

## 500 SERIES INDEX

### STUDENT PERSONNEL

500	Objectives for Equal Educational Opportunities for Students
501	Student Attendance
501.1	Resident Students
501.2	Non Resident 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
501.9A	Student Absences – Due to Temporary Disability
501.10	Truancy – Unexcused Absences
501.12	Pregnant Students
501.13	International Students- 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	Open Enrollment Inter-District Busing Requests
501.17	Homeless Children and Youth
501.18	Emergency School Closing
501.19	Policy for Activities During Emergency School Closings
502.1	Student Appearance
502.2	Care of School Property/Vandalism
502.3	Student Expression
502.4	Student Complaints & Grievances
502.5	Student Lockers
502.6	Weapons
502.7	Smoking – Drinking – Drugs
502.8	Search & Seizure
502.8E1	Search & Seizure Checklist
502.8R1	Search & Seizure Regulations
502.9	Interviews of Students by Outside Agencies
502.10	Use of Motor Vehicles
502.11	Student Handbooks
502.12	Telephones
502.13	Supervision of Students
502.14	Attendance at Events Outside of School
502.15	Use of Bicycles
503.1	Student Conduct
503.2	Expulsion
503.3	Fines – Fees – Charges
503.3E1	Standard Fee Waiver Application
503.3R1	Student Fee Waiver and Reduction Procedures
503.4	Good Conduct Rule
503.5	Corporal Punishment
504.1	Student Government
504.2	Student Organizations
504.3	Student Publications
504.3R1	Student Publications Code
504.4	Student Performances
504.5	Money-Raising Activities in the Schools
504.6	Student Activity Program

504.7	Interscholastic Competition
504.8	Intramural Activities
504.9	Student Social Events
505.1	Student Progress Reports and Conferences
505.2	Student Promotion and Retention
505.3	Student Honors and Awards
505.4	Testing Program
505.5	Graduation Requirements
505.6	Early Graduation
505.7	Commencement
505.8	Parent and Family Engagement
506.1	Student Record Access
506.1E1	Request of Nonparent for Examination or Copies of Student Records
506.1E2	Authorization for Release of Student Records
506.1E3	Request for Hearing on Correction of Student Records
506.1E4	Request for Examination of Student Records
506.1E5	Notification of Transfer of Student Records
506.1R1	Use of Student Record Regulation
506.2	Student Directory Information
506.3	Student Photographs
506.4	Student Library Circulation Records
507.1	Student Health and Immunization Certificates
507.2	Administration of Medication to Students
507.2E1	Authorization Asthma/Airway Meds Consent Form
507.2E2	Parental Authorization and Release Form for Medications
507.3	Communicable Diseases – Students
507.3E1	Communicable Disease Chart
507.4	Student Illness or Injury at School
507.5	Emergency Plans and Drills
507.6	Student Insurance
507.7	Custody and Parental Rights
507.8	Special Education Health Services
507.9	Wellness Policy
508.1	Class or Student Group Gifts
508.2	Open Night
508.3	Sunday Activities
508.4	Distribution of Materials

## OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS

This series of the board policy manual is devoted to the board's goals and objectives for assisting the students of the school district in obtaining an education. Each student will have an opportunity to obtain an education in compliance with the policies in this series.

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

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, sex, marital status, national origin, creed, religion, sexual orientation, gender identity or disability. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

In the delivery of the education program, students will treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual means the legal parents, the legal guardian or custodian of a student, and students who have reached the age of majority or are otherwise considered an adult by law.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, OABCIG Community Schools, Ida Grove, Iowa 51445 712-364-2255.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison St., Ste. 1475, Chicago, IL, (312) 730-1560, <http://www.state.ia.us/government/crc/index.html> or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

## OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

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## STUDENT ATTENDANCE

It shall be the policy of this school district to encourage regular attendance on the part of each student. An accurate and consistently maintained record system is crucial to alerting the staff of the attendance pattern of each student.

The staff should use resources available to meet the goal of achieving regular attendance for all students. It is imperative that:

1. Teachers let students know they care and want them in attendance every day.
2. Parents and guardians are aware that teachers expect their help in seeing that students attend school daily.
3. Students realize that valuable information and training is provided each day by the teachers, and they will miss important learning opportunities if they do not attend school daily.

Students who are absent from school without a reasonable excuse shall be subject to disciplinary measures which may include, but will not be limited to, short-term and long-term suspension and expulsion.

Legal Reference: Iowa Code sections §274.1; 279.8; 299.9

Court Cases: *Burdick v Babcock*, 31 Ia 562 (1871)

DPI Decision: *In re Sandra Mitchell v Benton Comm. Sch. Dist.*, 1

D.P.I., App. Dec. 20, June 1978

Cross Reference:

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## RESIDENT STUDENTS

Children who are residents of the school district community will attend the school district without paying tuition.

The residence of a student means the place, abode or dwelling of the student. Generally, the legal dwelling of minors is the same as their parents. However, a student may establish a dwelling with someone other than the parents and attend public school in the school district without paying tuition if the primary purpose for residing in the school district is not for the purpose of obtaining a free public education. Further, students who have reached the age of majority and who are still eligible to attend an Iowa secondary school may declare their residence independent of the residence of the parents.

Each case involving the bona fide residence of a student will be decided upon its individual merits by the superintendent.

Legal Reference: Lakota Cons. Ind. School v Buffalo Center-Rake Comm. School, 334N.W.2d

704 (Iowa 1983)

Mt. Hope School Dist. V Hendrickson, 197 N.W. 47 (Iowa 1924).

Oshel v Creston Comm. School Dist., DPI Admin. Doc. 570 (1981).

33 D.P.I. Dec. Rule 80 (1984)

Iowa Code §§ 257.6; 282.2, .6, .7; 285.4 (2007)

1956 Op. Att'y Gen. 185.

1946 Op. Att'y Gen. 197.

1938 Op. Att'y Gen. 69.

1930 Op. Att'y Gen. 147.

Cross Reference: 501 Student Attendance

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## NON-RESIDENT STUDENTS

Students who are eligible to attend an Iowa public school but who are not legal residents of the school district may be admitted into the school district at the discretion of the superintendent upon application and payment of tuition. The tuition rate is the current per pupil cost of the school district as computed by the board secretary and as authorized by the Iowa Department of Education.

Resident students whose families move from the school district after the start of a semester and who wish to complete the semester in the school district may be permitted to attend without the payment of tuition at the discretion of the superintendent and approval of the board. Students who plan to open enroll to the nonresident district may complete the school year without approval of the superintendent or board. These students, other than students in grades eleven and twelve, must have the recommendation of the principal.

Students in grades eleven or twelve who are no longer residents of the school district, but were residents in the preceding school year, may continue to attend school until they graduate without payment of tuition.

These students may be required to identify an adult, who resides in the school district, identified for purposes of administration.

Nonresident students who are eligible to attend an Iowa public school and who have evidence they will become legal residents of the school district prior to the third Friday in September may be allowed to attend without payment of tuition.

Legal Reference: Lakota Cons. Ind. School v Buffalo Center-Rake Comm. School, 334 N.W. 2d  
704 (Iowa 1983).

Mt. Hope School Dist. V Hendrickson, 197 N.W. 47 (Iowa 1924).

Oshel v Creston Comm. School Dist., DPI Admin. Doc. 570 (1981).

Iowa Code §§ 257.6; 282.1, .2, .6, .7, .24 (2007)

Cross Reference: 501 Student Attendance

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## 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' school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 180 days or 1080 hours. Students not attending the minimum days must be exempted by this policy as listed below or, referred to the county attorney. 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 nonpublic school;
- are receiving independent private instruction; or,
- are receiving competent private instruction.

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 should discuss the next step with the school board. If after school board action, the student is still truant, principal will refer the matter over to the county attorney.

The school will participate in mediation if requested by the county attorney. The superintendent 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 (2013).  
441 I.A.C. 41.25(8).  
1978 Op. Att'y. Gen. 379.

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

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

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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.

Children in the school district community under the age of 5 will be allowed to enroll in the following preschool programs:

4 yr. old preschool Age 4 on or before September 15

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

Prior to enrollment, the child must provide the administration with their health and immunization certificate. Failure to provide this information within the time period set by the superintendent is reason for suspension, expulsion or denying admission to the student.

Legal Reference: Iowa Code §§ 139.9; 282.1, .3, .6 (2007)  
1980 Op. Att’y Gen. 258.

