a minimum of 180 days or 1080 hours. Students not attending the minimum days or hours must be exempted by this policy as listed below or, referred to the county attorney. Students attending competent private instruction shall attend a minimum of thirty-seven days per quarter and a minimum of one hundred and forty-eight days per year. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited non-public school;
- are receiving independent private instruction; or,
- are receiving competent private instruction from a parent, guardian, or legal custodian.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

The principal will investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, the principal will discuss the next step with the superintendent. If after the superintendent meeting, the student is still truant, the principal will refer the matter over to the county attorney.

The school will participate in mediation if requested by the county attorney. The superintendent or designee will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

Legal Reference: Iowa Code §§ 259A; 279.10-.11; ch. 299; 299A.

Cross Reference: 501 Student Attendance
601.1 School Calendar
604.1 Competent Private Instruction

Approved 8-16-93 Reviewed 5-11-20 Revised 6-8-20
1-18-21 2-15-21

ENTRANCE - ADMISSIONS

Children in the school district community will be allowed to enroll in the school district's regular education program beginning at age five. The child must be age five on or prior to September 15 to participate in the school district's kindergarten program. The child must be age six on or prior to September 15 to begin the first grade of the education program.

Before the student may enroll in the district's education program, the board will require evidence of age and residency in the form of a birth certificate or other evidence of age. It will be within the discretion of the superintendent to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child's parents or legal guardian must provide the administration with their children's health and immunization certificate(s). Failure to provide this information within the time period set by the superintendent is reason for suspension, expulsion or denying enrollment to the student.

Legal Reference: Iowa Code §§ 139A.8;144.45(5); 282.1, .3, .6.

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

Approved 8-16-93 Reviewed 5-11-20 Revised 6-8-20
1-18-21 2-15-21

ATTENDANCE CENTER ASSIGNMENT

The board will have complete discretion to determine the boundaries for each attendance center, to assign students to the attendance centers.

Parents or guardians of siblings in the same grade level academically in grades kindergarten through grade five may request the siblings be placed in the same or different classrooms. In order to be valid, the request must be made in writing and submitted to the school principal at the time of registration for classes, or within fourteen days after the children's first day of attendance during the school year. If a valid request is received by the school principal, the request must be honored. While a parent or guardian may make a placement request that siblings be placed together or apart, the district administration retains complete discretion to select the classroom teacher(s) to which siblings are assigned. If after the initial grading period following the placement of siblings in the same or different classrooms the school principal determines the placement is disruptive to the class; the principal may assign one or more of the siblings to different classrooms.

It is the responsibility of the superintendent to make a recommendation to the board annually regarding the assigned attendance center for each student. In making the recommendation, the superintendent will consider the geographical layout of the school district, the condition and location of the school district facilities, the location of student population, possible transportation challenges, financial condition of the school district and other factors deemed relevant by the superintendent or the board.

Legal Reference: Iowa Code §§ 279.11; 282.7-.8.

Cross Reference: 501 Student Attendance

Approved 8-16-93 Reviewed 1-11-16 Revised 8-12-19
5-11-20

STUDENT TRANSFERS IN

Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll in the school district.

The school district will request the student's cumulative records from the previous school district. If the student cannot offer proof of grade level, the superintendent will make the grade level determination. The superintendent may require testing or other information to determine the grade level. Students expelled or suspended from their previous school district will only be enrolled after approval of the board.

The superintendent will determine the amount of credits to be transferred. If the student has not previously attended an accredited school, it is within the superintendent's discretion to accept or reject credits or grades.

The board may deny admission if the student is not willing to provide the board with the necessary information.

Legal Reference: 20 U.S.C. § 1232g.
Iowa Code §§ 139A.8; 282.1, .3, .4; 299A.

Cross Reference: 501 Student Attendance
505.3 Student Honors and Awards
507 Student Health and Well-Being
604.1 Competent Private Instruction

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20

STUDENT TRANSFERS OUT OR WITHDRAWALS

If the student's parents wish to withdraw or transfer the student from school prior to completing and graduating from the education program, they should notify the superintendent in writing as soon as possible of the decision to withdraw or transfer the student from the education program. The student or parent should present this written notice at the office and receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc.

The notice should state the student's final day of attendance. If the student is not enrolling in another school district, the school district will maintain the student's records in the same manner as the records of students who have graduated from the school district.

If parents or legal guardians wish to have the student's cumulative record sent to the new school district, the parents must notify the building secretary or records department in writing. This notice will include the name of the school district and the person at the new school district to whom the student's cumulative records should be sent. If the new school district requests the student's cumulative records, the school district will forward the cumulative records and notify parents the records have been sent. The notice will inform the parents of their right to review the records sent.

If the student is of compulsory education age and not transferring to another public school district or an accredited non-public school, the parents will notify the superintendent that the student is receiving competent private instruction and file the necessary competent private instruction reports.

Legal Reference: 20 U.S.C. § 1232g.
Iowa Code §§ 274.1; 299.1-.1A; 299A.11.

Cross Reference: 501 Student Attendance
506 Student Records
604.1 Competent Private Instruction

Approved 8-16-93 Reviewed 5-11-20 Revised 2-22-16
1-18-21 6-8-20

STUDENT ATTENDANCE RECORDS

As part of the school district records of students, the daily attendance of each student is recorded and maintained on file with the student accounting system.

It is the responsibility of the principals to ensure that such reports are completed.

Legal Reference: Iowa Code §§ 294.4; 299.
281 I.A.C. 12.3(4).

Cross Reference: 501 Student Attendance
506 Student Records

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20 6-8-20

STUDENT ABSENCES - EXCUSED

Regular attendance by students at school is essential for students to obtain the maximum opportunities from the educational program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Student absences approved by the principal will be excused absences. Excused absences may include a) personal illness; b) death or illness in the student's family; c) medical and business appointments which cannot be scheduled outside of school hours; d) court appearances or other legal situations beyond the control of the family; and for other reasons which can be justified from an educational standpoint and for which approval is given by the student's parents or guardians and by the administration. Parents will verify parental consent to the absence in writing or by phone.

Students whose absences are approved will make-up the work missed and receive full credit for the missed school work. It will be the responsibility of the parent, guardian or student to initiate a procedure with the student's teacher(s) to complete the work missed.

Students who wish to participate in school-sponsored activities, performances, scheduled contests, programs or trips must attend school the full day of the activity unless permission has been given by the principal for the student to be absent. Students must be in school for at least ½ day to practice in an activity.

It will be the responsibility of the parent or guardian to notify the student's attendance center as soon as the parent knows the student will not be attending school that day. The superintendent or designee may request evidence or written verification of the student's reason for the absence.

It will be the responsibility of the superintendent, in conjunction with other administrators, to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 294.4; 299.
281 I.A.C. 12.3(4).

Cross Reference: 501 Student Attendance
503 Student Discipline
504 Student Activities
506 Student Records

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20 6-8-20

TRUANCY - UNEXCUSED ABSENCES

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy will not be tolerated by the board. **Truancy is the act of being absent without a reasonable excuse.** These absences may include, but not limited to: a) truancy/skipping; b) working/job related; c) missing the bus/car trouble; d) shopping; e) oversleeping; f) picture, hair, tanning or other similar appointments; g) absences not verified by the end of the next school day after the absence; h) hunting, fishing, trapping or other similar like events; i) concerts; j) participation in parties and celebrations; or k) playing with or caring for a pet. Students are subject to disciplinary action for truancy. All work missed due to unexcused absences may be made up with credit, provided the student makes up the work within a reasonable amount of time. It will be the responsibility of the student to initiate a procedure with the student's teachers to complete the missed work.

The truancy officer will investigate the cause for a student's truancy. If the truancy officer is unable to secure the truant student's attendance, the county attorney may be notified. District policy will be that parents will be contacted after their child has missed six or more days; a second letter will be sent if the child misses 12 days. Depending on the percent of days missed out of the days school is in session, the county attorney may be contacted. The school district will monitor a student's attendance and will involve the county attorney's office after excessive absences.

The school will participate in mediation if requested by the county attorney. The superintendent or designee will represent the school district in mediation. The school district will monitor the student's compliance with the medication agreement and will report violations of the mediation agreement to the county attorney.

It will be the responsibility of the superintendent, in conjunction with other administrators, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

Legal Reference: Iowa Code §§ 294.4; 299.
281 I.A.C. 12.3(4).

Cross Reference: 206.3 Secretary [or Secretary/Treasurer]
410.3 Truancy Officer
501 Student Attendance
503 Student Discipline
504 Student Activities
506 Student Records

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20 6-8-20

TRUANCY - UNEXCUSED ABSENCES REGULATION

A. Absences

1. Parents are expected to notify the school prior to 8:45 AM regarding a student's absence on the day of the absence. All absences should be reported within one day of the absence to be considered excused. Students absent from school for any reason may be required by the school to submit an explanation or specific reason for the absence, the specific days or times they were absent, and verification by the doctor or dentist where appropriate and the signature of the parent.
2. Acceptable reasons for a student's absence from school may include:
 - a. Personal illness;
 - b. Extended illness, hospitalization or doctor's care;
 - c. Death or illness in the student's family;
 - d. Medical and business appointments which cannot be scheduled outside of school hours;
 - e. Court appearance or other legal situation beyond the control of the family.
3. Unacceptable reasons for a student's absence from school may include:
 - a. truancy/skipping;
 - b. working/job related;
 - c. missing the bus/car trouble;
 - d. shopping;
 - e. oversleeping;
 - f. picture, hair, tanning or other similar appointments;
 - g. absences not verified by the end of the next school day after the absence;
 - h. hunting, fishing, trapping or other similar like events;
 - i. concerts;
 - j. participation in parties and celebrations;
 - k. playing with or caring for a pet.
4. Classes missed because of attendance at a school-sponsored trip or activity will not be considered an absence. However, the student will be required to make up the work missed.
5. Either in-school or out-of-school suspensions will be treated as school initiated student absences and will not count toward the days absent. However, the student will be allowed to make up work missed within a reasonable time.
6. School work missed because of absences must be made up within two times the number of days absent. The time allowed for make-up work may be extended at the discretion of the classroom teacher or administrator.
7. Teachers will record attendance through procedures established by the attendance center. In general, every teacher at the building will record attendance at the beginning of the day and prior to 8:30 AM. High school teachers will record absences and tardies each period.

TRUANCY - UNEXCUSED ABSENCES REGULATION

B. Tardiness

1. A student is tardy when the student initially appears in the assigned area any time after the designated starting time.
2. All incidents of class tardiness will be the responsibility of the teacher to record and monitor. Teachers will emphasize the important of being on time and explain the classroom rules and procedures for tardies. The building administrator will set the sanctions for tardies. The tardy sanctions should be consistently applied across an attendance center. Sanctions may include, but are not limited to, warning, assigned detention, parent contact and referral to the truancy officer.

C. Truancy

1. A student is truant when the student is absent from school or an assigned class or classes without school permission.
2. Work missed because of truancy must be made up the same as work for all other absences.
3. Test and quizzes may be made up at the discretion of the administration.
4. Incidents of truancy will be recorded as part of a student's attendance record and will count toward the absences per term. The truancy officer will also determine what, if any, disciplinary action is appropriate including, but not limited to, warning, detention, in-school suspension or administrative referral.

D. Excessive Absenteeism

1. Excessive absenteeism is any absence beyond six days or individual class meetings per term.
2. When a student has been absent from school or a class multiple times during a given term, the student's parent or guardian will be contacted via telephone or mail regarding student's attendance. The building administrator or designee will initiate the notification process.
3. When a student has been absent from school or a class multiple times during the term, staff will inform the principal or designee of the student's status. The principal or designee will notify the student and the parent of the excessive absences and initiate appropriate sanctions.

E. Application of Sanctions

Excessive absences will result in the following:

1. Notification of parents.
2. Meeting with parents to create an attendance plan.
3. Implementation of the attendance plan.
4. If the plan is not followed and additional absences occur, the county attorney's office will be contacted.

TRUANCY - UNEXCUSED ABSENCES REGULATION

5. Based on the county attorney office's involvement, another attendance plan may be created and implemented.
6. Mediation is ongoing and does not expire at the end of school year. The principal or designee may elect to continue or discontinue during the next school year.

(Revised 6-2020)

STUDENT RELEASE DURING SCHOOL HOURS

Students will be allowed to leave the school district facilities during school hours only with prior authorization from their parents, unless the parent appears personally at the student's attendance center to arrange for the release of the student during school hours, or with the permission of the principal.

Approved reasons for release of a student during the school day may include, but not be limited to, illness, family emergencies, medical appointments, religious instruction, classes outside the student's attendance center, employment for which the student has been issued a work permit, and other reasons determined appropriate by the principal.

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

Legal Reference: Iowa Code § 294.4.
281 I.A.C. 12.3(4).