Cross Reference: 501 Student Attendance  
507 Student Health and Well Being

Date of Adoption: 02/11/2019

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### ATTENDANCE CENTER ASSIGNMENT

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

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 difficulties, 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 (2007)

Cross Reference: 501 Student Attendance

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## 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. §§ 1232 g (2004).  
Iowa Code §§ 139.9; 282.1, .3, .4; 299A (2007).

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

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

### 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 the parents wish to have the student's cumulative record sent to the new school district, the parents must notify the superintendent 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 the 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 to an accredited nonpublic 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 (2004).
	Iowa Code §§ 274.1; 299.1-.1A (2007).
Cross Reference:	501                    Student Attendance
	506.1                Student Record Access
	604.1                Competent Private Instruction

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STUDENT ATTENDANCE RECORDS

As part of the school district's records, the daily attendance of each student is recorded and maintained on file with the permanent records of the board secretary.

It is the responsibility of the principals to ensure that such reports are filed with the board secretary, the custodian of school records.

Legal Reference: Iowa Code §§ 294.4; 299 (2007)  
281 I.A.C. 12.2(4).

Cross Reference: 501 Student Attendance  
506.1 Student Record Access

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

**STUDENT ABSENCES – EXCUSED**

Regular attendance by students 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.

Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day and school-sponsored or approved activities.

Students whose absences are approved will make up the work missed and receive full credit for the missed school work. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must be in attendance by noon and stay until it is time to leave for an event or until the end of the school day on the day of the activity unless permission has been given by the principal for the student to be absent.

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

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

Legal Reference: Iowa Code §§ 294.4; 299 (2007).

281 I.A.C. 12.2(4).

Cross Reference: 501 Student Attendance  
504.1 Student Activity Program  
506.1 Student Record Access

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

STUDENT ABSENCES – DUE TO TEMPORARY DISABILITY

Students who cannot attend school on a regular basis due to a temporary disability will be allowed to continue their education outside the parameters of the school building.

A temporary disability shall be defined as a condition that prevents a student from pursuing his/her education that may be physical or mental and that will last for a limited time.

A physician's statement may be required to describe the temporary disability and the length of time the student will be absent.

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Date of Revision: 02/11/2019

### TRUANCY – UNEXCUSED ABSENCES

Regular attendance by students 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 is the act of being absent without a reasonable excuse. These absences will include, but not be limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy.

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

Students receiving special education services will not be assigned to supervised study hall, in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

Legal Reference: Iowa Code §§ 294.4; 299 (2007).  
281 I.A.C. 12.2(4).

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

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019



## 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 pregnancy, 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 (2007).

Cross Reference: 501 Student Attendance  
604.2 Individualized Instruction

Date of Adoption: 02/11/2019

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Date of Revision: 02/11/2019

INTERNATIONAL STUDENTS-STUDENTS OF LEGAL AGE

Qualified international students may be enrolled and attend school without charge with the approval of the building principal.

International students enrolled in the district shall be limited to four (4) a year unless prior Board approval for more is obtained.

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 the 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 (2013).

281 I.A.C. 12.3(6).

Cross Reference:

501 Student Attendance

506.1 Student Record Access

Date of Adoption: 02/11/2019

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Date of Revision: 02/11/2019

### 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 shall notify the school district no later than March 1 in the school year preceding the first year desired for open enrollment. The notice shall 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 shall 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 without a reciprocal agreement. Generally, a receiving district's buses will be allowed into the district a maximum of ½ mile for the purpose of transporting open enrolled students.

An open enrollment request out of the school district from parents of a special education student shall be 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 shall determine whether the program is appropriate. The special education student shall remain in the school district until the final determination is made.

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

Legal Reference: Iowa Code §§ 139.9; 274.1; 279.11; 282.1, .3, .8, .18; 299.1 (2007)

281 I.A.C. 17

1990 Op. Att'y Gen. 75.

Cross Reference: 501 Student Attendance  
506.1 Student Record Access

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### 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 shall have complete discretion to determine the attendance center of the students attending the school district under open enrollment.

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

The superintendent shall 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 shall 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 shall not be eligible for participation in interscholastic athletics during the first ninety days of open enrollment into the school district.

Parents are responsible for providing transportation to and from the receiving school district without reimbursement unless the parents qualify for transportation assistance. Upon a parent's request, the board may approve transportation into the sending district. The transportation is limited to within ½ mile of the district boundary/current bus route. The board's approval is subject to the sending district's approval.

An open enrollment request into the school district from parents of a special education student shall 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 shall determine whether the program is appropriate. The special education student shall remain in the sending district until the final determination is made.

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

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

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OPEN ENROLLMENT TRANSFERS – PROCEDURES AS A RECEIVING DISTRICT

Legal Reference: Iowa Code §§ 139.9, 274.1, 279.11, .3, .8, .18, 299.1 (2007)  
281 I.A.C. 17.  
1990 Op. Att’y Gen. 75.

Cross Reference: 501.6 Student Transfers In  
501.7 Student Transfers Out or Withdrawals  
501.15 Open Enrollment Transfers – Procedures as a Sending District  
506.1 Student Record Access  
507 Student Health and Well Being

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### OPEN ENROLLMENT INTERDISTRICT BUSING REQUESTS

The Board recognizes the value of open enrollment in Iowa. The Board also recognizes that school districts, by law, are not obligated to allow buses to cross school district lines in order to transport open enrolled children.

Parental requests to transport open enrolled children across district lines shall be considered only for neighboring districts. These requests shall first be submitted to the receiving district. If the receiving district, whether it is OA, BCIG or one of its neighbors, consents to provide transportation from another district into its own, the request shall then be submitted to the resident district.

The Superintendent of schools shall evaluate all requests on a case by case basis. The Superintendent of schools is directed to make the following considerations when evaluating a request to transport open enrollment students across school district lines:

As Receiving District: The Superintendent of schools shall approve such a request when:

1. The resident district allows travel into its district for this purpose.
2. Such transportation will not create an unreasonable inconvenience for resident district pupils riding the school bus.
3. Other considerations at the discretion of the Superintendent.

Otherwise the request shall be denied.

As Resident District: The Superintendent of schools shall approve such a request when:

1. The receiving district has a roughly reciprocal arrangement, allowing transporting open enrolled students from that district under similar circumstances.
2. The distance traveled into the district is reasonable.
3. Other considerations at the discretion of the superintendent.

Otherwise the request shall be denied.

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## HOMELESS CHILDREN AND YOUTH

The OABCIG School District 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 shall:

- Designate the Alan Henderson, BCIG Principal as 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.

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

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019



EMERGENCY SCHOOL CLOSING

The Superintendent of Schools shall have the authority to close schools because of extreme weather or other emergency conditions for the length of time the emergency exists. He shall make provisions to publicly announce such closings via available mass communication media as soon as possible after the decision to close.

Every reasonable effort shall be made to have the students attend the total days annually as specified by statute, state departmental rules and local school board policy.

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

### POLICY FOR ACTIVITIES DURING EMERGENCY SCHOOL CLOSINGS

In the event of school being dismissed because of inclement weather, the following guidelines will be followed:

(Inclement weather is weather that would be hazardous for students to travel in – such as snow and/or ice.)

1. If school is dismissed after it is in session for inclement weather, all activities will be cancelled for the remainder of that day.
2. If school is not in session on a particular day due to inclement weather, there shall be no practice or other activities\* that day.
3. \*Varsity contests may be played if the superintendent grants permission. (This permission will only be given after consulting with the Board President/Vice President. Factors to consider are if weather conditions have improved, the distance between the schools, and the importance of the contest. Approval should be the exception rather than the rule.)

In the event of school being dismissed because of heat and humidity in the classrooms, the following guideline will be followed:

1. The Superintendent will determine if practice or activities will be held after consulting with the School Board President/Vice President.
2. If practices are held, all coaches will make sure that all precautions are taken to ensure that all athletes will have ample rest and water breaks.

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

## STUDENT APPEARANCE

The board believes inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well-groomed, wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

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

## Legal References:

Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).

Bethel School District v. Fraser, 478 U.S. 675 (1986).

Tinker v. Des Moines Ind. C.S.D., 393 U.S. 503 (1969).

Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).

Torvik v. Decorah Community School, 453 F.2d 770 (8th Cir. 1972).

Turley v. Adel C.S.D., 322 F.Supp. 402 (S.D. Iowa 197).

Sims v. Colfax C.S.D., 307 F.Supp. 485 (Iowa 1970).