Cross Reference: 501 Student Attendance
503 Student Discipline
504 Student Activities
506 Student Records

Approved 8-16-93 Reviewed 3-16-09 Revised _____
5-11-20

PREGNANT STUDENTS

The board encourages pregnant students to continue to attend the education program as long as they are physically able to do so. The pregnant student may notify the principal or the guidance counselor as soon as she is aware of the pregnancy. The school may require that a pregnant student provide the principal with a written note from her doctor relative to special conditions that might exist and specific suggestions as to how long the student may continue to attend classes. If the student is unable to attend school because of her physical condition, the student may be excused, and arrangements made to continue her studies during her absence. The student will resume classes upon the recommendation of her physician.

Legal Reference: Iowa Code §§ 216; 279.8; 280.3.

Cross Reference: 501 Student Attendance
604.2 Individualized Instruction

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20

STUDENTS OF LEGAL AGE

Students who have attained legal age may continue the education program without payment of tuition as long as they are eligible to attend an Iowa public school and are residents of the school district.

Parents will be allowed to access and view the student's records without written permission from the student if the student is still a dependent for tax purposes. In most cases, with the discretion of principal or the superintendent, the student will be able to make decisions and sign documents rather than requiring parental permission or signature.

Legal Reference: 20 U.S.C. § 1232g (2012).
Iowa Code §§ 22; 282.2, .6, .7; 285.4; 599.1; 622.10.
281 I.A.C. 12.3(6).

Cross Reference: 501 Student Attendance
506 Student Records

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20

OPEN ENROLLMENT TRANSFERS – PROCEDURES AS A SENDING DISTRICT

The school district will participate in open enrollment as a sending district. As a sending district, the board will allow resident students who meet the requirements to open enroll to another public school district.

Parents requesting open enrollment out of the school district for their student will notify the sending and receiving school district no later than March 1 in the school year preceding the first year desired for open enrollment. The notice will be made on forms provided by the Department of Education. The forms are available at the central administration office.

Parents of children who will begin kindergarten in the school district are exempt from the open enrollment March 1 deadline. Parents of children who will begin kindergarten will file in the same manner set forth above by September 1. Parents who have good cause as defined by law for failing to meet the March 1 deadline may make an open enrollment request by September 1 unless another deadline applies.

The receiving district will approve open enrollment requests according to the timelines established by law. The parents may withdraw the open enrollment request prior to the start of the school year. The receiving district's superintendent will notify the parents and sending school district by mail within five days of the school district's action to approve or deny the open enrollment request.

The board will not approve a student's request to allow the receiving district to enter the school district for the purposes of transportation.

An open enrollment request out of the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factor for approval of such an open enrollment request will be whether the special education program available in the receiving school district is appropriate for the student's needs. The area education agency director of special education serving the receiving district will determine whether the program is appropriate. The special education student will remain in the school district until the final determination is made.

It is the responsibility of the superintendent to maintain open enrollment request applications and notice forms. It will also be the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

Legal Reference: Iowa Code §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1.
281 I.A.C. 17.

Cross Reference: 501 Student Attendance
506 Student Records

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20

OPEN ENROLLMENT TRANSFERS – PROCEDURES AS A RECEIVING DISTRICT

The school district will participate in open enrollment as a receiving district. As a receiving district, the board will allow nonresident students, who meet the legal requirements, to open enroll into the school district. The board will have complete discretion to determine the attendance center of the students attending the school district under open enrollment.

The superintendent will approve timely applications by March 1; incoming kindergarten applications, good cause applications, or continuation of an educational program application filed by September 1.

The superintendent will notify the sending school district and parents within five days of the school district's action to approve or deny the open enrollment request.

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Open enrollment requests into the school district will also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated into the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met.

Open enrollment requests into the school district that, if denied, would result in students from the same nuclear family being enrolled in different school districts, will be given highest priority. The board, in its discretion, may waive the insufficient classroom space reason for denial for students of the same nuclear family to prevent the division of a nuclear family between two school districts. Other open enrollment requests into the school district will be considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

Generally, students in grades ten through twelve open enrolling into the school district will not be eligible for participation in interscholastic athletics during the first ninety school days of open enrollment into the school district.

Parents of students whose open enrollment requests are approved by the superintendent are responsible for providing transportation to and from the receiving school district without reimbursement. The board will not approve transportation into the sending district.

An open enrollment request into the school district from parents of a special education student will be reviewed on a case-by-case basis. The determining factors for approval of such an open enrollment request will be whether the special education program available in the school district is appropriate for the student's needs and whether the enrollment of the special education student will cause the class size to exceed the maximum allowed. The area education agency director of special education serving the school district will determine whether the program is appropriate. The special education student will remain in the sending district until the final determination is made.

OPEN ENROLLMENT TRANSFERS – PROCEDURES AS A RECEIVING DISTRICT

The policies of the school district will apply to students attending the school district under open enrollment.

It will be the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

Legal Reference: Iowa Code §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1.
281 I.A.C. 17.

Cross Reference: 501.6 Student Transfers In
501.7 Student Transfers Out or Withdrawals
501.14 Open Enrollment Transfers - Procedures as a Sending District
506 Student Records
507 Student Health and Well-Being
606.6 Insufficient Classroom Space

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20

HOMELESS CHILDREN AND YOUTH

The Vinton-Shellsburg CSD believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

The term “homeless children and youth” means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled up”);
 - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - Living in emergency or transitional shelters; or
 - Abandoned in hospitals.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school, the board will:

- Designate the local homeless children and youth liaison;
- Provide training opportunities for staff so staff may help identify and meet the needs of homeless children and youth;
- Remove barriers, including those associated with fees, fines, and absences, to the identification, enrollment, retention, attendance and/or success in school for homeless children and youth;
- Ensure collaboration and coordination with other service providers;
- Ensure transportation is provided in accordance with legal requirements;
- Provide school stability in school assignment according to the child’s best interests;
- Ensure the privacy of student records, as provided by applicable law, including information about a homeless child or youth’s living situation;
- Engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law; and
- Prohibit the segregation of a homeless child or youth from other students enrolled in the district.

The superintendent may develop an administrative process or procedures to implement this policy.

Approved 8-16-93 Reviewed 11-14-16 Revised 12-12-16
5-11-20

HOMELESS CHILDREN AND YOUTH

Legal Reference: 20 U.S.C. § 6301.
42 U.S.C. § 11302.
42 U.S.C. §§ 11431 *et seq.*
281 I.A.C. 33.

Cross Reference: 501 Student Attendance
503.3 Fines - Fees - Charges
506 Student Records
507.1 Student Health and Immunization Certificates
603.3 Special Education
711.1 Student School Transportation Eligibility

CARE OF SCHOOL PROPERTY/VANDALISM

Students will treat school district property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be turned over to local law enforcement authorities.

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

Legal Reference: Iowa Code §§ 279.8; 282.4, .5; 613.16.

Cross Reference: 502 Student Rights and Responsibilities
802.1 Maintenance Schedule

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20

STUDENT EXPRESSION

It is the goal of the district to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon their rights. Student expression should be appropriate to ensure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

While students will generally be allowed to express their viewpoints and opinions, in certain qualifying circumstances, student speech may require administrative regulation to help ensure the safety and welfare of the school community. The district may regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored; and/or promotes illegal activity. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. The expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

The superintendent may develop procedures for safely addressing qualifying types of mass protests by students, including walk-ins and walk-outs. Walk-ins occur when students leave their learning environments during school hours and gather in a group or groups with the purpose of promoting a belief or beliefs. Walk-outs occur when students leave their learning environments during school hours and gather in a group or groups off district property with the purpose of promoting a belief or beliefs.

The superintendent is encouraged to obtain feedback from community stakeholders in the development of these procedures. The goal of the procedures shall be to address student safety, maintain the education environment and promote communication during demonstrations while remaining viewpoint neutral.

Students who violate this policy may be subject to disciplinary measures. Employees are responsible for insuring students' expression is in keeping with this policy. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: U.S. Const. amend. I.
Iowa Const. art. I (sec. 7)
Morse v. Frederick, 551 U.S. 393 (2007)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethel School District v. Fraser, 478 U.S. 675 (1986).
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
Iowa Code §§ 279.8; 280.22

Cross Reference: 102 Equal Educational Opportunity
502 Student Rights and Responsibilities
504 Student Activities
603.9 Academic Freedom
903.5 Distribution of Materials

Approved 8-16-93 Reviewed 11-12-18 Revised 2-22-16
5-11-20 12-10-18

STUDENT COMPLAINTS AND GRIEVANCES

Student complaints and grievances regarding board policy or administrative regulation violations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within five school days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five school days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

Legal Reference: Iowa Code § 279.8.

Cross Reference: 210.8 Board Meeting Agenda
213 Public Participation in Board Meetings
307 Communication Channels
502 Student Rights and Responsibilities
504.3 Student Publications

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20

STUDENT LOCKERS

Student lockers are the property of the school district. Students will use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It is the responsibility of students to keep their assigned lockers clean and undamaged.

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

Legal Reference: Iowa Code §§ 279.8; 280.14; 808A.

Cross Reference: 502 Student Rights and Responsibilities

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20

SMOKING – DRINKING – DRUGS

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The board believes the substance abuse prevention program will include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and,
- Notification to parents and students that compliance with the standards of conduct is mandatory

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

SMOKING – DRINKING – DRUGS

Legal Reference: 34 C.F.R. Pt. 86.
Iowa Code §§ 123.46; 124; 279.8, .9; 453A.
281 I.A.C. 12.3(6); .5(3)(e), .5(4)(e), .5(5)(e)

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
507 Student Health and Well-Being

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20

SEARCH AND SEIZURE

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

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco/nicotine, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that such illegal, unauthorized or contraband materials cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

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

Legal Reference: U.S. Const. amend. IV.
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Cason v. Cook, 810 F.2d 188 (8th Cir. 1987), *cert. den.*, 482 U.S. 930 (1987).
Iowa Code ch. 808A.
281 I.A.C. 12.3(6).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
905.2 Tobacco/Nicotine-Free Environment

Approved 8-16-93 Reviewed 5-11-20 Revised 2-22-16
1-18-21 2-15-21

SEARCH AND SEIZURE CHECKLIST

- I. What factors caused you to have a reasonable and articulable suspicion that the search of this student or the student's effects, locker or automobile will turn up evidence that the student has violated or is violating the law, school policy, rules or regulations affecting school order?
- A. Eyewitness account.
1. By whom: _____
 2. Date/Time: _____
 3. Place: _____
 4. What was seen: _____

- B. Information from a reliable source.
1. From whom: _____
 2. Time received: _____
 3. How information was received: _____
 4. Who received the information: _____
 5. Describe information: _____
- C. Suspicious behavior? Explain.
- _____
- _____
- _____
- _____
- D. Time of search: _____
- E. Location of search: _____
- F. Student told purpose of search: _____
- G. Consent of student requested: _____

(Revised 2/18/21)

SEARCH AND SEIZURE CHECKLIST

II. Was the search you conducted reasonable in terms of scope and intrusiveness?

- A. What were you searching for: _____
- B. Where did you search? _____
- C. Sex of the student: _____
- D. Age of the student: _____
- E. Exigency of the situation: _____
- F. What type of search was being conducted: _____
- G. Who conducted the search: _____
Position: _____ Sex: _____
- H. Witness(s): _____

III. Explanation of Search.

- A. Describe the time and location of the search: _____

- B. Describe exactly what was searched: _____

- C. What did the search yield: _____
- D. What was seized: _____
- E. Were any materials turned over to law enforcement officials?

- F. Were parents notified of the search including the reason for it and the scope:

Signature

Date

(6-8-20)

SEARCH AND SEIZURE REGULATION

I. Searches, in general.

- A. Reasonable and Articulate Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- (1) eyewitness observations by employees;
- (2) information received from reliable sources;
- (3) suspicious behavior by the student; or,
- (4) the student's past history and school record although this factor alone is not sufficient to provide the basis for a reasonable suspicion.

- B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- (1) the age of the student;
- (2) the sex of the student;
- (3) the nature of the infraction; and
- (4) the exigency requiring the search without delay.

II. Types of Searches

A. Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school authority has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated board policies, school rules, regulations or the law affecting school order.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
 - a) Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.

SEARCH AND SEIZURE REGULATION

- (b) A more intrusive search, short of a strip search, of the student's person, is permissible in emergency situations when the health and safety of the students, employees, or visitors on the school premises or property within the jurisdiction of the school district or at school-sponsored or school-approved events are threatened. Such a search may only be conducted in private by a school official of the same sex, with an adult of the same sex present, unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker, Desk and Other Inspections

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker or desk (coat, backpack, purse, handbags, book bags, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

C. Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees.

Requests from law enforcement officers and those other than parents, school district officials, and employees to interview students will be made through the principal's office. Upon receiving a request, it is the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal will attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal and without proper warrant.

Legal Reference: Iowa Code §§ 232; 280.17.
281 I.A.C. 102.
441 I.A.C. 9.2; 155; 175.

Cross Reference: 402.2 Child Abuse Reporting
502.8 Search and Seizure
503 Student Discipline
902.4 Students and the News Media

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20

USE OF MOTOR VEHICLES

The board recognizes the convenience to families and students of having students drive to and park at their school attendance center. Driving a motor vehicle to and parking it at the student's attendance center is a privilege.

Students who drive to and park at their school attendance center will only drive to and park at their designated attendance center or at a shared attendance center for the purpose of attending extra-curricular activities. Students may not loiter around or be in their vehicle during the school day without permission from the principal. Students will leave their attendance center when there is no longer a legitimate reason for them to be at their attendance center. Students who drive will enter and leave the parking lot by the routes designated by the high school principal.

Students who live outside of one mile of school, may be eligible for a student driving permit, for driving to and from school and school activities and practices, if the student has completed an approved driver education safety course, completes proper application form with parental approval, and schedules a meeting with the Superintendent or designee. The purpose of the meeting shall be to review the requirements and rules for the permit and approve the proper application form provided by student and parent.

Students who have a documented disability, who live within one mile of school, and would not otherwise be eligible for a student driving permit, may be eligible for a student driving permit, for driving to and from school and school activities and practices, if the student participates in activities outside the regular school day and high school premises.

Students who wish to drive to and park at their school attendance center will comply with the rules and regulations established by the principal of their attendance center or by the school district. Failure to comply with this policy or the school district rules will be reason for revocation of school driving and parking privileges as well as other disciplinary action including suspension and expulsion.

Legal Reference: Iowa Code §§ 279.8; 321.

Cross Reference: 502 Student Rights and Responsibilities

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20

USE OF BICYCLES

Riding a bicycle or other personal vehicle, motorized or not, (scooter, skateboard, etc.) to and parking it at the student's attendance center is a privilege. Students who fail to follow the regulations set by the principal of their attendance center or the school district will be subject to withdrawal of the privilege to ride a bicycle to the attendance center and may also be subject to other disciplinary action.

It is the responsibility of the principal to develop and enforce administrative rules for students riding bicycles to and parking them at the attendance center.

Cross Reference: 502 Student Rights and Responsibilities

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20 6-8-20

STUDENT CONDUCT

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension to determine whether to impose further sanctions against the student which may include expulsion. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault. Assault for purposes of this section of this policy is defined as; when without justification, a student does any of the following:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon or object toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20 6-8-20

STUDENT CONDUCT

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal disciplining the student.

Suspension means; either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Discipline of special education students, including suspensions and expulsions, will comply with the provisions of applicable federal and state laws.

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

Legal Reference: *Goss v. Lopez*, 419 U.S. 565 (1975).
Brands v. Sheldon Community School District, 671 F. Supp. 627 (N.D. Iowa 1987).
Sims v. Colfax Comm. School Dist., 307 F. Supp. 485 (Iowa 1970).
Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555 (Iowa 1972).
Board of Directors of Ind. School Dist. of Waterloo v. Green, 259 Iowa 1260, 147 N.W.2d 854 (1967).
Iowa Code §§ 279.8;282.3, 282.4, 282.5; 708.1.
281 I.A.C. 12.3(6)

Cross Reference: 501 Student Attendance
502 Student Rights and Responsibilities
504 Student Activities
603.3 Special Education
903.5 Distribution of Materials

STUDENT SUSPENSION

2. A student may be suspended out-of-school for up to ten consecutive school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend such students after conducting an investigation of the charges against the student, giving the student:
 - a. Written notice of the allegations against the student,
 - b. The opportunity to respond to those charges.

At the principal's discretion, the student may be allowed to confront witnesses against the student or hear witnesses on behalf of the student.

3. Notice of the out-of-school suspension shall be mailed following the suspension to the student's parents and the superintendent. A reasonable effort will be made to notify the student's parents by telephone or personal contact and such effort is documented by the person making or attempting to make the contact. Written notice to the parents will include the circumstances which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

D. Suspensions and Special Education Students

1. Students who have been identified as special education students may be referred for a review of the student's Individual Education Program. The Individual Education Program may be revised to include a continuum of intervention strategies and programming to change the behavior.
2. Students who have not been identified as special education students may be referred for evaluation after the student's second out-of-school suspension to determine whether the student has a disability and is in need of special education.

EXPULSION

Only the board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

Students may be expelled for violations of board policy, school rules or the law. It is within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It is within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal will keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student is provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and,
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district. If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future.

Legal Reference: *Goss v. Lopez*, 419 U.S. 565 (1975).
Wood v. Strickland, 420 U.S. 308 (1975).
Southeast Warren Comm. School District v. Dept. of Public Instruction, 285 N.W.2d 173 (Iowa 1979).
Iowa Code §§ 21.5; 282.3, .4, .5.
281 I.A.C. 12.3(6).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20

STUDENT EXPULSION REGULATION

The administration will provide a student faced with expulsion, the following:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and,
5. The results and finding of the board, in writing, open to the student's inspection.

In addition to the above procedures, a special education student must be provided with the following procedures.

1. Prior to the board's determination on the matter, a re-evaluation of the special education student must be made by a multi-disciplinary staffing team. The re-evaluation should include:
 - A. Psychological evaluation;
 - B. Diagnostic education testing (reading, math, standardized achievement);
 - C. Social functioning;
 - D. Other evaluations when appropriate (i.e., hearing, vision, speech and language); and,
 - E. A review of the incident to determine whether the infraction was directly related to the student's disability.
2. A report and recommendation by this team must be made to the hearing panel of the board. The report must include the findings of the evaluation team as well as the group's recommendation as to the most appropriate educational program for the student in question. The report should clearly cite the criteria on which this recommendation was made. Special note should also be made to whether the district is able to provide the recommended program.
3. Upon receipt and recommendation by the staffing team, the hearing panel of the board shall decide whether to proceed with the recommendation to the board to expel or whether a less restrictive alternative placement will meet the needs of the child in the district.
4. A recommendation by the hearing panel of the board to expel will be made only when no reasonable alternative is available. Programs outside the district may be considered when necessary.

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20

FINES - FEES - CHARGES

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for including, but not limited to, the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

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

Legal Reference: Iowa Code §§ 256.7(20); 279.8; 280.10, .11; 282.6; 285.1; 301.1.
281 I.A.C. 18.2.

Cross Reference: 501.16 Homeless Children & Youth
502 Student Rights and Responsibilities
503 Student Discipline

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20

STANDARD FEE WAIVER APPLICATION FORM
School Year _____

To apply for a waiver of fees, fill out this application. All information completed on this form will be kept confidential. For help in completing the form, please contact the school.

Print the name of every child living in your home who attends a Vinton-Shellsburg public school. If you need more space, please attach a separate sheet of paper. Print each name exactly as it appears on school records starting with the last name first.

Please PRINT.

Last Name Grade	First Name	Middle Init.	School	

Please check type of waiver desired: ___ Full Waiver ___ Partial Waiver ___ Temporary Waiver

Please check if the student or the student's family meets the financial eligibility criteria or is involved in one of the following programs:

Full Waiver:

- _____ Free meals offered under the Children Nutrition Program (CNP)
- _____ The Family Investment Program (FIP)
- _____ Supplemental Security Income (SSI)
- _____ Transportation Assistance under Open Enrollment
- _____ Foster Care

Partial Waiver:

- _____ Reduced priced meals offered under the Children Nutrition Program

Temporary Waiver:

If none of the above apply, but you wish to apply for a temporary waiver of school fees because of serious financial problems, please state the reason for the request:

**Determination of eligibility for this program may include review of Free/Reduced Price meal application by school personnel. I agree to authorize release of information for that purpose.

Signature Parent, Guardian, Legal or Actual Custodian

Date

Printed Name

Application: _____

Approved _____

Denied _____

Determining Official

Date

[Reviewed 5/11/20]

STUDENT FEE WAIVER AND REDUCTION PROCEDURES

The board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parents' ability to meet the financial criteria.

- A. Waivers -
 - 1. Full Waivers - a student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
 - 2. Partial Waivers - a student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. [*A partial waiver is based on the same percentage as the reduced price meals.*]
 - 3. Temporary Waivers - a student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and will not extend beyond the end of the school year.
- B. Application - Parents or students eligible for a fee waiver will make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.
- C. Confidentiality - The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.
- D. Appeals - Denials of a waiver may be appealed to the superintendent.
- E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.
- F. Notice - the school district will annually notify parents and students of the waiver. The following information will be included in registration materials.

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

GOOD CONDUCT RULE

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal will keep records of violations of the good conduct rule.

It is the responsibility of the superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Legal Reference: *Bunger v. Iowa High School Athletic Assn.*, 197 N.W.2d 555 (Iowa 1972).
In re Jason Clark, 1 D.P.I. App. Dec. 167 (1978).
Iowa Code §§ 280.13, .13A.
281 I.A.C. 12.3(6); 36.15(1).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
504 Student Activities

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20

**ELIGIBILITY REQUIREMENTS/GOOD CONDUCT CODE FOR
STUDENT ACTIVITY PROGRAM PARTICIPANTS**

STATEMENT OF PHILOSOPHY

The Board of Education of the Vinton-Shellsburg School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular, co-curricular, or intra-curricular activities serve as ambassadors of the school 365 days of the year, both in and out of school. Students who wish to exercise the privilege of participating in extracurricular, co-curricular, or intra-curricular activities must conduct themselves in accordance with the board policy and must meet the eligibility criteria established by the Board, administration, and individual activity coaches and sponsors.

APPLICABLE ACTIVITY PROGRAMS

The following activities are covered by, but not limited to, the Board's policy and these rules:

1. Athletics
2. Fine Arts
3. Elected offices, including royalty
4. Clubs and organizations
5. Any other school activity where the student represents the school outside the classroom, (i.e. overnight trips, etc.)

CONDUCT REQUIREMENTS

1. Academically, a student must be in good standing according to the IHSAA and IGHSAA guidelines.
2. A student must abide by the Vinton-Shellsburg Community School District's Good Conduct Code at all times.

GENERAL STANDARD

Good Conduct consists of behavior which reflects the generally accepted social and moral requirements of the community, is legal, and at all times reflects respect for and sensitivity to other persons regardless of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, or gender identity. Good Conduct means that people show respect for the rights, property, and dignity of others.

Responsible behavior includes, but is not limited to the following:

1. Conducting yourself in a manner that shows respect for others; not fighting, abusing others, hazing, threatening others, bullying, harassing and sexting (including on-line) or engaging in behavior that requires removal from school.
2. Showing respect while using property - the school's, a friend's, or another school district's. At no time will a responsible student steal, damage, or maliciously harm another's property.
3. Not going to parties or functions or placing yourself in situations where substances are being illegally used. Even if you're not using the substance yourself, you could be charged with possession- which is a violation of the Good Conduct Code
4. Not using profanity, insubordinate or disrespectful actions or language, belligerent talk, or intimidation of others.
5. Showing respect for school procedures and causing no school or class disruptions.
6. Being in school every day, unless ill, and being on time. Dependability and punctuality are extremely important habits to cultivate.

VIOLATIONS OF THE GOOD CONDUCT CODE

Violations of the Good Conduct Code include but are not limited to the following:

1. Selling or distributing illegal drugs, alcoholic beverages, controlled substances, tobacco products, or imitation substances purported to be these.
2. Possessing, using, or being under the influence of illegal drugs, alcoholic beverages, controlled substances, tobacco products, imitation substances, or drug paraphernalia.
3. Participation in any conduct which is illegal in Iowa except for simple misdemeanor traffic violations.
4. Bullying, harassing, sexting, creating or distributing or other activities like pornography, creating or distributing fake or falsifying information, etc. that are done on-line.

**ELIGIBILITY REQUIREMENTS/GOOD CONDUCT CODE FOR
STUDENT ACTIVITY PROGRAM PARTICIPANTS**

DETERMINATION OF VIOLATION

When it comes to the attention of school officials that a student is suspected of violating the Good Conduct Policy or the rules of a specific extracurricular activity, the Principal, or his/her designee will determine whether the student has committed a violation. The following are a list of the ways an investigation can begin:

- When the school receives communication from law enforcement.
- When a student self reports.
- When parents report their child.
- When a school employee directly witnesses a violation.
- When there is evidence presented to an Administrator that is deemed sufficient by that Administrator to begin an investigation.

Prior to making a final determination that there has been a violation, the Principal, or his/her designee will perform an appropriate investigation, including notifying the student orally or in writing of the allegations against the student and the basis of the allegations. The student will be given an opportunity to respond to the allegations. Parents will be included in the process.

The Vinton-Shellsburg School District may determine that there has been a violation of its Good Conduct Code whether or not criminal charges have been filed, whether a student's trial is pending, or whether or not the student is found guilty by a court of law.