Iowa Code: § 279.8 (2007).

## Cross Reference:

500 Objectives for Equal Educational Opportunities for Students

502 Student Rights and Responsibilities

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

### 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 referred 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 (2007).

Cross Reference: 502 Student Rights and Responsibilities  
802.1 Maintenance Schedule

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/12/2

## 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 educational 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 ensuring 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

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

STUDENT COMPLAINTS AND GRIEVANCES

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to school personnel, 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 the employee, the student may discuss the matter with the principal within five 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 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 (2007)

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

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

## STUDENT LOCKERS

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

To ensure students are properly maintaining their assigned locker, 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 regulating search and seizure.

Legal Reference: Iowa Code §§ 279.8; 280.14; 808A (2007)

Cross Reference: 502 Student Rights and Responsibilities

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

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WEAPONS

The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons, dangerous objects or look-a-likes will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The superintendent may develop an administrative process or procedures to implement the policy.

Legal Reference: 18 U.S.C. § 921  
Iowa Code §§ 279.8; 280.21B; 483A.27(11), 724  
281 I.A.C. 12.3(6)

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

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019



## SMOKING – DRINKING - DRUGS

The board prohibits the distribution, dispensing, manufacture, possession, use or being under the influence of beer, wine, alcohol, tobacco, nicotine, other controlled substance, 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 suspensions or expulsion and referral for prosecution, will be imposed on students who violate this 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.

SMOKING – DRINKING – DRUGS

- 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.

Legal References:           34 C.F.R. Pt. 86 (2004)  
Iowa Code §§ 123.46; 124; 279.8, .9; 453A (2007)  
281 I.A.C. 12.3(9), .5(3)(e), .5(4)(e), .5(5)(e), .5(21).

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

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

## 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 shall be 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, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to 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, 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 illegal, unauthorized or contraband materials may 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 shall be the responsibility of the superintendent, in conjunction with the principals, 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 (2007).

281 I.A.C. 12.3(8).

Cross Reference: 502 Student Rights and Responsibilities

503 Student Discipline

Date of Adoption: 02/11/2019

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SEARCH AND SEIZURE - CHECKLIST

I. What factors caused you to have a reasonable and articulable suspicion that the search of this student or student's effects, or automobile would 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. Student's past history. Explain.

\_\_\_\_\_

\_\_\_\_\_

E. Time of search: \_\_\_\_\_

F. Location of search: \_\_\_\_\_

G. Student told purpose of search: \_\_\_\_\_

H. Consent requested: \_\_\_\_\_

SEARCH AND SEIZURE—DOCUMENTATION

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:  
\_\_\_\_\_

Date of Adoption: 02/11/2019

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## 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 district 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 basis for 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 emergency requiring the search without delay.

### II. Types of Searches

#### A. Personal Searches

1. A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
  - (a) **Pat-Down Searches**: 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 and with another adult witness present, when feasible.
  - (b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags etc., is permissible in emergency situations when the health and safety of the students, employees, or visitors 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.

## SEARCH AND SEIZURE REGULATION

- (c) It is recognized that strip searches, body cavity searches and the use of a drug-sniffing animal to search a student's body are not to be permitted.

### B. Locker and Desk in 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 insuring that 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 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, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contain 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.

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Date of Revision: 02/11/2019

### INTERVIEW 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 personnel.

Requests from law enforcement officers and those other than parents, school district officials and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal will attempt to contact the parents to inform them of the request and 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 shall not be taken from school without the consent of the principal and without proper warrant.

Legal Reference: Iowa Code §§ 232; 280.17 (2007).

281 I.A.C. 102.

441 I.A.C. 9.2; 155; 175.

1980 Op. Att'y Gen. 275.

Cross Reference: 402.2 Child Abuse Reporting

502.8 Search and Seizure

503 Student Discipline

902.1 News Media Relations

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

Students 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 an extra-curricular activity between the 8<sup>th</sup> grade and 9<sup>th</sup> grade academic years.

Students who wish to drive to and park at their school attendance center shall comply with the rules and regulations established by the building principal. Failure to comply with this policy or the school district rules shall 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 (2013).

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Date of Review: 01/14/2019

Date of Revision: 02/11/2019

## STUDENT HANDBOOKS

Administrative rules and regulations enacted to implement board policies on student affairs and educational programs shall be contained in a student handbook. The rules and regulations shall note the code number of the board policy from which they derive their authority. All student handbooks shall be submitted to and approved by the Board of Directors before being implemented.

It shall be the responsibility of the superintendent and administrators to prepare and enact the Administrative rules and regulations of the student handbook in conformance with board policy.

Legal References: Iowa Code 279.8, .20 (1989)

Cross Reference:

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

## TELEPHONES

School phones are for school business. Pupils will be called out of class only in emergencies. Phone messages will be relayed.

Students may use the designated phones during noon, before school, and after school only. During the academic day, students will not be allowed to use the phone in the secretaries' or principals' offices. In emergencies, the secretary, principal or a teacher will do the calling.

No cell phones, pagers or other personal electronic communication devices, such as personal e-mail, are allowed to be used during the regular school day except with special permission. Music and/or electronic game devices are also not allowed without permission.

Legal Reference:

Cross Reference:

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

SUPERVISION OF STUDENTS

To supervise the school facility, there shall be a district employee or a person designated by the school district available while students wait at the school building after a school activity.

It shall be the responsibility of the supervisor to ensure that the students and other individuals in the school building have valid and clear purpose for being in the facility at that time. If there is no valid and clear purpose for the student or other individual to be in the building, the supervisor shall require them to leave the school building at once.

The superintendent shall develop rules and regulations to implement and enforce this policy.

Legal Reference:

Cross Reference: 903.3 Visitors to School District Buildings and Sites

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ATTENDANCE AT EVENTS OUTSIDE OF SCHOOL

Events in which students participate during school hours or as representatives of the school but at places outside of the school must be sponsored and supervised by professional school personnel, unless special authorization is obtained from the Superintendent. Rules of behavior shall be the same as at any in-school activity or event.

The Board of Directors has no control or responsibility for any school child when the child is in the custody and control of his parents or other agencies.

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USE OF BICYCLES

The principal of each building shall make regulations concerning the riding of bicycles to and from school.

The privilege of riding a bicycle to school may be withdrawn from a student for failure to observe these regulations.

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## 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; or 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 and decide whether to hold a disciplinary hearing 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 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.

## 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

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019



## EXPULSION

Only the board can 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 shall be 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 re-admit the student. The principal shall keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student shall be 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;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits or 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 the following procedures:

1. A determination should be made of whether the student is actually guilty of the misconduct.
2. 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 must 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.

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 (2007).  
 281 I.A.C. 12.3(8).

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FINES – FEES – CHARGES

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

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

Legal Reference: Iowa Code §§ 256.7(20); 279.8; 280.10, .11; 282.6; 285.1; 301.1 (2007)  
 281 I.A.C. 18.  
 1994 Op. Att’y Gen. 23.  
 1990 Op. Att’y Gen. 79.  
 1982 Op. Att’y Gen. 227.  
 1980 Op. Att’y Gen. 532.

Cross Reference: 501.17 Homeless Children and Youth  
 502 Student Rights and Responsibilities

Date of Adoption: 02/11/2019

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**STANDARD FEE WAIVER APPLICATION**

Date: \_\_\_\_\_ School Year \_\_\_\_\_

All information provided in connection with this application will be kept confidential.

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

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

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

Attendance Center/School: \_\_\_\_\_

Name & Address of parent, guardian, legal/actual custodian: \_\_\_\_\_

Please check the 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

\_\_\_\_\_ The Family Investment Program (FIP)

\_\_\_\_\_ Supplemental Security Income (SSI)

\_\_\_\_\_ Transportation assistance under open enrollment

\_\_\_\_\_ Foster Care

**PARTIAL WAIVER**

\_\_\_\_\_ Reduced-price meals offered under the Children Nutrition Program

**TEMPORARY WAIVER**

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

\_\_\_\_\_  
\_\_\_\_\_

Signature of parent, guardian or legal/actual custodian \_\_\_\_\_

Note: Your signature is required for the release of information regarding the student or the student’s family financial eligibility for the programs checked above.

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## STUDENT 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 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 or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, supplemental Security Income guidelines, 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 upon the same percentage as the reduced-price meals OR The reduction percentage will be 50 percent.
  - 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 shall not extend beyond the end of the school year.
- B. Application - Parents or students eligible for a fee waiver shall 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 waiver may be appealed to the superintendent of schools.
- 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), 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 secretary at the date of registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

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## 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 year 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.