Once the determination is made that a student has violated the Vinton-Shellsburg Good Conduct Code, the Principal, or his/her designee will make a determination of the appropriate penalty. The student and his/her parent(s) will be informed in writing of this decision (the nature of the violation and the determination of the penalty) by mailing the same to the student's residence (or other address if the parents have a different address on file for mailing purposes with the school) within two school days of the determination. In addition, the parent(s) will be notified orally, if possible.

APPEAL PROCESS

A student or parent contesting the declared ineligibility of a student based on the rules in this policy will be required to state the basis of their objections in writing, and also their request for an oral hearing, addressed to the building principal. The building principal will then notify the activities director and review committee (building administrators, two teachers, and a coach of another sport/activity) and schedule a meeting with the committee as soon as possible after receipt of such objections, giving at least five school days' written notice of said hearing, unless a shorter time is mutually agreeable. The committee will consider the evidence presented including statements by the appellant's legal counsel and make written findings of its decision within five school days of the hearing, mailing a copy forthwith to said appellant. The student will not be eligible during an appeal. If the student requests further appeal, her/she may obtain review of this determination to the superintendent by contacting the superintendent in writing within three school days of the Review Board's decision. The penalty will be in effect until reviewed by the superintendent. The superintendent will make a determination on the violation. If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary within three school days of the superintendent's decision. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board. If the school board reverses the decision of the administration, the student will be immediately eligible and will have any record of the ineligibility period and violation deleted from the student's record.

**ELIGIBILITY REQUIREMENTS/GOOD CONDUCT CODE FOR
STUDENT ACTIVITY PROGRAM PARTICIPANTS**

PENALTIES FOR VIOLATIONS

First Offense- student will miss 20 consecutive calendar days beginning on the day of the student's first event or activity after the violation has been given.

Second Offense- student will miss 60 consecutive calendar days beginning on the day of the student's first event or activity after the violation has been given.

Third Offense- student will miss all events and activities for one calendar year from the time of incident

Fourth Offense- student will miss all activities for the rest of their high school career and automatically appear before the review committee.

If a student is declared ineligible he/she is expected to practice with the team during the period of ineligibility. The student is expected to start and finish the full season for the penalty to be deemed fulfilled. Nothing in this policy precludes the application of a more severe penalty than the one indicated for a violation if the violation is serious enough as determined by the administration. During the period of ineligibility, the Administration has the right to restrict any volunteer school activities or trips where the student would be representing the Vinton-Shellsburg School District.

APPLICATION OF THE GOOD CONDUCT CODE

Appropriate student behavior is required by and impacts all extracurricular, co-curricular, and intra-curricular activities in which a student participates. If a student is participating in multiple activities at the same time the student loses privileges under this policy, the loss of privileges shall apply to each activity in which he/she is participating.

If at the time of the violation the student is not currently participating in any activity, then the loss of privileges shall apply to the first activity in which the individual participates.

A student must begin involvement in an activity from the date on which that activity starts and will not be allowed to join an activity in progress unless the coach/sponsor provides written permission and the student has no outstanding Good Conduct Code violations.

If a student joins an activity with an outstanding Good Conduct Code violation, the student may not quit that activity prior to the end of the activity's season or the school year if the student wishes to get credit for satisfying the Good Conduct Code penalty provision. A disciplinary action may carry over from one activity to another activity and may carry over from one school year to the next.

GOOD BEHAVIOR PROVISION

After the 2nd or 3rd offense, if a student remains free of violations for one calendar year following the completion of a period of ineligibility, he or she will return to a 2nd Offense penalty for any subsequent violation. The student's 1st Offense will always remain on their record.

CLEAN SLATE

Students will enter the 9th grade with a clean record.

Approved 8-16-93

Reviewed 1-11-16
5-11-20

Revised 2-22-16
6-8-20

PHYSICAL EXAMINATION

Every year each student who wishes to participate in athletics shall present to the activities director or the school nurse a health certificate signed by a licensed physician prior to his or her participation. The examination is valid for one calendar year.

PARTICIPATION WAIVER

I, the undersigned parent/guardian, do hereby grant permission for my son/daughter to participate in athletics while attending the Vinton-Shellsburg Community Schools.

I acknowledge and understand that while participating in athletics there is a possibility that my son/daughter may sustain physical illness and/or injury (minimal, serious, or catastrophic). I further acknowledge and understand that my son/daughter is assuming the risk of such physical illness and/or injury by his/her participation, and I further release the Vinton-Shellsburg School District, the IHSAA, the IGHS AU as well as its representatives from any claims for personal illness and/or injury that my son/daughter may sustain while participating in athletics.

I further acknowledge and understand that the Vinton-Shellsburg School District and the IHSAA and the IGHS AU have established rules and regulations regarding conduct (V-S Good Conduct Policy), safety, and sportsmanship by which my son/daughter must abide in order to retain the privilege of participating in co-curricular and extracurricular activities.

In order that my son/daughter may receive necessary medical treatment in the event he/she may sustain illness and or injury during the period of the above activity, I hereby authorize the Vinton-Shellsburg School District to obtain medical treatment for my son/daughter for such illness or injury. I hereby hold the School District and its representatives harmless in the exercise of this authority. I further acknowledge and understand that I will be responsible for any medical bills that may be incurred in behalf of my son/daughter for physical illness and/or injury that he/she may sustain during activity.

I HAVE READ AND UNDERSTAND THE TERMS OF THIS DOCUMENT.

ATHLETE

DATE

PARENT/GUARDIAN

DATE

INSURANCE STATEMENT

The Vinton-Shellsburg Community School District recommends that students who participate in athletics should be covered by health insurance. The school's liability policy does not cover students who are injured or become ill while involved in athletics or other activities. If you have any questions, you should call one of the local insurance agents.

Please check the appropriate response:

_____ My child has health and accident insurance.

_____ We understand the risks involved but choose not to carry health and accident insurance.

Parent/Guardian Signature: _____

WEIGHT LIFTING FORM
While in the weight room, these rules will be followed:

1. You must have a coach/faculty member present at all times while lifting.
2. Be sure to warm up properly before doing any lifting.
3. Always have a spotter during any lift. Try to work in groups of 2-3 people.
4. Be sure to use weight belts when appropriate.
5. Absolutely no inappropriate behavior will be tolerated. Pay attention and be alert.
6. The weight lifting area is to be kept neat, clean and safe.

I have read and understand the rules and information outlined above.

Athlete _____

Date _____

Parent _____

Date _____

CORPORAL PUNISHMENT

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from:

*Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:

- To quell a disturbance or prevent an act that threatens physical harm to any person.
- To obtain possession of a weapon or other dangerous object within a pupil's control.
- For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
- For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
- To remove a disruptive pupil from class or any area of school premises, or from school-sponsored activities off school premises.
- To protect a student from the self-infliction of harm.
- To protect the safety of others.

*Using incidental, minor, or reasonable physical contact to maintain order and control.

Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

1. The size and physical, mental, and psychological condition of the student;
2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. The instrumentality used in applying the physical force;
4. The extent and nature of resulting injury to the student, if any;
5. The motivation of the school employee using physical force.

Upon request, the student's parents are given an explanation of the reasons for physical force.

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

Legal Reference: *Ingraham v. Wright*, 430 U.S. 651 (1977).
Goss v. Lopez, 419 U.S. 565 (1975).
Tinkham v. Kole, 252 Iowa 1303, 110 N.W.2d 258 (1961).
Lai v. Erickson, PTPC Admin. Doc. 83-12 (1983).
 Iowa Code §§ 279.8; 280.21.
 281 I.A.C. 12.3(6); 103.

Cross Reference: 402.3 Abuse of Students by School District Employees
 502 Student Rights and Responsibilities
 503 Student Discipline

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
 5-11-20 6-8-20

STUDENT GOVERNMENT

The student council provides for student activities, serves as a training experience for student leaders, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

The principal, in conjunction with the students and licensed employees, will set forth the guidelines for the student government's elections, operations, and other elements of the government.

Legal Reference: Iowa Code § 279.8.

Cross Reference: 502 Student Rights and Responsibilities
504 Student Activities

Approved 8-16-93

Reviewed 1-11-16
5-11-20

Revised 2-22-16

STUDENT ORGANIZATIONS

Secondary school student-initiated noncurriculum-related groups and student curriculum-related groups, upon receiving permission from the principal, may use school facilities for group meetings during non-instructional time.

Non-instructional time will mean any time before the first period of the day and after the last period of the day in which any student attends class. Meetings will not interfere with the orderly conduct of the education program or other school district operations. It is within the discretion of the principal to determine whether the meetings will interfere with the orderly conduct of the education program or other school district operations. Activities relating to and part of the education program will have priority over the activities of another organization.

Curriculum-Related Organizations

It will also be the responsibility of the principal to determine whether a student group is curriculum-related. One or more of the following questions will be answered affirmatively if the group is curriculum-related:

- Is the subject matter of the group actually taught in a regularly offered course?
- Will the subject matter of the group soon be taught in a regularly offered course?
- Does the subject matter of the group concern the body of courses as a whole?
- Is participation in the group required for a particular course?
- Does participation in the group result in academic credit?

Secondary school curriculum-related student organizations may use the school district facilities for meetings and other purposes before and after the instructional school day. Employees shall be assigned to monitor approved meetings and may interact with curriculum-related organizations.

Noncurriculum-Related Organizations

Student-initiated noncurriculum-related organizations are provided access to meeting space and school district facilities.

Only students may attend and participate in meetings of noncurriculum-related groups. Such attendance is strictly voluntary and student initiated. As a means of determining whether a student's attendance is voluntary, the principal may require parental consent for the student to attend the meetings.

Approved 8-16-93

Reviewed 1-11-16
5-11-20

Revised _____

STUDENT ORGANIZATIONS

Employees will be assigned to monitor approved meetings. Employees will not participate in the meeting or assist in planning, criticizing, or encouraging attendance. Only students may be involved in and attend the noncurriculum group's meetings.

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

Legal Reference: Westside Community Board of Education v Mergens, 496 U.S. 226 (1990).
 Bender v. Williamsport Area Community School District, 741 F.2d 538 (3d Cir. 1984), *vacated and remanded on other grounds*, 475 U.S. 534 (1986).
 20 U.S.C. §§ 4071-4074.
 Iowa Code §§ 287; 297.9.

Cross Reference: 502 Student Rights and Responsibilities
 504 Student Activities

STUDENT PUBLICATIONS

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expressions made by students, including student expression in official school publications, is not an expression of official school policy. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students, unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Official school publications are free from prior restraint by employees or officials except as provided by law. A faculty advisory shall supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. The production of official school publications shall be guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication, will follow the grievance procedure outlined in board policy 213.1. Students who believe their freedom of expression in a student-produced official school publication has been restricted shall follow the grievance procedure outlined in board policy 502.4.

The superintendent is responsible for developing a student publications code. This code shall include, but not be limited to, reasonable rules including time, place, and manner restrictions. The superintendent will also be responsible for distributing this policy and the student publications code to the students and their parents.

Legal Reference: *Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988).
 Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
 Iowa Code § 280.22.

Cross Reference: 307 Communication Channels
 502 Student Rights and Responsibilities
 504 Student Activities
 903.5 Distribution of Materials

Approved 8-16-93

Reviewed 3-11-19
 5-11-20

Revised 4-8-19

STUDENT PUBLICATIONS CODE

A. Official school publications defined.

An "official school publication" is material produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to students either free or for a fee.

B. Expression in an official school publication.

1. No student shall express, publish, or distribute in an official school publication material which is:
 - a. obscene;
 - b. libelous;
 - c. slanderous; or
 - d. encourages students to:
 - 1) commit unlawful acts;
 - 2) violate school rules;
 - 3) cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - 4) disrupt or interfere with the education program;
 - 5) interrupt the maintenance of a disciplined atmosphere; or
 - 6) infringe on the rights of others.
2. The official school publication is produced under the supervision of a faculty advisor.

C. Responsibilities of students.

1. Students writing or editing official school publications will assign and edit the news, editorial, and feature contents of the official school publications subject to the limitations of the student publications code and the law.
2. Students will strive to achieve professional standards of accuracy, fairness, objectivity and thoroughness in each and every aspect of official school publications.
3. Students will strive to achieve professional standards of grammar, usage, punctuation and spelling for clarity and accuracy of official school publications.

D. Responsibilities of faculty advisors.

Faculty advisors will supervise student writers to maintain professional standards of English and journalism and to comply with the law, including, but not limited to, the restrictions against unlawful speech.

Approved 8-16-93

Reviewed 3-11-19
5-11-20

Revised 4-8-19

STUDENT PUBLICATIONS CODE

E. Liability.

Student expression in an official school publication will not be deemed to be an expression of the school district. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students, unless the employees or officials have interfered with or altered the content of the student expression. The liability, if any, is only to the extent of interference or alteration of the speech or expression.

F. Appeal procedure.

1. Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication will seek review of the decision through the student grievance procedure, under board policy 502.4.
2. Persons who believe they have been aggrieved by a student-produced official student publication will file their complaint through the citizen grievance procedure, under board policy 213.1.