Students who open-enroll or transfer in any other method shall have their good conduct record continued from the school last attended. This shall include the record of violations of any of the previous school's good conduct policy so that appropriate consequences can be administered for subsequent violations. Any transfer student who may be serving a period of ineligibility at the last school attended shall finish out that period of ineligibility.

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.

Good conduct and extracurricular rules shall be reviewed and approved annually through the middle and high school student handbooks. The policies stated in these handbooks shall be the policy of the districts.

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 (2007).

281 I.A.C. 12.3(6); 36.15(1).

Cross Reference: 502 Student Rights and Responsibilities

504.6 Student Activity Program

Date of Adoption: 02/11/2019

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## 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 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 shall be given an explanation of the reasons for physical force.

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

Legal Reference: Ingraham v Wright, 420 U.S. 651, (1977)  
Goss v Lopez, 419 U.S. 565, (1975)  
Tinkham v Kole, 252 Iowa 1303, 110 N.W. 2d 2258 (1961)  
Lai v Erickson, PTPC Admin. Doc. 82-12 (1983).  
 Iowa Code §§ 279.8; 280.21 (2007)  
 281 I.A.C. 12.3(8), 103.  
 1980 Op. Att'y Gen. 275

Cross Reference: 502 Student Rights and Responsibilities

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## 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 clearing house 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 (2007).

Cross Reference: 502 Student Rights and Responsibilities

504.6 Student Activity Program

Date of Adoption: 02/11/2019

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## STUDENT ORGANIZATIONS

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

### Curriculum-Related Organizations

It shall 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 facilities for meetings and other purposes before and after the instructional school day. Employees are assigned to monitor approved meetings and may interact with curriculum-related organizations.

### Non-curriculum-Related Organizations

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

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

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 non-curriculum 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, 110 S.Ct. 2356 (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.A. 4071-1074 (2004)  
 Iowa Code 287.1-.3, 297.9 (2007)

Cross Reference: 502 Student Rights and Responsibilities  
 506.1 Good Conduct Rule  
 506.2 Corporal Punishment

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## 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 expression 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 advisor 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 student, who believe they have been aggrieved by student expression in a student-produced school publication, shall follow the grievance procedure outlined in board policy 504.3R. 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 504.3R.

The superintendent shall be responsible for developing a student publications code. This code shall include, but not be limited to, reasonable rules including time, place and manner of restrictions. The superintendent shall 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 Friedley High School, 822 F. 2d 747 (8<sup>th</sup> Cir. 1987).

                              Iowa Code §§ 280.22 (2007).

Cross Reference:        307     Communication Channels  
                               213.1   Complaints About Personnel  
                               402.5   Public Complaints About Employees  
                               502     Student Rights and Responsibilities  
                               504.6   Student Activity Program

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## 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 student either free or for a fee.
- B. Expression in an official school publication.
1. No student will 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.
- 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.

STUDENT PUBLICATIONS CODE

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 of restrictions on official school publications.

1. Official student publications may be distributed in a reasonable manner on or off school premise

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.

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## 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 benefits 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:

- 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 not approved by the superintendent are the responsibility of the parent and the student.

Legal Reference: Hazelwood School District v Kuhlmeier, 484 U.S. 260 (1988).

Iowa Code §§ 280.12-.14 (2007).

281 I.A.C. 12.6

Cross Reference: 502 Student Rights and Responsibilities  
 503.4 Good Conduct Rule  
 504.6 Student Activity Program

Date of Adoption: 02/11/2019

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Date of Revision: 02/11/2019

### MONEY-RAISING ACTIVITIES IN THE SCHOOLS

No activity requiring students and teachers to assist in promoting campaigns (financial, educational, charitable or otherwise) that demand the time of students, teachers and administrators shall be permitted, except as hereinafter provided, unless such campaign are in accord with general policies of the Board.

No agent, person or persons shall be permitted to solicit any student or teacher for any purpose, or distribute circulars, handbills, cards, or advertisements of any kind, or make announcements of any nature, or take up contributions in any school building, school grounds, or school vehicle for any purpose whatsoever, except by approval from the superintendent of schools as being in accord with the general policies of the Board of Directors.

Participation by students in charitable activities is considered to be a desirable part of their total education. However, as a matter of basic policy, the Board of Directors will authorize the administration to determine the nature and extent of such activity.

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 is not allowed. Collection boxes for school fund raising 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 (2007)

Cross Reference: 502 Student Rights and Responsibilities  
504.6 Student Activity Program  
704.5 Student Activities Fund  
904.2 Advertising and Promotion

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Date of Revision: 02/11/2019

## 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 student cannot participate for disciplinary or academic 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 the event 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, with the approval of the athletic director.

Legal Reference: Iowa Code Sections 280.13; 285.11 (6)  
 Iowa Admin. Code 670-3.6 (1); 9.14; 9.15  
 20 U.S.C. §§ 1681-1683; 1685-1686 (1988)  
 34 C.F.R. Pt. 106.41 (1993)  
 Iowa Code §§ 216.9; 280.13-.14 (2007)  
 281 I.A.C. 12.6

Cross Reference: 501 Student Attendance  
 502 Student Rights and Responsibilities  
 504.6 Student Activity Program  
 507 Student Health and Well Being

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### INTERSCHOLASTIC COMPETITION

1. Students may participate in interscholastic athletic, music, speech and other contests or events approved by the administration. Any such event must be directed or guided by professional school personnel.
2. No student shall participate in an athletic practice or contest without filing a doctor's certificate of good health.

#### **ACTIVITIES**

The school will sponsor the following interscholastic athletic activities:

1. Football
  - a. Middle School – grades 7 and 8
  - b. High School – grades 9 through 12
2. Basketball – boys and girls
  - a. Middle School – grades 7 and 8
  - b. High School – grades 9 through 12
3. Track – boys and girls
  - a. Middle School – grades 7 and 8
  - b. High School – grades 9 through 12
4. Wrestling
  - a. Middle School – grades 7 and 8
  - b. High School – grades 9 through 12
5. Golf – boys and girls
  - a. Spring program for high school students
6. Baseball
  - a. Summer program for high school students
7. Softball
  - a. Summer program for high school students
8. Cross Country – girls and boys
  - a. Fall program for high school students
9. Volleyball
  - a. Middle School – grades 7 and 8
  - b. High School – grades 9 through 12
10. Bowling
  - a. Winter program for high school students.

#### **COACHING STAFF**

1. There will be one individual contracted as “Head Coach” in each sport and all other coaches in this sport will work under his direction. By way of illustration, the Head Coach in High School Football will be in charge of the entire football program and all other coaches in football will be considered his assistants. The same applies to Girls’ Basketball, Wrestling etc.
2. The above includes coaches assigned to the Middle School activities.

#### **ATHLETIC INSURANCE**

It is the policy of the Board of Directors that all students participating in school athletic programs be covered by Insurance (health and accident insurance). Parents may purchase insurance from the program selected by the school district or provide proof that the student is adequately insured by another policy.

#### **STUDENT ILLNESS**

Any student who misses any part of the school day, because of illness, on which they are to compete, shall be ineligible to complete that day unless that student is in attendance immediately after the lunch hour and attends the remainder of the day.

**BUDGETS**

All expenditures for athletics will be presented first to the Athletic Director, then to the building principal, then to the superintendent for final approval.

**PARTICIPATION**

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

Students will have an opportunity to participate in a school activity unless the activity is not offered, the activity is intramural or interscholastic athletic activity of 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 activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion or additional interest and abilities in 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 not participate in a non-school sponsored sport during the same season.

It shall be the responsibility of the Superintendent to develop administrative regulations for each school activity.

These regulations shall include, but not be limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, academic requirements, 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; 1684-1686 (2004)  
34 C.F.R. Pt. 10641 (2004)  
Iowa Code 216.9; 280.13-.14 (2007)  
281 I.A.C. 12.6, 36.15

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019



INTRAMURAL ACTIVITIES

A comprehensive intramural program may be established in the school(s) of the district. All such activities shall be approved by the building principal and shall be under the direction of professional personnel.

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

STUDENT SOCIAL EVENTS

All school-sponsored events shall be under the control and supervision of school personnel. Approval for an event shall be secured from the principal of the building involved, and the event shall be placed on the school calendar before any public announcement is made. Hours, behavior, and activities related to school-sponsored events shall be reasonable and proper.

Legal Reference:

Cross Reference:

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

## STUDENT PROGRESS REPORTS AND CONFERENCES

Students will receive a progress report at the end of each nine-week grading period. Students, who are doing poorly, and their parents, are notified prior to the end of the semester 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 semester.

Parent-teacher conferences will be held during each semester at the elementary and middle school to keep parents informed. High school conferences are not individually scheduled.

Parents, teachers, or principals may request a conference for students in grades kindergarten through twelve in addition to the scheduled conference time. 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

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

## STUDENT PROMOTION AND RETENTION

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, 279.8.  
281 I.A.C. 12.5(16).

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

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

## STUDENT HONORS AND AWARDS

The school district shall 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 shall be made aware of honors and awards and the action necessary on the part of the student to achieve them. It is the responsibility of the superintendent to develop the administrative regulations regarding this policy.

Any regularly enrolled students may be considered for honors or awards granted to the school. Qualifications for such awards shall be established by professional school personnel who have been given that responsibility by the superintendent or the building principal.

Legal Reference: Iowa Code §§ 279.8 (2007).

Cross Reference: 504.6 Student Activity Program

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

### 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 un-emancipated 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

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

## GRADUATION REQUIREMENTS

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate.

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 46 credits prior to graduation. The following credits will be required:

Forty-six (46) credits are needed to graduate, of which two credits for four years of physical education will be recognized. Music classes will be given 1 credit per semester. A total of 8 music credits can be applied towards graduation. One credit is given for each course that meets 1 period per day for 5 days per week, for an entire semester of 18 weeks. Exceptions to this rule follow: A student must be enrolled in 7 courses plus PE; this could include Band and Choir.

Course requirements are as follows:

- 8 credits or 4 years of English or Language Arts
- 6 credits or 3 years of Social Studies
- 6 credits or 3 years of Science
- 6 credits or 3 years of Mathematics
- 2 credits or 4 years of Physical Education
- 1 credit or 1 semester of Health
- 1 credit or 1 semester of Technology (this took place of the keyboarding, word, pp)
- 1 credits or 1 semester of Financial Literacy/Personal Finance

A minimum of 14 electives are needed.

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

The above requirements will be for all students. No students will be allowed to go through graduation exercises without successfully completing requirements as stated in board policy.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team will determine whether the graduation criteria have been met.

Legal Reference: Iowa Code §§ 256.11, .11A; 279.8; 280.3, .14 (2007)  
281 I.A.C. 12.2; .3(7); .5; 41.12(6)(e); 67(8).

Cross Reference: 603.3 Special Education

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

### 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 the 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.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (2007)  
281 I.A.C. 12.2; .3(7); .5

Cross Reference:

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019



## COMMENCEMENT

Students, who have met the requirements for graduation, will be allowed to participate in the commencement proceedings, provided they will abide by the proceedings organized by the administration. It shall be the responsibility of the building 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 reason for withholding the student's final progress report or diploma or certification of completion certifying the student's completion of high school.

Legal Reference: Iowa Code 279.8, 280.3, .14 (2007)  
281 Iowa Admin Code 12.2, 12.3(7), 12.5

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

## 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. The board will:

1. The board will involve parents in the development of the Title I plan school review twice each year. One meeting to take place at the first of each new school year and a second meeting to take place at the end of each school year to receive community comments on the plan for improvement.
2. The board will allow the School Improvement Advisory Committee (SIAC) to review all data on student performance and information on the Consolidated Plan (C-PLAN) to allow for community participation. SIAC will suggest improvement to the board and meet at least twice annually. This district advisory committee is appointed each year by the board to ensure parent involvement.
3. Each school year begins with an open house inviting parents to come to school to meet their child's teacher and become familiar with the school setting. The board will encourage community meetings and encourage additional information to be placed in the local newspapers and the OA-BCIG Newsletter. The district will also use school website and other support groups such as the PTP and PTCP etc.
4. The board will receive reports on Title I, Reading Recovery, and other Early Intervention Programs to support each effort and consider teacher in-service to support Reading based data collected on each subgroup of Title I students.
5. Parents with low SES & LEP will be identified and invited to attend all meetings on Title I. Meetings will gather information for evaluation to design strategies for more effective parental involvement and to revise as necessary the parental involvement policies.
6. Each school year begins with an open house inviting parents to come to school to meet their child's teacher and become familiar with the school setting. Additionally, teachers provide activities and ideas for the parents to use at home with their child to help improve literacy skills, and a book fair is held every fall/spring to promote literature in the homes. Conferences are held twice a year to communicate student achievement individually to parents about their child's literacy skills.

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

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

## STUDENT RECORD ACCESS

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center.

Parents and eligible students will have access to student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending and institution of post-secondary education at the post high school level. Parents of an eligible student are provided access to the student 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. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. 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 may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

A student 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 and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

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

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the student 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 believe the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment is made to the student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.

If the school district determines that amendment of the student's 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.

If the parents' and the eligible student's request to amend the 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 student's record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's records will become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents will also be disclosed.

## STUDENT RECORD ACCESS

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

- 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 student 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 financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- 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;
- in connection with a health or safety emergency; or
- as directory information.

The superintendent will keep a list of the individuals and their positions that are authorized to view a special education student's records without the permission of the parents or 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 also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's 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 that have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student and the custodian of the student's records.

Permanent student 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 limitation. Permanent student records will be kept in a fire-safe-vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district 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 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. In the absence of parents or an eligible student's request to destroy the records, the school district must maintain the records for at least three years after an individual is determined to be no longer eligible for special education.

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 involved.

## STUDENT RECORD ACCESS

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 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 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.

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, legal or actual custodian. 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.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within 10 business days of the request.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy.

It is the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC 20202-4605.

Legal Reference: No Child Left Behind, Title IX, Sec. 9528, P.L. 107-110 (2002)  
USA PATRIOT ACT, Sec. 507, P.L. 107-56 (2001)  
20 U.S.C. §§ 1232G, 1415 (1994)  
34 CFR Pt. 99 300.560 – 300.574; (1996)  
Iowa Code §§ 22; 279.9B, 280.24, .25, 622.10 (2007)  
281 I.A.C. 12.3(6); 41.20  
1980 Op. Att’y Gen. 720, 825

Cross Reference: 501 Student Attendance  
506.1 Student Record Access  
507.1 Student Health and Immunization Certificates  
603.3 Special Education  
708 Care, Maintenance and Disposal of School District Records  
901 Public Examination of School District Records

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF STUDENT RECORDS

The undersigned hereby requests permission to examine the OA & BCIG COMMUNITY SCHOOL DISTRICTS's official student records of:

\_\_\_\_\_  
(Legal Name of Student) (Date of Birth)

The undersigned requests copies of the following official student records of the above student:

\_\_\_\_\_  
(Requestor)

The undersigned certifies that they are (check one):

- a) An official of another school system in which the student has enrolled \_\_\_\_\_
- 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 \_\_\_\_\_
- d) An administrative head of an agency as defined in Section 408 of the Education Amendments of 1974. \_\_\_\_\_
- e) An official of the Iowa Department of Education \_\_\_\_\_
- f) A person connected with student's application for, or receipt of, financial aid \_\_\_\_\_

(SPECIFY DETAIL ABOVE)

- g) A representative of a juvenile justice agency with which the school district has an interagency agreement. \_\_\_\_\_

The undersigned agrees that the information obtained will only be re-disclosed consistent with state or federal law without the written permission of the parents of the student, or the student if the student is of majority age.

\_\_\_\_\_  
(Signature)

Date of Adoption: 02/11/2019 \_\_\_\_\_  
(Title)

Date of Review: 01/14/2019

Date of Revision: 02/11/2019 \_\_\_\_\_  
(Agency)

REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF STUDENT RECORDS

Approved: Date: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Dated: \_\_\_\_\_

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019



AUTHORIZATION FOR RELEASE OF STUDENT RECORDS

The undersigned hereby authorizes \_\_\_\_\_ the OABCIG\_School District to release copies of the following student records:

\_\_\_\_\_ concerning \_\_\_\_\_

\_\_\_\_\_ (Full Name of Student) \_\_\_\_\_ (Date of Birth)

\_\_\_\_\_ from 2\_\_\_\_\_ to 2\_\_\_\_\_.