G. Time, place and manner restrictions on official school publications.

1. Official student publications may be distributed in a reasonable manner on or off school premises.
2. Distribution in a reasonable manner will not encourage students to:
 - a. commit unlawful acts;
 - b. violate school rules;
 - c. cause the material and substantial disruption of the orderly and efficient operation of the school district or school activity;
 - d. disrupt or interfere with the education program;
 - e. interrupt the maintenance of a disciplined atmosphere; or
 - f. infringe on the rights of others.

STUDENT PERFORMANCES

Students, as part of the education program, may participate in contests or other public and private events approved by the superintendent that will be of benefit to the student and the education program. Performance at such events is a privilege.

Students, who perform at such events, serve as ambassadors of the school district and must conduct themselves in the same manner as required in the regular school day. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures.

Students will be allowed to perform in these events only with proper permission and supervision and when the events do not disrupt the education program or other school district operations. The events must be approved by the superintendent, unless it involves unusual travel and expense, in which case the board must approve of the performance.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. In developing the administrative regulations, these guidelines should be followed:

- Performances by student groups below the senior high school level should be allowed only on a very limited basis;
- All groups of students should have an opportunity to participate; and,
- Extensive travel by one group of students should be discouraged.

It is within the discretion of the superintendent to determine whether the event will benefit the education program and the participating students. Contests or other performances by students unapproved by the superintendent will be the responsibility of the parent and the student.

Legal Reference: *Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988).
Iowa Code §§ 280.13-.14.
281 I.A.C. 12.6.

Cross Reference: 502 Student Rights and Responsibilities
503.4 Good Conduct Rule
504 Student Activities
904 Community Activities Involving Students

Approved 8-16-93

Reviewed 1-11-16
5-11-20

Revised 2-22-16

STUDENT FUND RAISING

Students may raise funds for school-sponsored events with the permission of the principal. Fund raising by students for events other than school-sponsored events may be allowed. Collection boxes for school fund raising and non-school-sponsored organizations, however, must have prior approval from the principal before being placed on school property.

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

Legal Reference: Senior Class of Pekin High School v. Tharp, 154 N.W.2d 874 (Iowa 1967).
Iowa Code § 279.8.

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
504 Student Activities
704.5 Student Activities Fund
904.2 Advertising and Promotion

Approved 8-16-93

Reviewed 1-11-16
5-11-20

Revised 2-22-16

STUDENT ACTIVITY PROGRAM

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime.

Students will have an opportunity to participate in a school activity unless the activity is not offered, the activity is an intramural or interscholastic athletic activity, or the student cannot participate for disciplinary reasons. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interests and abilities in the students.

Student activity events must be approved by the superintendent unless it involves unusual travel expense, in which case the board will take action. The events must not disrupt the education program or other school district operations.

A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season after there is a conversation amongst the coaches/sponsors involved, student, parent(s), and activity director to clarify expectations and opportunities for the student throughout the season or activity. Such outside participation will not conflict with the school sponsored athletic activity.

It is the responsibility of the superintendent to develop administrative regulations for each school activity. These regulations will include, but are not be limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, forms and procedures for a waiver of liability from the parent and student in certain activities, and proof of insurance on the student participating in certain activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Legal Reference: 20 U.S.C. §§ 1681-1683; 1685-1686.
34 C.F.R. Pt. 106.41.
Iowa Code §§ 216.9; 280.13-.14.
281 I.A.C. 12.3(6), 12.6., 36.15(7).

Cross Reference: 501 Student Attendance
502 Student Rights and Responsibilities
503 Student Discipline
504 Student Activities
507 Student Health and Well-Being

Approved 8-16-93 Reviewed 1-11-16 Revised 6-8-20
5-11-20

STUDENT SOCIAL EVENTS

School-sponsored social events will be approved by the principal and placed on the school calendar prior to public announcement. They will be under the control and supervision of employees. The hours and activities of the event will be reasonable and in keeping with board policy.

School-sponsored social events are open to the students enrolled in the school district. Others, such as alumni or out-of-town students, may attend as the date or escort of students enrolled in the school district or with the permission of the licensed employees supervising the event.

Students' and employees' behavior will be in keeping with the behavior required during regular school hours.

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

Legal Reference: Iowa Code §§ 279.8; 282.3.

Cross Reference: 404 Employee Conduct and Appearance
502.1 Student Appearance
503 Student Discipline

Approved 8-16-93

Reviewed 1-11-16
5-11-20

Revised 2-22-16

STUDENT WORK/INTERN PROGRAMS

Coordination of education programs with local businesses can benefit the school district community. When mutually acceptable arrangements can be made between a local business and the board, secondary students may work for a local business to obtain school credit.

Such programs must be compatible with the education program and have the approval of the board.

It is the responsibility of the superintendent to pursue such arrangements with local businesses.

Legal Reference: Iowa Code §§ 279.8; 282.3.

Cross Reference: 504 Student Activities

Approved 8-16-93

Reviewed 1-11-16
5-11-20

Revised 2-12-16

STUDENT ACTIVITY PROGRAM

Procedures For Adding Or Expanding An Activity

1. An individual or group interested in adding or expanding a student activity should approach the Activities Director.
 - a. The AD would then go to the High School/Middle School Principals, and Superintendent to present the proposal within 10 working days of group's proposal.
2. The Superintendent would then put the proposal to the Board of Education to vote if they want to have the AD proceed to gather information.
3. If the vote is no, the proposal would then die, if voted on and approved, the board would then direct the AD to gather the following data:
 - a. Interest survey to students about the program to project the number of participants interested in the appropriate grades.
 - b. Cost of adding a new program.
 - 1) New equipment.
 - 2) New uniforms.
 - 3) Cost of officials.
 - 4) Scheduling of activities/games.
 - 5) Coach/Activity Sponsor that is certified and cost of said person.
 - 6) Practice facility.
 - 7) Bus transportation.
 - c. Is this program a conference sport or recognized by our associations to be a regulated activity.
 - d. If a new activity were added, how many new students would be in it that were not already in another sport?
 - e. If a new activity were added, how many would we lose from another activity?
4. The salary for any new or expanded activity sponsor must comply with the Master Contract between the District and the teacher association. If the contract is not being negotiated during the addition or expansion, mutual agreement between the District and the association is necessary.
5. The final decision will be made by the Board of Education.

Legal Reference: 20 U.S.C. 1681-1683; 1685-1686.
34 C.F.R. Pt. 106.41.
Iowa Code §§ 216.9; 280.13-.14.
281 I.A.C. 12.6

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
504 Student Activities

Approved 2-9-01 Reviewed 1-11-16 Revised 2-22-16
5-11-20

STUDENT PROGRESS REPORTS AND CONFERENCES

Students will receive a progress report at the end of each grading period. Students who are doing poorly, and their parents, will be notified prior to the end of the grading period in order to have an opportunity to improve their grade. The board encourages the notification of students who have made marked improvement prior to the end of the grading period.

Parent-teacher conferences will be held twice each year to keep the parents informed. Parents, teachers, or principals may request a conference for students in grades kindergarten through twelve in addition to the scheduled conference time if they feel the circumstances warrant it. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher.

Legal Reference: Iowa Code §§ 256.11, 41; .280, 284.12
281 I.A.C. 12.3(4), 12.3(6), .5(16).

Cross Reference: 505 Student Scholastic Achievement
506 Student Records

Approved 8-16-93

Reviewed 11-12-18
5-11-20

Revised 12-10-18

STUDENT PROMOTION - RETENTION - ACCELERATION

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The district shall adhere to the following:

- **Retention/Promotion in kindergarten – eighth grade:** The retention of a student will be determined based upon the judgment of the district’s professional staff. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed prior to making the retention decision. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.
- **Retention/Promotion in ninth – twelfth grade:** Students in grades nine through twelve will be informed of the required course work necessary to be promoted each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year, the student and parents will be informed. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.
- **Acceleration in kindergarten – twelfth grade:** Students in grades kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.
- **Retention or Acceleration in kindergarten – twelfth grade** may also occur in additional instances as provided by law.

Any student or parent who is not satisfied with the decision of the district’s professional staff may seek recourse through policy 502.4 – Student Complaints and Grievances.

Legal Reference: Iowa Code §§ 256.11, 41; 279.8.
281 I.A.C. 12.5(16).

Cross Reference: 501 Student Attendance
505 Student Scholastic Achievement
603.2 Summer School Instruction

Approved 8-16-93 Reviewed 11-12-18 Revised 10-9-17
5-11-20

STUDENT HONORS AND AWARDS

The school district will provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students to assist students in setting goals. Students are made aware of honors and awards and the action necessary on the part of the student to achieve them. Students who have attended the school district for at least two terms are eligible for honors and awards.

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

Legal Reference: Iowa Code § 279.8.

Cross Reference: 504 Student Activities
505 Student Scholastic Achievement

Approved 8-16-93

Reviewed 1-11-16
5-11-20

Revised 2-22-16

TESTING PROGRAM

A comprehensive testing program is established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

No student is required, as part of any applicable program, funded by the United States Department of Education, to submit to a survey, analysis or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or student’s parent;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or student’s parent; or
- income,(other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

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

It is the responsibility of the board to review and approve the evaluation and testing program.

Legal Reference: 20 U.S.C. § 1232h
 Iowa Code §§ 280.3

Cross Reference: 505 Student Scholastic Achievement
 506 Student Records
 607.2 Student Health Services

Approved 8-16-93

Reviewed 11-14-16
5-11-20

Revised 12-12-16

GRADUATION REQUIREMENTS

Students must successfully complete the required course of study prior to graduation as determined by the board and by the Iowa Department of Education.

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 29 credits prior to graduation.

Language Arts	<u>4</u>	credits
Science	<u>3</u>	credits
Mathematics	<u>3</u>	credits
Social Studies	<u>3</u>	credits
Computer & Workplace Skills	<u>.5</u>	credits
Personal Financial Management	<u>.5</u>	semesters
Electives	<u>13</u>	credits
Physical Education	<u>2</u>	credits

*Beginning with graduating class of 2021

The required courses of study will be reviewed by the board annually.

Beginning with the class of 2022, graduation requirements for special education students will include successful completion of four years of English, three years of math, three years of social studies and three years of science.

Legal Reference: Iowa Code §§ 256.7, 11, .41; 279.8; 280.3, .14.
281 I.A.C. 12.3(5); 12(5)

Cross Reference: 505 Student Scholastic Achievement
603.3 Special Education

Approved 8-16-93

Reviewed 5-11-20
1-18-21

Revised 8-12-19

EARLY GRADUATION

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in commencement exercises and may attend prom.

Legal Reference: Iowa Code §§ 279.8; 280.3.
281 I.A.C. 12.3(5); 12(5)

Cross Reference: 505 Student Scholastic Achievement

Approved 8-16-93

Reviewed 5-11-20
1-18-21

Revised 2-22-16

COMMENCEMENT

Students who have met the requirements for graduation will be allowed to participate in the commencement proceedings provided they abide by the proceedings organized by the school district. It is the responsibility of the principal to solicit input from each graduating class regarding the proceedings for their commencement.

Failure of a student to participate in commencement will not be a reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

Legal Reference: Iowa Code §§ 279.8; 280.3.
281 I.A.C. 12.5.

Cross Reference: 505 Student Scholastic Achievement

Approved 8-16-93

Reviewed 1-11-16
5-11-20

Revised 2-22-16

PARENT AND FAMILY ENGAGEMENT

Parent and family engagement is an important component in a student’s success in school. The board encourages parents and families to become involved in their child’s education to ensure the child’s academic success. In order to facilitate parent and family involvement, it is the goal of the district to conduct outreach and implement programs, activities and procedures to further involve parents and families with the academic success of their students. The board will:

- (1) Involve parents and families in the development of the Title I plan, the process for school review of the plan and the process for improvement;
- (2) Provide the coordination, technical assistance and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance;
- (3) To the extent feasible, coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies outlined in other relevant Federal, State, and local laws and programs;
- (4) Conduct with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, parents of any racial or ethnic minority, parents with disabilities and parents with limited literacy); needs of parents and family to assist their children’s learning; and strategies to support successful school and family interactions;
- (5) Use the findings of the annual evaluation to design strategies for more effective parent and family involvement and to revise, as necessary, the parent-and family involvement policies; and;
- (6) Involve parents and families in Title I activities.
- (7) The district will involve parents in determining how to allocate reserved Title I funds in accordance with applicable law.

The board will review this policy annually. The superintendent is responsible for notifying parents and families of this policy annually or within a reasonable time after it has been amended during the school year. The superintendent may develop an administrative process or procedures to implement this policy.