(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:

- \_\_\_\_\_ the undersigned
\_\_\_\_\_ the student
\_\_\_\_\_ other (please specify) \_\_\_\_\_

(Signature)

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

REQUEST FOR HEARING ON CORRECTION OF STUDENT RECORDS

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

Board Secretary (Custodian)

I believe certain official student records of my child,

\_\_\_\_\_ (Full Legal Name of Student)

\_\_\_\_\_ (School Name)

are inaccurate, misleading or in violation of privacy 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 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 the 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: \_\_\_\_\_

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

REQUEST FOR EXAMINATION OF STUDENT RECORDS

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

Board Secretary (Custodian)

The undersigned desires to examine the following official education records:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

of \_\_\_\_\_

(Full Legal Name of Student)

(Date of Birth)

(Grade)

\_\_\_\_\_

(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 may be made for the copies.

\_\_\_\_\_

(Parent's Signature)

(Date)

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

APPROVED:

\_\_\_\_\_

(Signature)

(Title)

(Date)

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

NOTIFICATION OF TRANSFER OF STUDENT RECORDS

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

Parent/Guardian: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please be notified that copies of the OA & BCIG COMMUNITY SCHOOL DISTRICTS' s official student records concerning \_\_\_\_\_ (full legal name of student) have been transferred to:

School District Name: \_\_\_\_\_

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

upon 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 under- signed. 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)

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

## STUDENT RECORDS REGULATION

Student records are all official records, files and data directly related to students, including all material incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system specifically including, but 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.

The intent of this regulation is to establish procedures for granting requests from parents for access to their child's records, use of the data, and procedures for its transmittal within forty-five days.

A. Access to Records

1. The parent or legal guardian of a student will have access to these records upon written request to the board secretary. The parent or legal guardian will, upon written request to the board secretary, have the opportunity to receive an interpretation of the records, have the right to question the data and, if a difference of opinion is noted, shall be permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed. A student, eighteen years or older, has the right to determine who, outside the school system, has access to 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

1. To release student records to other school(s) in which the student intends to enroll, the parents, legal guardian, or eligible student must be notified of the transfer and the kinds of information being released unless the school district annually notifies parents that the records will be sent automatically. They will receive a copy of such information if it is requested in writing at a reasonable cost and shall have the opportunity to challenge the records.
2. Student records may be released to official education and other government agencies only if allowed by state or federal law.
3. To release student records to other persons or agencies, written consent shall be given by the parent, legal guardian, or a student of majority age. This consent form will state which records shall be released, to whom they shall be released, and the reason for the release. A copy of the specified records being released will be made available to the person signing the release form if requested.
4. Before furnishing student records in compliance with judicial orders or pursuant to any lawfully issued subpoena, the school district will make reasonable attempt to notify the parents, legal guardian, or eligible student in advance.

## USE OF STUDENT RECORDS REGULATION

5. Student records may be shared with juvenile justice agencies with which the school district has an interagency agreement. This information is shared without prior parental consent. The agreement is a public document available for inspection.

### C. Hearing Procedures

1. Upon parental request, the school district will hold a hearing regarding the content of a student's records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
2. 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.
3. 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.
4. The parent 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.
5. The hearing officer will render a 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.
6. The parent may appeal the hearing officer's decision to the superintendent within 10 days if the superintendent does not have a direct interest in the outcome of the hearing.
7. 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 40 days. It is within the discretion of the board to hear the appeal.

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

## STUDENT DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school district. Directory information shall be defined in the annual notice. It may include the student's name, address, telephone number, 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 educational agency or institution attended by the student, photograph and other likeness, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It shall be the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

Legal Reference:       20 U.S.C. §§ 1232g (2004).  
                          34 C.F.R. Pt. 99, 300.560 - .574 (2004).  
                          Iowa Code §§ 22; 622.10 (2007).  
                          281 I.A.C. 12.3(6); 41.20

1980 Op. Att'y Gen. 720.

Cross Reference:     504.6 Student Activity Program  
                          506.1 Student Record Access  
                          901 Public Examination of School District Records  
                          902.4 Live Broadcast or Videotaping

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

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 yearbook or student newspaper.

It shall be the responsibility of the Superintendent, in conjunction with the principal, to develop administrative rule regarding student photographs.

Legal Reference: Iowa Code 279.8 (2007)  
1980 Op. Att’y Gen. 114.

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019



## STUDENT LIBRARY CIRCULATION RECORDS

Student library circulation records are designed to be used internally to assist in the orderly administration of the school district libraries. As a general rule, student library circulation records are considered confidential records and will not be released without parental consent. Individuals who may access such records include a student's parents, the student, authorized licensed employees, authorized government officials from the U.S. Comptroller General, the Secretary of Education and State Education Department. Appropriate authorities in a health or safety emergency may access the student's library circulation records without the approval or the notification of the student's parents. Parents may not access records, without the student's permission, of a student who has reached the age of majority or who is attending a post-secondary educational institution unless the student is considered a dependent for tax purposes.

It is the teacher-librarian's responsibility, as the person maintaining the student library circulation records, to approve requests for access to student library circulation records. Students' library circulation records may be accessed during the regular business hours of the school district. If copies of documents are required, a fee for such copying may be charged.

It is the responsibility of the superintendent, in conjunction with the teacher or teach-librarian, to develop administrative regulations regarding this policy.

Legal Reference:       20 U.S.C. §§ 1232 g (2004).  
                              34 C.F.R. Pt. 99 (2004).  
                              Iowa Code §§ 22, 622.10 (2007).  
                              281 I.A.C. 12.3(6), (12).  
                              1980 Op. Att'y Gen. 720, 825.

Cross Reference:       506.1   Student Record Access

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

### STUDENT HEALTH AND IMMUNIZATION CERTIFICATES

Students desiring to participate in athletic activities in the school district will have a physical examination by a licensed physician, nurse practitioner or physician's assistant, and provide proof of such an examination to the school district.

Students enrolling for the first time in the school district will 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.

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 Sections 139.9; 280.13 (2007)  
281 Iowa Admin. Code 33.5  
641 I.A.C. 7

Cross Reference: 402.2 Child Abuse Reporting  
501 Student Attendance  
507 Student Health and Immunization Certificates

Date of Adoption: 02/11/2019

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Date of Revision: 02/11/2019

## 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 shall 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 shall 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 shall 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 at 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 shall include authorized practitioners, such as licensed registered nurses and physician, 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 shall 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 shall 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 shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information as provided by law

Disposal of unused, discontinued/recalled, or expired medication shall be in compliance with federal and state law. Prior to disposal school personnel shall 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 shall 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 §41.404(3)

657 IAC §8.32(124); §8.32(155A).

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

Date of Adoption: 02/11/2019

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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...
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 shall 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.

Provided the above requirements are fulfilled, the school shall 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.

Pursuant to state law, the school district or 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 shall 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 AIRWAY CONSTRICTING MEDICATION  
SELF-ADMINISTRATION CONSENT FORM

Medication	Dosage	Route	Time
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Purpose of Medication & Administration /Instructions

Special Circumstances	Discontinue/Re-Evaluate/ Follow-up Date
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Prescriber's Signature	Date
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Prescriber's Address	Emergency Phone
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- 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.

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Parent/Guardian Signature

Date

(agreed to above statement)

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Parent/Guardian Address

Home Phone

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Business Phone

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Self-Administration Authorization Additional Information

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

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 Route Time at School

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

\_\_\_\_\_

\_\_\_\_\_

Additional Information

Business Phone

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorization Form

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

## COMMUNICABLE DISEASES – STUDENTS

Students with communicable diseases will be allowed to attend school provided their presence does not create a substantial risk of transmission to other students or employees. The term “communicable disease” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases is included in the school district’s blood borne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan is reviewed annually by the superintendent and school nurse.

The health risk in immune-suppressed students is determined by the personal physician. The health risk to others in the school district environment from the presence of a student with a communicable disease is determined on a case-by-case basis by the student’s personal physician, a physician chosen by the school district or public health officials.

It is the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

Legal Reference: School Board of Nassau County v. Arline, 480 U.S. 273 (1987)

29 U.S.C. 701 et seq. (2004)

45 C.F.R. Pt. 84.3 (2004)

Iowa Code ch. 139 (2007)

641 I.A.C. 1.2-.5, 7.

Cross Reference: 403.3 Communicable Diseases – Employees

506 Student Records

507 Student Health and Well Being

Date of Adoption: 02/11/2019

Date of Review: 01/14/2019

Date of Revision: 02/11/2019

## COMMUNICABLE DISEASE CHART

## CONCISE DESCRIPTIONS AND RECOMMENDATIONS FOR EXCLUSION OF CASES FROM SCHOOL

<b>DISEASE *<i>Immunization is available</i></b>	<b>Usual Interval Between Exposure And First Symptoms Of Disease</b>	<b>MAIN SYMPTOMS</b>	<b>Minimum Exclusion From School</b>
CHICKENPOX	<i>12 to 17 days</i>	Mild symptoms and fever. Pocks are “blistery”. Develop scabs, most on covered parts of body.	7 days from onset of pocks or until pocks become dry
CONJUNCTIVITIS (PINK EYE)	24 to 72 hours	Tearing, redness and puffy lids, eye discharge	Until treatment begins or physician approves readmission.
ERYTHEMIA INFECTIOSUM (5 <sup>th</sup> DISEASE)	<i>4 to 20 days</i>	Usual age 5 to 14 years – unusual in adults. Brief prodrome of low-grade fever followed by Erythema (slapped cheek) appearance on cheeks, lace-like rash on extremities lasting a few days to 3 weeks. Rash seems to recur.	After diagnosis no exclusion from school.
GERMAN MEASLES* (RUBELLA)	14 to 23 days	Usually mild. Enlarged glands in neck and behind ears. Brief red rash.	7 days from onset of rash. Keep away from pregnant women.
HAEMOPHILUS MENINGITIS	2 to 4 days	Fever, vomiting, lethargy, stiff neck and back.	Until physician permits return.
HEPATITIS A	Variable – 15 to 50 days (average 28 to 30 days)	Abdominal pain, nausea, usually fever. Skin and eyes may or may not turn yellow.	14 days from onset of clinical disease and at least 7 days from onset of jaundice.
IMPETIGO	1 to 3 days	Inflamed sores, with puss.	48 hours after antibiotic therapy started or until physician permits return.
	10 days to fever, 14 days to rash	Begins with fever, conjunctivitis, runny nose, cough, then blotchy red rash.	4 days from onset of rash.

MENINGOCOCCAL MENINGITIS	2 to 10 days (commonly 3 to 4 days)	Headache, nausea, stiff neck, fever	Until physician permits return.
MUMPS*	12 to 25 days (commonly 18 days)	Fever, swelling and tenderness of glands at angle of jaw.	9 days after onset of swollen glands or until swelling disappears.
PEDICULOSIS (HEAD/BODY LICE)	7 days for eggs to hatch	Lice and nits (eggs) in hair	No exclusion from school. Notify parents.
RINGWORM ON SCALP	10 to 14 days	Scaly patch, usually ring shaped, on scalp	No exclusion from school. Exclude from gymnasium, swimming pools, contact sports
SCABIES	2 to 6 weeks initial exposure; 1 to 4 days re-exposure	Tiny burrows in skin caused by mites.	Until 24 hours after treatment.
SCARLET FEVER SCARLATINA STREP THROAT	1 to 3 days	Sudden onset, vomiting, sore throat, fever, later fine rash (not on face). Rash usually with first infection.	24 hours after antibiotics started and no fever.
WHOOPING COUGH* (PERTUSSIS)	7 to 10 days	Head cold, slight fever, cough, characteristic whop after 2 weeks	5 days after start of antibiotic treatment.

Read admission to School – It is advisable that school authorities require written permission from the health officer, school physician or attending physician before any pupil is readmitted to class following any disease which requires exclusion, not mere absence, from school.

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Date of Revision: 02/11/2019

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

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

Students with the following symptoms should remain home or may be sent home from school:

- An oral temperature of 100 degrees Fahrenheit or above. The child's temperature must remain below 100 degrees for 24 hours without the use of fever-reducing medications before they can return to school.
- An illness that caused vomiting two or more times during the previous 24 hours, unless the vomiting is known to be caused by a condition that's not contagious.
- Diarrhea. The child should be free of symptom for 24 hours before returning to school.
- Any other health condition that, in the school nurse's judgment, is of concern for the health and well-being of the child and others.
- Communicable illnesses for which you have been advised to keep your child out of school until cleared to return by the county health department or your child's doctor.

Legal Reference        Iowa Code §§ 613.17 (2007).

Cross Reference        507    Student Health and Well Being

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### 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 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 (2007).  
                                 281 I.A.C. 41.25(3)

Cross Reference        507    Student Health and Well Being  
                                 711.7   School Bus Safety Instruction

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STUDENT INSURANCE

Students 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 is 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.

Students participating in intramural or extracurricular athletics are required to have health and accident insurance.

Legal Reference Iowa Code §§ 279.8 (2007).

Cross Reference 504 Student Activities

507 Student Health and Well Being

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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 or parental rights. Court orders that have been issued are following 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.

Legal Reference            Iowa Code §§ 232.67, .70, .73, .75; 235A; 279.8; 710.6 (2007).  
   441 I.A.C. 9.2; 155; 175.

Cross Reference            506     Student Records  
   507     Student Health and Well Being

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### SPECIAL EDUCATION HEALTH SERVICES

The board recognizes that some special education students need special health services during the school day. These students will receive special health services in conjunction with their individualized education program. Licensed health personnel shall provide special health services under the auspices of the school.

The duties of the licensed personnel include:

- To participate as a member of the education team;
- To provide the health assessment;
- To plan, implement and evaluate the written individual health plan;
- To plan, implement and evaluate special emergency health services;
- To serve as liaison and encourage participation and communication with health service agencies and individuals providing health care;
- To provide health consultation, counseling and instruction to the student, the student's parent, and the staff in cooperation and conjunction with the prescriber;
- To maintain a record of special health services;
- To report unusual circumstances to the prescriber, parent and school administration; and to assign, delegate, instruct, provide technical assistance to and supervise qualified designated personnel; and update knowledge and skills to meet special health service needs;

The record of special health services shall include:

- The student's name;
- The special health service;
- The prescriber or person authorizing;
- The date and time;
- The signature and title of the person providing the special health service; and any unusual circumstances in the provision of such services.

Prior to the provision of special health services the following shall be on file;

- A written statement by the prescriber detailing the specific method and schedule of the special health service, when indicated;
- A written statement by the student's parent requesting the provision of the special health service;
- A written report of the preplanning staffing or meeting of the education team; and
- A written individual health plan.

Licensed health personnel, in collaboration with the education team, shall determine the special health services to be provided and the qualifications of individuals performing the special health services. The documented rationale shall include the following:

- An 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;
- The determination that the special health service, task, procedure, or function is part of the person's job description;
- The determination of the assignment and delegation, based on the student's needs;
- A review of the designated person's competence; and
- The determination of initial and ongoing level of supervision required to ensure quality services.

## SPECIAL EDUCATION HEALTH SERVICES

Licensed health personnel shall supervise the special health services, define the level of supervision, and document the supervision.

Licensed health personnel shall instruct qualified designated personnel to deliver and perform special health services contained in the individual health plan. Documentation of instruction and periodic updates shall be on file at the school.

Parents shall provide the usual equipment, supplies and necessary maintenance for such. The equipment shall be stored in a secured area. Personnel responsible for the equipment shall be designated in the individual health plan.

Qualified designated personnel, other than licensed health personnel, shall be presumed to agree to provide the special health service unless presenting to district personnel a signed written refusal to provide such service.

Legal Reference        Board of Education v. Rowley, 458 U.S. 176 (1982).  
Springdale School District #50 v. Grace, 693 F.2d 41 (8<sup>th</sup> Cir. 1982).  
Southeast Warren Comm. School District v. Dept. of Public Instruction, 285  
N.W. 2d 173 (Iowa 1979)  
20 U.S.C. §§ 1400 *et seq.* (2004).  
34 C.F.R. Pt. 300 *et seq.* (2004).  
Iowa Code §§ 256.11(7); 256B; 273.2, .5, .9(2)-(3); 280.8 (2007).  
281 I.A.C. 12.3(7), 41.96

Cross Reference

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## WELLNESS POLICY

The board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall 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.

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high quality meals.

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the school district may utilize electronic identification and payment systems; promote the availability of meals to all students; and/or use nontraditional methods for serving meals, such as "grab-and-go" or classroom breakfast.

The school district will consult with representatives of the board, parents, leaders in food/exercise authority and employees. The administrative team will develop a plan to implement and measure the local wellness policy and monitor the effectiveness of the policy. The administrative team will designate an individual to monitor implementation and evaluation of the implementation of this policy. The superintendent will report annually to the board regarding the effectiveness of this policy.