Legal References: 20 U.S.C. §6318

Cross References: 903.2 Community Resource Persons and Volunteers

Approved 8-20-07 Reviewed 11-14-16 Revised 12-1216
5-11-20 6-8-30

PARENT AND FAMILY ENGAGEMENT BUILDING-LEVEL REGULATION

To further the interests of student achievement, the superintendent will create necessary rules to engage parents and family members within the district in the following ways on a building-level basis:

1. Policy Involvement: The district will host an annual meeting and invite all parents to attend; and inform parents of their rights and the district's requirements under Title I. This meeting will also invite parents to become involved in the planning, review and improvement of a building policy and in developing the district plan. The district will inform parents of:
 - programs under this policy,
 - curriculum and assessment used for students,
 - the opportunity to meet with administration to participate in decisions related to their children's education,
 - a description and explanation of curriculum used in the school forms of academic assessment used to measure student progress, and
 - achievement levels of the challenging State academic standards.

2. Accessibility: Provide opportunities for informed participation of parents and family members in understandable formats and languages. This includes participation by parents and family members who may have disabilities, limited English proficiency, and migratory children. Offer a flexible number of meetings during the day, evening and weekends to facilitate parent involvement. The superintendent has discretion to allow schools to provide childcare for families of students during these meetings through Title I funds.

3. High Student Academic Achievement: Each school in the district will jointly develop with parents and family members a school-parent compact that outlines how parents, staff and students share responsibility for improving student academic achievement; and how a partnership will be built to achieve this. The compact will describe the responsibility of the school to provide high quality curriculum and instruction, and the parents' responsibility to support their children's learning. This will also address the importance of communication between schools and parents through parent teacher conferences, regular reports to parents on their children's progress, and ensuring regular meaningful communication between family and school staff.

4. Building Capacity for Involvement: Each school within the district will include in their plan ways to achieve the following:
 - Assist parents and families to understand topics including academic standards and assessments and how to monitor student progress;
 - Provide materials and training to help parents work with students to improve achievement;
 - Educate teachers and staff in how to communicate with parents and build ties to foster academic success;
 - Coordinate and integrate other federal, state and local programs to support parents in more fully participating in students' education;
 - Ensure information related to programs is sent to parents and families in understandable formats; and
 - Provide other reasonable support to encourage parental involvement

PARENT AND FAMILY ENGAGEMENT BUILDING-LEVEL REGULATION

5. Schools Operating a Schoolwide Program: Each school operating a schoolwide program under this policy shall:
- Involve parents on a timely and ongoing basis in the planning, review and improvement of programs, including the parent and family engagement school policy drafting and review, and the joint development of the schoolwide program.
 - If the schoolwide program plan is not satisfactory to the parents of the participating children, parent comments will be requested and submitted with the plan to the district.

(3-14-19)

ASSIGNMENT OF COURSES

Students will take a predetermined number and type of courses to graduate. Where students have a choice in course offerings, the school district will try to allow each student to take the course of his/her choice. Courses with limited space will be allocated to those who first apply for the course or need it for graduation.

It will be the responsibility of the principal to develop the course offerings for each year for the grade levels. The superintendent will make a recommendation to the board annually as to which courses shall be offered.

Legal Reference: Iowa Code §§ 256.11, .11A; 280.
281 I.A.C. 12.1; 12.3(7); 12.5.

Cross Reference: 502 Student Rights and Responsibilities
505 Student Scholastic Achievement

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20

STUDENT PERFORMANCE TESTING FOR CLASSROOM CREDIT

In meeting the needs of the students, the board may grant credit by performance testing for students in grades nine through twelve for course work which is ordinarily included in the school district curriculum. Students wishing to receive credit by testing must have the approval of the superintendent prior to taking the test. Testing for credit may only be utilized prior to taking a course. Once the course has begun, students must attend the class and complete the required work for credit.

Legal Reference: Iowa Code §§ 256.11, .11A.
281 I.A.C. 12.5(19).

Cross Reference: 505.5 Testing Program
505.6 Graduation Requirements
505.7 Early Graduation

Approved 8-16-93

Reviewed 1-11-16
5-11-20

Revised 2-22-16

EDUCATION RECORDS ACCESS

The board recognizes the importance of maintaining education records and preserving their confidentiality as provided by law. Education records are kept confidential at collection, storage, disclosure and destruction stages. The business manager/board secretary is the custodian of education records. Education records may be maintained in the central administration office or administrative office of the student's attendance center.

Definitions

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

- “Education Record” means those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution.
- “Eligible Student” means a student who has reached eighteen years or attends a postsecondary institution. Parents of an eligible student are provided access to education records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student.

An education record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves, or be informed of the information.

Parents, eligible students, and other individuals authorized in accordance with law will have access to the education records during the regular business hours of the school district upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's education records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of education records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the education records. Fees for copies of the records are waived if it would prevent the parents or eligible student from accessing the records. A fee may not be charged to search or retrieve information from education records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the education records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents or an eligible student believes the information in the education records is inaccurate, misleading or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education records.

EDUCATION RECORDS ACCESS

Education records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the education record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be:

- to school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the education records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with a student's application for, or receipt of, financial aid;
- to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- consistent with an interagency agreement between the school district and juvenile justice agencies;
- in connection with a health or safety emergency;
- as directory information; or
- in additional instances as provided by law.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's education records without the permission of the parents of the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The superintendent will keep a list of individuals, agencies and organizations which have requested or obtained access to a student's education records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's education records. This list for an education record may be accessed by the parents, the eligible student and the custodian of education records.

Permanent education records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time

EDUCATION RECORDS ACCESS

limitation. Permanent education records will be kept in a fire-safe vault or they may be maintained electronically with a secure backup file.

When personally identifiable information, other than permanent education records, is no longer needed to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records, except for permanent records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. For purposes of policy, "no longer needed to provide educational services" means that a record is no longer relevant to the provision of instruction, support, or related services and it is no longer needed for accountability and audit purposes. At a minimum, a record needed for accountability and audit purposes must be retained for five years after completion of the activity for which funds were used.

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies (agencies) involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF EDUCATION RECORDS

The undersigned hereby requests permission to examine the Vinton-Shellsburg Community School District's official education records of:

(Full Legal Name of Student)

(Date of Birth)

The undersigned requests copies of the following official education records of the above student. The undersigned certifies that they are (check one):

- (a) An official of another school system in which the student intends to enroll. ()
- (b) An authorized representative of the Comptroller General of the United States. ()
- (c) An authorized representative of the Secretary of the U.S. Department of Education or U.S. Attorney General ()
- (d) A state or local official to whom such is specifically allowed to be reported or disclosed. ()
- (e) A person connected with the student's application for, or receipt of, financial aid. (SPECIFY DETAILS: _____) ()
- (f) Otherwise authorized by law. (SPECIFY DETAILS: _____) ()
- (g) A representative of a juvenile justice agency with which the school district has an interagency agreement. ()

The undersigned agrees that no other person will have access to any records or information obtained through this request without the written permission of the parents of the student, or the student if the student is of majority age.

(Signature)

(Title)

(Agency)

APPROVED:

Signature: _____
 Title: _____
 Dated: _____

Date: _____
 Address: _____
 City: _____
 State: _____ ZIP _____
 Phone Number: _____

(Revised 10-9-17)

REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF EDUCATION RECORDS**STUDENT RECORDS CHECKLIST**

	Copy to Parent Upon Request	Parent Sig. Required**	User Must Submit Written Request*	No Parent Sig. Required	Advance Parent Notification	Notify Parent of Release	Request Made Part of Student Record	Hearing followed by written decision to parent	
Subpoena or Judicial Order				X	X				Lawfully Issued
Student Financial Aid				X					Written Request
School or Staff in Same School System				X					No written request necessary
Other School System Where Student Plans to Enroll	X		X	X		X	X		506.1E1
United States Comptroller General			X	X			X		506.1E1
Dept. of Health, Education & Welfare Secretary			X	X			X		506.1E1
National Institute of Education			X	X			X		506.1E1
Iowa Dept. of Education Official			X	X			X		506.1E1
Parent Inspection of Student Educational Records	X	X							506.1E4
Parent Request for Hearing to Challenge Record		X						X	506.1E3
Parent Authorization for School to Release Information	X	X							506.1E4
Notification of Transfer of Student Records	X			X					506.1E5

* Such written request is available for inspection by the parent or student and the school official responsible for record maintenance.

** When a student has attained the age of 18 years or is attending an institution of post-secondary education, the permission or consent required of the rights accorded the parent of the student will thereafter be required of and accorded only to the student.

(Revised 10-9-17)

AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS

The undersigned hereby authorizes Vinton-Shellsburg Community School District to release copies of the following official education records:

Concerning _____
(Full Legal Name of Student) (Date of Birth)

_____ from 20 to 20
(Name of Last School Attended) (Year(s) of Attendance)

The reason for this request is: _____

My relationship to the child is: _____

Copies of the records to be released are to be furnished to:

- () to the undersigned
- () to the student
- () other (please specify) _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

(Revised 10-9-17)

REQUEST FOR HEARING ON CORRECTION OF EDUCATION RECORDS

To: _____ Address: _____
Business Manager (Custodian)

I believe certain official education records of my child, _____,
(Full Legal Name of Student),
_____ (School Name), are inaccurate,
misleading or in violation of privacy or other rights of my child.

The official education records which I believe are inaccurate, misleading or in violation of the
privacy or other rights of my child are:

The reason I believe such records are inaccurate, misleading or in violation of the privacy or other
rights of my child is:

My relationship to the child is: _____

I understand that I will be notified in writing of the time and place of the hearing; that I will be
notified in writing of the decision; and I have the right to appeal the decision by so notifying the
hearing officer in writing within ten days after my receipt of the decision or a right to place a
statement in my child's record stating I disagree with the decision and why.

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

(Revised 10-9-17)

REQUEST FOR EXAMINATION OF EDUCATION RECORDS

To: _____ Address: _____
Business Manager (Custodian)

The undersigned desires to examine the following official education records.

of _____, _____ (Grade)
(Full Legal Name of Student) (Date of Birth)

(Name of School)

My relationship to the student is: _____

(check one)

_____ I do
_____ I do not

desire a copy of such records. I understand that a reasonable charge will be made for the copies.

(Parent's Signature)

APPROVED: _____ Date: _____

Address: _____

Signature: _____ City: _____

Title: _____ State: _____ ZIP: _____

Dated: _____ Phone Number: _____

NOTIFICATION OF TRANSFER OF EDUCATION RECORDS

To: _____ Date: _____
Parent/or Guardian

Street Address: _____

City/State: _____ ZIP: _____

Please be notified that copies of the Vinton-Shellsburg Community School District's official education records concerning _____, (Full Legal Name of Student) have been transferred to:

School District Name Address

upon the written statement that the student intends to enroll in said school system.

If you desire a copy of such records furnished, please check here _____ and return this form to the undersigned. A reasonable charge will be made for the copies.

If you believe such records transferred are inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, you have the right to a hearing to challenge the contents of such records.

(Name)

(Title)

(Revised 10-9-17)

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date _____

Dear _____,
(Parent)

This letter is to notify you that the Vinton-Shellsburg Community School District has received a
_____ (subpoena or court order) _____ requesting copies of your child's education records.

The specific records requested are _____.

The school district has until _____ to deliver the documents to
(date on subpoena or court order)

(requesting party on subpoena or court order).

If you have any questions, please do not hesitate to contact me at 319-436-4728 ext. _____.

Sincerely,

(Principal or Superintendent)

(Revised 10-9-17)

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

Statement of Purpose: The purpose of this Agreement is to allow for the sharing of information among the School District and the Agencies prior to a student’s adjudication in order to promote and collaborate to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

Identification of Agencies: This agreement is between the Vinton-Shellsburg Community School District (hereinafter “School District”) and _____ (hereinafter called “Agencies”).

Statutory Authority: This agreement implements Iowa Code §280.25 and is consistent with 34 C.F.R. 99.38.

Parameters of Information Exchange:

1. The School District may share any information with the Agencies contained in a student’s permanent record which is directly related to the juvenile justice system’s ability to effectively serve the student.
2. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the Agencies without parental consent or court order.
3. Information contained in a student’s permanent record may be disclosed by the School District to the Agencies after adjudication only with parental consent or a court order.
4. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student’s family or coordinating the delivery of programs and services to the student or student’s family.
5. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student’s parent, guardian, or legal or actual custodian.
6. Information obtained by the school from other juvenile justice agencies may not be used as the basis for disciplinary action of the student.
7. This agreement only governs a school district’s ability to share information and the purposes for which that information can be used. Other agencies are bound by their own respective confidentiality policies.

Records’ Transmission: The individual requesting the information should contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within a reasonable time following receipt of the request.

Confidentiality: Confidential information shared between the Agencies and the school district will remain confidential and will not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student’s parent. Agencies or individuals violating the terms of this agreement subject their entity represented and themselves personally to legal action pursuant to federal and state law.

Approved 5-17-04 Reviewed 9-18-17 Revised 10-9-17
5-11-20

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

Amendments: This agreement constitutes the entire agreement among the agencies with respect to information sharing. Agencies may be added to this agreement at the discretion of the school district.

Term: This agreement is effective from (September 1, 20__ or other date).

Termination: The School District may discontinue information sharing with an Agency if the School District determines that the Agency has violated the intent or letter of this Agreement.

APPROVED:

Signature: _____	Address: _____
Title: _____	City: _____
Agency: _____	State: _____ ZIP _____
Dated: _____	Phone Number: _____

Signature: _____	Address: _____
Title: _____	City: _____
Agency: _____	State: _____ ZIP _____
Dated: _____	Phone Number: _____

Signature: _____	Address: _____
Title: _____	City: _____
Agency: _____	State: _____ ZIP _____
Dated: _____	Phone Number: _____

Signature: _____	Address: _____
Title: _____	City: _____
Agency: _____	State: _____ ZIP _____
Dated: _____	Phone Number: _____

ANNUAL NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal or appropriate school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school district to amend a record should write the school principal or appropriate school official, clearly identify the part of the record they want changed and specify why it should be changed.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing by September 30th to the principal. The objection needs to be renewed annually.

Approved 5-17-04 Reviewed 9-18-17 Revised 10-9-17
5-11-20

ANNUAL NOTICE

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Ave., SW, Washington, DC, 20202-4605.

(Revised 10-9-17)

USE OF EDUCATION RECORDS REGULATION

Parents and eligible students will have a right to access a student's education records upon request without unnecessary delay and in no instance more than forty-five (45) calendar days after the request is made. The intent of this regulation is to establish procedures for granting requests from eligible students and parents to access a student's education records.

Education records mean those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution. These may include, but are not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

A. Access to Records

1. Parents, eligible students, and other individuals authorized in accordance with law will have access to the student's education records during the regular business hours of the school district. Parents and eligible students will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. An eligible student or parent, upon written request to the board secretary, shall receive an explanation and interpretation of the education records. A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.
2. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

B. Release of Information Outside the School – Information from education records may be disclosed to outside parties as outlined in board policy and otherwise provided bylaw.

C. Procedures for Requesting a Record Amendment

1. If the eligible student, parent, or legal guardian believe the information in the education records is inaccurate, misleading, or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education student records.
2. The school district will decide whether to amend the education student records within a reasonable time after receipt of the request.

USE OF EDUCATION RECORDS REGULATION

3. If the school district determines an amendment is made to the education student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.
4. If the school district determines that amendment of the student's education record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. The hearing officer may be an employee of the school district, so long as the employee does not have a direct interest in the outcome of the hearing.
5. Upon parental request, the school district will hold a hearing regarding the content of a student's education records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
6. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
7. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.
8. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
9. The parents may appeal the hearing officer's decision to the superintendent within 10 calendar days if the superintendent does not have a direct interest in the outcome of the hearing.
10. The parents may appeal the superintendent's decision or the hearing officer's decision if the superintendent was unable to hear the appeal, to the board within 10 calendar days. It is within the discretion of the board to hear the appeal.
11. If the parents' and the eligible student's request to amend the education student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the education student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's education records will become a part of the education student record and be maintained like other education student records. If the school district discloses the education student records, the explanation by the parents will also be disclosed or the eligible student of the decision in writing.

(Revised 10-9-17)

PARENTAL AUTHORIZATION FOR RELEASING STUDENT INFORMATION

The Vinton-Shellsburg Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. A copy of the school district's entire policy is available for review in the office of the principal at each of our district's attendance centers.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public through local news stories, on the District's Homepage or the Internet, and/or other publications.

Student's names will NOT BE USED to identify images on any Internet page.

Please Read Carefully: The school district has designated the following information as directory information: Name, date and place of birth; e-mail address; grade level; enrollment status; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent previous school or institution attended by the student; photograph and likeness and other similar information.

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than the third (3rd) Monday of this school year. If this form IS NOT returned, it is assumed that the District WILL USE any directory information.

Even though student addresses and telephone numbers are not considered directory information, military recruiters and post-secondary educational institutions may legally access this information without prior parental consent. Parents of high school students not wanting military recruiters and post-secondary institutions to access the information must ask the school district to withhold the information.

Please fill out the form below and return to your student's attendance center.

VINTON-SHELLSBURG COMMUNITY SCHOOL DISTRICT

Note: I have read the Notice for Directory Information.

The District **MAY NOT** use the directory information for my child: _____
(This includes no pictures in yearbook or released to media).

Attendance Center: _____ Grade: _____

Information should be withheld concerning my child's: (check which ones)

- | | |
|---|--|
| 1. Name _____ | 8. Year in school _____ |
| 2. Address _____ | 9. Dates of attendance _____ |
| 3. Date/Place of Birth _____ | 10. Height and weight of athlete _____ |
| 4. Major field of study _____ | 11. Pictures for media _____ |
| 5. Participation in activities and sports _____ | 12. Pictures in yearbook _____ |
| 6. Degrees and awards received _____ | 13. Email address _____ |
| 7. Most recent educational institution attended _____ | |

Parent Signature: _____

Date: _____

NOTE TO HIGH SCHOOL PARENTS: Parental direction to withhold student name, address and phone number from military recruiters for the 20____ to 20____ school year.

Student Name: _____

Date of Birth: _____

Parent Signature: _____

Date: _____

**Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Vinton-Shellsburg CSD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Vinton-Shellsburg CSD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the [Insert school district here] to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and,
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Vinton-Shellsburg CSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by [insert date]. [Insert school district name] has designated the following information as directory information: [Note: a district may, but does not have to, include all the information listed below, which is included in the United States Department of Education's sample policy. This information should match the information contained in 506.1E8, 506.2, and 506.2E1].

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Approved 8-16-93

Reviewed 9-18-17
5-11-20

Revised 10-9-17
6-8-20

STUDENT PHOTOGRAPHS

The board will permit student "portrait" photographs to be taken on school premises by a commercial photographer as a service to the students and their families.

Parents will be notified prior to the taking of pictures by a commercial photographer for student "portraits." In no case will students be required to have their picture taken or be pressured to purchase pictures.

Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative rules regarding student photographs.

Legal Reference: Iowa Code § 279.8 (2013).

Cross Reference: 506 Student Records

Approved 8-16-93 Reviewed 1-11-16 Revised _____
5-11-20

STUDENT HEALTH AND IMMUNIZATION CERTIFICATES

Students desiring to participate in athletic extracurricular activities or enrolling in kindergarten or first grade in the school district shall have a physical examination by a licensed physician and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students in other grades enrolling for the first time in the school district.

A certificate of health stating the results of a physical examination and signed by the physician is on file at the attendance center. Each student will submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action.

Students enrolling for the first time in the school district will also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

Legal Reference: Iowa Code §§ 139A.8; 280.13.
281 I.A.C. 33.5.
641 I.A.C. 7.

Cross Reference: 402.2 Child Abuse Reporting
501 Student Attendance
507 Student Health and Well-Being

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20

ADMINISTRATION OF MEDICATION TO STUDENTS

The board is committed to the inclusion of all students in the education program and recognizes that some students may need prescription and nonprescription medication to participate in their educational program.

Medication will be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan will be developed by an authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent will be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases or students with a risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency.

Persons administering medication will include authorized practitioners, such as, licensed registered nurses and physicians, and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course). A medication administration course and periodic update will be conducted by a registered nurse or licensed pharmacist, and a record of course completion shall be maintained by the school.

A written medication administration record will be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

Medication will be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions will be posted. Medication information will be confidential information as provided by law.

Approved 8-16-93 Reviewed 5-11-20 Revised 3-14-16
1-18-21

ADMINISTRATION OF MEDICATION TO STUDENTS

Disposal of unused, discontinued/recalled, or expired medication will be in compliance with federal and state law. Prior to disposal school personnel will make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications needs to be picked up. If medication is not picked up by the date specified, disposal will be in accordance with the disposal procedures for the specific category of medication.

Legal Reference: Disposing on Behalf of Ultimate Users, 79 Fed. Reg. 53520, 53546
 (Sept. 9, 2014).
 Iowa Code §§124.101(1); 147.107; 152.1; 155A.4(2); 280.16; 280.23.
 281 IAC 14.1
 655 IAC §6.2(152).

Cross Reference: 506 Student Records
 507 Student Health and Well-Being
 603.3 Special Education
 607.2 Student Health Services

**AUTHORIZATION - ASTHMA OR OTHER AIRWAY CONSTRICTING DISEASE
MEDICATION OR EPINEPHRINE AUTO-INJECTOR SELF-ADMINISTRATION
CONSENT FORM**

_____/_____/_____
Student's Name (Last), (First) (Middle) Birthday School Date

The following must occur for a student to self-administer asthma or other airway constricting disease medication or for a student with a risk of anaphylaxis to self-administer an epinephrine auto-injector:

- Parent/guardian provides signed, dated authorization for student medication self-administration.
- Parent/guardian provides a written statement from the student’s licensed health care professional (A person licensed under chapter 148 to practice medicine and surgery or osteopathic medicine and surgery, an advanced registered nurse practitioner licensed under chapter 152 or 152E and registered with the board of nursing, or a physician assistant licensed to practice under the supervision of a physician as authorized in chapters 147 and 148C) containing the following:
 - Name and purpose of the medication,
 - Prescribed dosage, and
 - Times or special circumstances under which the medication or epinephrine auto-injector is to be administered.
- The medication is in the original, labeled container as dispensed or the manufacturer's labeled container containing the student name, name of the medication, directions for use, and date.
- Authorization will be renewed annually. In addition, if any changes occur in the medication, dosage or time of administration, the parent is to notify school officials immediately. The authorization will be reviewed as soon as practical.

Provided the above requirements are fulfilled, the school will permit the self-administration of medication by a student with asthma or other airway constricting disease or the use of an epinephrine auto-injector by a student with a risk of anaphylaxis while in school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while in before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed, after notification is provided to the student’s parent.

Pursuant to state law, the school district and its employees are to incur no liability, except for gross negligence, as a result of any injury arising from self-administration of medication or use of an epinephrine auto-injector by the student. The parent or guardian of the student will sign a statement acknowledging that the school district is to incur no liability, except for gross negligence, as a result of self-administration of medication or an epinephrine auto-injector by the student as provided by law.

**AUTHORIZATION - ASTHMA OR OTHER AIRWAY CONSTRICTING DISEASE MEDICATION
OR EPINEPHRINE AUTO-INJECTOR SELF-ADMINISTRATION CONSENT FORM**

Medication	Dosage	Route	Time
------------	--------	-------	------

Purpose of Medication & Administration /Instructions

Special Circumstances

_____/_____/_____
Discontinue/Re-Evaluate/
Follow-up Date

Prescriber's Signature

_____/_____/_____
Date

Prescriber's Address

Emergency Phone

- I request the above named student possess and self-administer asthma or other airway constricting disease medication(s) and/or an epinephrine auto-injector at school and in school activities according to the authorization and instructions.
- I understand the school district and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication or an epinephrine auto-injector or for supervising, monitoring, or interfering with a student's self-administration of medication or use of an epinephrine auto-injector. I acknowledge that the school district is to incur no liability, except for gross negligence, as a result of self-administration of medication or use of an epinephrine auto-injector by the student.
- I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change.
- I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment.
- I agree the information is shared with school personnel in accordance with the Family Education Rights and Privacy Act (FERPA) and any other applicable laws.
- I agree to provide the school with back-up medication approved in this form.

Parent/Guardian Signature
(agreed to above statement)

_____/_____/_____
Date

Parent/Guardian Address

Home Phone

Self-Administration Authorization Additional Information

Business Phone

(Reviewed 5-11-20)

PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION OF MEDICATION TO STUDENTS

_____/_____/_____
Student's Name (Last), (First), (Middle) Birthday School Date

School medications and health services are administered following these guidelines:

- Parent has provided a signed, dated authorization to administer medication and/or provide the health service.
- The medication is in the original, labeled container as dispensed or the manufacturer's labeled container.
- The medication label contains the student's name, name of the medication, directions for use, and date.
- Authorization is renewed annually and as soon as practical when the parent notifies the school that changes are necessary.

Medication/Health Care	Dosage School	Route	Time at
------------------------	---------------	-------	---------

Administration instructions

Special Directives, Signs to Observe and Side Effects

_____/_____/_____
Discontinue/Re-Evaluate/Follow-up Date

Prescriber's Signature Date

Prescriber's Address Emergency Phone

I request the above named student carry medication at school and school activities, according to the prescription, or other medication administration instructions, and a written record kept. Special considerations are noted above. The information is confidential except as provided by the Family Educational Rights and Privacy Act (FERPA) and any other applicable law. I agree to coordinate and work with school personnel and prescriber (if any) when questions arise. I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment. Procedures for medication disposal shall be in accordance with federal and state law.

PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION
OF MEDICATION TO STUDENTS

Parent's Signature

_____/_____/_____
Date

Parent's Address

Home Phone

Business Phone

Self-Administration Authorization Additional Information

(Revised 3-14-16)

STUDENT ILLNESS OR INJURY AT SCHOOL

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

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

It is the responsibility of the principal to file an accident report with the superintendent within twenty-four hours after the student is injured.