### Specific Wellness Goals

#### 1. *Specific goals for nutrition education*

The school district will provide nutrition education and engage in nutrition promotion that:

- ❖ Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- ❖ Is part of not only health education classes, but also, classroom instruction in subjects such as math, science, language arts, social sciences and elective subjects;
- ❖ Includes enjoyable, developmentally appropriate, culturally relevant participatory activities, such as contests, promotions, taste-testing, farm visits and school gardens;
- ❖ Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices;
- ❖ Includes training for teachers and other staff.
- ❖ Promotes healthy choices and lifestyles.

#### 2. *Physical Activity*

##### **Daily Physical Education**

The school district will provide physical education that:

- ❖ Is for all students in grades K-12 for the entire school year;
- ❖ Is taught by a certified physical education teacher;
- ❖ Includes students with disabilities, students with special health-care needs may be provided in alternative educational settings; and

- ❖ Engages students in moderate to vigorous activity during at least 50 percent of physical education class time.
- ❖ Provide other physical activity during the school day aside from recess and physical education class.

### **Daily Recess**

Elementary schools should provide recess for students that:

- ❖ Is at least 20 minutes a day;
- ❖ Is preferably outdoors;
- ❖ Encourages moderate to vigorous physical activity verbally and through the provision of space and equipment; and
- ❖ Discourages extended periods (i.e., periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

### **Physical Activity and Punishment**

- ❖ In general, employees should not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.
- ❖ If behavior modifications need to be implemented; students should not be held from physical activity for more than half of the allotted activity time.

### 3. *Other school-based activities that are designed to promote student wellness*

#### **Integrating Physical Activity into Classroom Settings**

For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end, the school will:

- ❖ Offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities;
- ❖ Discourage sedentary activities, such as watching television, playing computer games, etc.;
- ❖ Provide opportunities for physical activity to be incorporated into other subject lessons; and
- ❖ Encourage classroom teachers to provide short physical activity breaks between lessons or classes, as appropriate.
- ❖ Coordinate with local resources to provide education in regards to healthy lifestyles and behaviors.

#### **Food Marketing in Schools**

School-based marketing will be consistent with nutrition education and health promotion. The school district will:

- ❖ Promote healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products; and
- ❖ Market activities that promote healthful behaviors (and are therefore allowable) including: vending machine covers promoting water and pricing structures that promote health options in ale Carte lines.
- ❖ Smart snacks encouraged for student parties, classroom incentives and daily snacks provided by parents and teachers.

#### **Staff Wellness**

The school district values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. Each school should:

- ❖ Develop and promote a multifaceted plan to promote staff health and wellness;
- ❖ Base the plan on input solicited from employees and outline ways to encourage healthy eating, physical activity and other elements of a healthy lifestyle among employees.
- ❖ Offer health screenings and flu vaccinations annually to staff.
- ❖ Promote staff activity and wellness through healthy activities

### **School Meals**

Meals served through the National School Lunch and Breakfast Programs will:

- ❖ Be appealing and attractive to children;
- ❖ Be served in clean and pleasant settings;
- ❖ Meet, at a minimum, nutrition requirements established by local, state and federal law;
- ❖ Offer a variety of fruits and vegetables;
- ❖ Serve only low-fat 1% and fat-free milk and nutritionally equivalent non-dairy alternative (as defined by the USDA); and
- ❖ Provide option of whole grain or wheat. Breakfast To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, schools will:
  - ❖ Operate the breakfast program, to the extent possible;
  - ❖ Arrange bus schedules and utilize methods to serve breakfasts that encourage participation;
  - ❖ Notify parents and students of the availability of the School Breakfast Program, where available; and
  - ❖ Encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials or other means.

### **Free and Reduced-Price School Meals**

The school district will make every effort to eliminate any social stigma attached to, and prevent overt identification of, students who are eligible for free and/or reduced-price school meals. Toward this end, the school district may:

- ❖ Utilize electronic identification and payment systems;
- ❖ Promote the availability of meals to all students.

### **Meal Times and Scheduling**

The school district:

- ❖ Will provide students with ample time to eat after sitting down for breakfast and lunch;
- ❖ Should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11:00 am and 1:00 pm; should not schedule tutoring, club or organizational meetings or activities during meal times, unless students may eat during such activities
- ❖ Will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- ❖ Should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

### **Qualifications of Food Service Staff**

Qualified nutrition professionals will administer the meal programs. As part of the school district's responsibility to operate a food service program, the school district will:

- ❖ Provide continuing professional development for all nutrition professionals; and

- ❖ Provide staff development programs that include appropriate certification and/or training programs for child nutrition directors, nutrition managers and cafeteria workers, according to their levels of responsibility.

### **Sharing of Foods**

The school district discourages students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

### **Monitoring**

The superintendent will ensure compliance with established school district-wide nutrition and physical activity wellness policies.

In each school:

- The principal will ensure compliance with those policies in the school and will report on the school's compliance to the superintendent; and
- Food service staff, at the school or school district level, will ensure compliance with nutrition policies within food service areas and will report on this matter to the superintendent or principal.

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Date of Review: 01/14/2019

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CLASS OR STUDENT GROUP GIFTS

The board welcomes gifts to the school district from a class or a student group. While class gifts to the school district do not require approval of the superintendent, the board encourages students to consult with the superintendent or other licensed employee prior to selecting a gift for the school district.

Legal Reference        Iowa Code §§ 68B; 722.1, .2 (2007).

Cross Reference        704.4    Gifts – Grants - Bequests

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OPEN NIGHT

In keeping with good community relations, student school activities will not be scheduled Wednesday nights beyond 6:00 p.m., whenever possible. It is the responsibility of the principal to oversee the scheduling of school activities for compliance with this policy.

Legal Reference        Iowa Code §§ 279.8 (2007).

Cross Reference

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### SUNDAY ACTIVITIES

It shall be policy of OABCIG Community School District to prohibit any school sponsored activities on Sunday; this will be all inclusive - Athletics, Music, Drama, Clubs, etc.

Any exceptions to this policy must be cleared with the Board of Education at a regular Board meeting prior to the proposed exception. If timely approval cannot be made through the Board, the Board President and Superintendent may approve an exception.

Annual commencement exercises, however, may be held on Sunday.

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## DISTRIBUTION OF MATERIALS

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

It shall be the responsibility of the superintendent, in conjunction with the building principals to draft administrative regulations regarding this policy.

At every level of the process the person submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by the school district, the board, the administration or the individual reviewing the material submitted.

### I. Guidelines.

Students have the right to exercise freedom of speech. This includes the right to distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

- a) is obscene to minors;
- b) is libelous;
- c) contains indecent, vulgar, profane or lewd language;
- d) advertises any product or service not permitted to minors by law;
- e) constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender disability, age or ethnic origin);
- f) presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (a) through (d) to any student is prohibited. Distribution on school premises of material in categories (e) and (f) to a substantial number of students is prohibited.

### II. Procedures

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number.
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by the school, the administration, the board or the individual reviewing the material submitted.

## DISTRIBUTION OF MATERIALS

If the person submitting the request does not receive a response within twenty-four hours of submission, the person shall contact the building principal's office to verify that the lack of response was not due to the inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person shall contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

### III. Time, place and manner of distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within the corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

1. The material shall be distributed from a table set up for the purpose in a location designated by the principal, which location shall not block the safe flow of traffic or block the corridors or entrance ways, but which shall give reasonable access to students.
2. The material shall be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

### IV. Definitions.

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
  - a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested.
  - b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of genitals; and
  - c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen (18).

## DISTRIBUTION OF MATERIALS

3. "Material and substantial disruption" of a normal school activity is defined as follows:

- a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impeded the implementation of that program.
- b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

4. "School activities" means any activity of students sponsored by the school and includes by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

#### V. Disciplinary Action.

Distribution by a student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

#### VI. Notice of policy to students.

A summary of this policy will be published in student handbooks and posted conspicuously in school buildings.

DISTRIBUTION OF MATERIALS

Legal Reference: U.S. Const. Amend. I.  
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1998).  
Bethel School District v. Frazier, 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 (8<sup>th</sup> Cir. 1987).  
Iowa Code §§ 279.8; 280.22; 2182.3 (1993).

Cross Reference: 502 Student Rights and Responsibilities  
504.3 Student Publications  
504.2 Student Organizations

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