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

The superintendent is responsible, in conjunction with the school nurse, to develop rules and regulations governing the procedure in the event a student should become ill or be injured at school.

Legal Reference: Iowa Code § 613.17.

Cross Reference: 507 Student Health and Well-Being

Approved 8-16-93 Reviewed 5-17-04 Revised 2-22-16
1-11-16

EMERGENCY PLANS AND DRILLS

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters are conducted each school year. Fire and tornado drills are each conducted regularly during the academic school year with a minimum of at least two before December 31 and two after January 1.

Each attendance center will develop and maintain a written plan containing emergency and disaster procedures. The plan will be communicated to and reviewed with employees. Employees will participate in emergency drills. Licensed employees are responsible for instructing the proper techniques to be followed in the drill.

Legal Reference: Iowa Code § 100.31.

Cross Reference: 507 Student Health and Well-Being
711.7 School Bus Safety Instruction
804 Safety Program

Approved 8-16-93 Reviewed 5-11-20 Revised 2-22-16
1-18-21

STUDENT INSURANCE

Students participating in intramural or extracurricular athletics will be required to have health and accident insurance. The student will bring written proof of insurance or participate in the health and accident insurance program selected by the school district.

Students, whether they are or are not participating in intramural or extracurricular athletics, will have the opportunity to participate in the health and accident insurance plan selected by the school district.

The cost of the health and accident insurance program will be borne by the student. Participation in the insurance health and accident plan is not a contract with the school district, but rather, a contract between the insurance company and the student.

Legal Reference: Iowa Code § 279.8.

Cross Reference: 504 Student Activities
507 Student Health and Well-Being

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20

CUSTODY AND PARENTAL RIGHTS

Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about custody and parental rights. Court orders that have been issued are followed by the school district. It is the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action.

This policy does not prohibit an employee from listening to a student's problems and concerns.

It is the responsibility of the superintendent to ensure employees remain neutral in a disagreement about custody and parental rights, other than child abuse situations.

Legal Reference: Iowa Code §§ 232.67, .70, .73, .75; 235A; 279.8; 710.6.
441 I.A.C. 9.2; 155; 175.

Cross Reference: 506 Student Records
507 Student Health and Well-Being

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20

SPECIAL HEALTH SERVICES REGULATION

Some students who require special education need special health services in order to participate in the educational program. These students will receive special health services in accordance with their individualized educational program.

A. Definitions

“Assignment and delegation” – occurs when licensed health personnel, in collaboration with the education team, determine the special health services to be provided and the qualifications of individuals performing the health services. Primary consideration is given to the recommendation of the licensed health personnel. Each designation considers the student’s special health service. The rationale for the designation is documented. If the designation decision of the team differs from the licensed health professional, team members may file a dissenting opinion.

“Co-administration” – the eligible student’s participation in the planning, management and implementation of the student’s special health service and demonstration of proficiency to licensed health personnel.

“Educational program” – includes all school curricular programs and activities both on and off school grounds.

“Education team” – may include the eligible students, the student’s parent, administrator, teacher, licensed health personnel, and others involved in the student’s educational program.

“Health assessment” – health data collection, observation, analysis, and interpretation relating to the eligible student’s educational program.

“Health instruction” – education by licensed health personnel to prepare qualified designated personnel to deliver and perform special health services contained in the eligible student’s health plan. Documentation of education and periodic updates shall be on file at school.

“Individual health plan” – the confidential, written, preplanned and ongoing special health service in the educational program. It includes assessment, planning, implementation, documentation, evaluation and a plan for emergencies. The plan is updated as needed and at least annually. Licensed health personnel develop this written plan with the education team.

“Licensed health personnel” – includes licensed registered nurse, licensed physician, and other licensed health personnel legally authorized to provide special health services and medications.

“Prescriber” – licensed health personnel legally authorized to prescribe special health services and medications.

“Qualified designated personnel” – persons instructed, supervised and competent in implementing the eligible student’s health plan.

SPECIAL HEALTH SERVICES REGULATION

“Special health services” – includes, but is not limited to, services for eligible students whose health status (stable or unstable) requires:

- Interpretation or intervention,
- Administration of health procedures and health care, or
- Use of a health device to compensate for the reduction or loss of a body function.

“Supervision” – the assessment, delegation, evaluation and documentation of special health services by licensed health personnel. Levels of supervision include situations in which licensed health personnel are:

- Physically present.
- Available at the same site.
- Available on call.

B. Licensed health personnel will provide special health services under the auspices of the school. Duties of the licensed personnel include the duty to:

- Participate as a member of the education team.
- Provide the health assessment.
- Plan, implement and evaluate the written individual health plan.
- Plan, implement and evaluate special emergency health services.
- Serve as liaison and encourage participation and communication with health service agencies and individuals providing health care.
- Provide health consultation, counseling and instruction with the eligible student, the student’s parent and the staff in cooperation and conjunction with the prescriber.
- Maintain a record of special health services. The documentation includes the eligible student’s name, special health service, prescriber or person authorizing, date and time, signature and title of the person providing the special health service and any unusual circumstances in the provision of such services.
- Report unusual circumstances to the parent, school administration, and prescriber.
- Assign and delegate to, instruct, provide technical assistance and supervise qualified designated personnel.
- Update knowledge and skills to meet special health service needs.

C. Prior to the provisions of special health services, the following will be on file:

- Written statement by the prescriber detailing the specific method and schedule of the special health service, when indicated.
- Written statement by the student’s parent requesting the provision of the special health service.
- Written report of the preplanning staffing or meeting of the education team.
- Written individual health plan available in the health record and integrated into the IEP or IFSP.

SPECIAL HEALTH SERVICES REGULATION

- D. Licensed health personnel, in collaboration with the education team, will determine the special health services to be provided and the qualifications of individuals performing the special health services. The documented rationale will include the following:
- Analysis and interpretation of the special health service needs, health status stability, complexity of the service, predictability of the service outcome and risk of improperly performed service.
 - Determination that the special health service, task, procedure or function is part of the person’s job description.
 - Determination of the assignment and delegation based on the student’s needs.
 - Review of the designated person’s competency.
 - Determination of initial and ongoing level of supervision required to ensure quality services.
- E. Licensed health personnel will supervise the special health services, define the level of supervision and document the supervision.
- F. Licensed health personnel will instruct qualified designated personnel to deliver and perform special health services contained in the eligible individual health plan. Documentation of instruction and periodic updates will be on file at school.
- G. Parents will provide the usual equipment, supplies and necessary maintenance for such. The equipment will be stored in a secure area. The personnel responsible for the equipment are designated in the individual health plan. The individual health plan will designate the role of the school, parents, and others in the provision, supply, storage and maintenance of necessary equipment.

Approved _____

Reviewed 1-11-16
5-11-20

Revised 2-22-16

STUDENT WELLNESS POLICY

The Vinton-Shellsburg Community School District Board of Education is committed to the optimal development of every student. The board believes for students to have the opportunity to achieve personal, academic, developmental, and social success, there needs to be a positive, safe, and health-promoting learning environment at every level, in every setting.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, will be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. In accordance with law and this belief, the board commits to the following:

The school district will identify at least one goal in each of the following areas:

- **Nutrition Education and Promotion:** Schools will provide nutrition education and engage in nutrition promotion that helps students develop lifelong healthy eating behaviors.
- **Physical Activity:** Schools will provide students with age and grade appropriate opportunities to engage in physical activity that meet the Iowa Healthy Kids Act.
- **Other School Based Activities that Promote Wellness:** As appropriate, schools will support students, staff, and parents' efforts to maintain a healthy lifestyle.

The following nutritional guidelines for food available on school campuses will be adhered to:

- Meals served through the National School Lunch and School Breakfast Program will be appealing and meet, at a minimum, nutrition requirements established by state and federal law;
- Schools providing access to healthy foods outside the reimbursable meal programs before school, during school and thirty minutes after school will meet the United States Department of Agriculture ("USDA") Smart Snacks in Schools nutrition standards, at a minimum. This includes such items as those sold through a la carte lines, vending machines, student run stores, and fundraising activities;
- Snacks provided to students during the school day without charge (e.g., class parties) will meet standards set by the district in accordance law. The district will provide parents a list of foods and beverages that meet nutrition standards for classroom snacks and celebrations; and
- Schools will only allow marketing and advertising of foods and beverages that meet the Smart Snacks in school nutritional standards on campus during the school day.

The superintendent or superintendent's designee will implement and ensure compliance with the policy by:

- Reviewing the policy at least every three years and recommending updates as appropriate for board approval;
- Implementing a process for permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board,

STUDENT WELLNESS POLICY

administrators and the public to participate in the development, implementation, and periodic review and update of the policy;

- Making the policy and updated assessment of the implementation available to the public (e.g., posting on the website, newsletters, etc). This information will include the extent to which the schools are in compliance with policy and a description of the progress being made in attaining the goals of the policy; and
- Developing administrative regulations, which will include specific wellness goals and indicators for measurement of progress consistent with law and district policy.

Legal Reference: 42 U.S.C. §§ 1751 *et seq.*
42 U.S.C. §§ 1771 *et seq.*
Iowa Code §§ 256.7(29); 256.11(6).
281 I.A.C. 12.5; 58.11.

Cross Reference: 504.5 Student Fund Raising
504.6 Student Activity Program
710 School Food Services

Approved 9-18-06

Reviewed 11-14-16
5-11-20

Revised 12-12-16

STUDENT WELLNESS REGULATION

To implement the Wellness Policy, the following district specific goals have been established:

Goal 1 – Nutrition Education and Promotion: Schools will provide nutrition education and engage in nutrition promotion that help students develop lifelong healthy eating behaviors. The goal(s) for addressing nutrition education and nutrition promotion include the following:

- *Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy foods;*
- *Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise);*
- *Link with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods, and nutrition-related community services.*

Goal 2 – Physical Activity: Schools will provide students and staff with age and grade appropriate opportunities to engage in physical activity that meet federal and state guidelines, including the Iowa Healthy Kids Act. The goal(s) for addressing physical activity include the following:

- *Promote the benefits of a physically active lifestyle and help students develop skills to engage in lifelong healthy habits;*
- *Ensure physical activity is not used for or withheld as a punishment;*

Goal 3 – Other School-Based Activities that Promote Student Wellness: Schools will support student, staff, and parents' efforts to maintain a healthy lifestyle, as appropriate. The goal(s) for addressing other school-based activities that promote student wellness include the following:

- *Provide parents a list of foods and beverages that meet nutrition standards for classroom snacks and celebrations;*
- *Engage students and parents, through taste-tests of new school meal items and surveys to identify new, healthful, and appealing food choices;*
- *Support the consumption of breakfast at school by implementing alternative breakfast options to the extent possible (e.g., grab n' go, breakfast in the classroom, breakfast after 1st period, etc.);*
- *Discourage students from sharing foods or beverages during meal or snack times, given concerns about allergies and dietary needs;*

Public Involvement: There is a process for permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, administrators and the public to participate in the development, implementation, and periodic review and update of the policy [*select a process from the list below*].

- *The superintendent or superintendent's designee invites suggestions or comments concerning the development, implementation, and improvement of the school wellness policy. As such, interested persons are encouraged to contact the superintendent or superintendent's designee.*

(5-11-20)

CLASS OR STUDENT GROUP GIFTS

The board welcomes gifts to the school district from a class or student group. Class gifts to the school district require the approval of the principal. The board encourages students to consult with the principal or other licensed employees prior to selecting a gift for the school district.

Legal Reference: Iowa Code §§ 68B; 722.1, .2.

Cross Reference: 704.4 Gifts - Grants - Bequests

Approved 8-16-93 Reviewed 1-11-16 Revised _____
5-11-20

OPEN NIGHT

In keeping with good community relations, student school activities will not be scheduled on Wednesday night whenever possible. It is the responsibility of the principal or designee to oversee the scheduling of school activities for compliance with this policy.

Legal Reference: Iowa Code § 279.8.

Cross Reference: 900 Principles and Objectives for Community Relations

Approved 8-16-93 Reviewed 1-11-16 Revised 2-22-16
5-11-20

SUPERVISION AFTER SCHOOL EVENTS

There will be an employee or a person designated by the school district available to supervise the school building while students wait at the school building after a school activity.

It is the responsibility of the supervisor to ensure that the students and other individuals in the school building have a valid and clear purpose for being in the school building at that time. If there is no valid and clear purpose for the student or other individual to be in the school building, the supervisor will require them to leave the school building at once. Persons or students who do not leave upon request may be reported to the local law enforcement authorities.

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

Legal Reference: McClain v. Lafayette County Bd. of Education, 673 F.2d 106 (5th Cir. 1982).
Iowa Code § 279.8.

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
507 Student Health and Well-Being
903 Public Participation in the School District

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5-11-20