

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, 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.

OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS

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, Superintendent of Central City Community School District, 400 Barber Street, Central City, Iowa 52214; or by telephoning (319) 438-6181.

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., <http://www.state.ia.us/government/crc/index.html> 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.

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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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. 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, 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).
33 D.P.I. Dec. Rule 80 (1984).
Iowa Code §§ 257.6; 282.2, .6, .7; 285.4 (2009).
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: 100 Legal Status of the School District
501 Student Attendance

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NONRESIDENT 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 the 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 October 1 may be allowed to attend without the 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 (2009).

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 days equal to 90 percent of the approved calendar. 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 probationary approved private college preparatory school;
- are attending an accredited nonpublic school; or,
- are receiving competent 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.

COMPULSORY ATTENDANCE

Legal Reference: Iowa Code §§ 259A; 279.10-.11; ch. 299; 299A (2009).
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

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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.

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 is satisfactory evidence for proof of age.

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 §§ 139A.8; 282.1, .3, .6 (2009).
1980 Op. Att'y Gen. 258.

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

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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.

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

It is the responsibility of the superintendent to make a recommendation to the board annually regarding the assigned attendance center for each student. In making the recommendation, the superintendent will consider the geographical layout of the school district, the condition and location of the school district facilities, the location of student population, possible transportation 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
(2009).

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. § 1232g (2006).
Iowa Code §§ 139A.8; 282.1, .3, .4; 299A (2009).

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

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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 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 (2006).
Iowa Code §§ 274.1; 299.1-.1A (2009).

Cross Reference: 501 Student Attendance
506 Student Records
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 (2009).
281 I.A.C. 12.23(4).

Cross Reference: 501 Student Attendance
506 Student Records

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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 attend school half 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 (2009).
281 I.A.C. 12.2(4).

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

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TRUANCY - UNEXCUSED ABSENCES

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

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy 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. Students receiving special education services will not be assigned to supervised study hall unless the goals and objectives of the student's Individualized Education Program are capable of being met.

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.

Legal Reference: Iowa Code §§ 294.4; 299 (2009).
281 I.A.C. 12.32(4).

Cross Reference: 206.3 Secretary
410.3 Truancy Officer
501 Student Attendance
503 Student Discipline
504 Student Activities
506 Student Records

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TRUANCY - UNEXCUSED ABSENCES REGULATION

I. General Attendance Policy

A.A. Absences

1. Parents are expected to notify the school prior to 8:00 a.m. regarding a student's absence on the day of the absence. All absences must be reported within one day of the absence to be considered excused.

Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific days of times they were absent, verification by the doctor or dentist where appropriate, and a signature of the parent.

2. Acceptable reasons for a student's absence from school are limited to the following:

- a. religious observances;
- b. extended illness, hospitalization or doctor's care;
- c. death in the family or family emergency; and
- d. court appearance or other legal situation beyond the control of the family.

3. Classes missed because of attendance at a school-sponsored trip or activity will not be considered an absence. However, the student will be required to make up work missed.

4. Suspensions from class, either in-school suspensions or out-of-school suspension, will be treated as school-initiated student absences and will not count toward the days absent. However, the student will be required to make up work missed.

5. School work missed because of absences must be made up within one day plus the number of days absent, not to exceed 10 days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

B. Tardiness

1. A student is tardy when the student initially appears in the assigned area any time after the designated starting time.

TRUANCY - UNEXCUSED ABSENCES REGULATION

2. All incidents of class tardiness will be the responsibility of the teacher. Teachers will emphasize the importance of being on time and explain the classroom rules and procedures for tardies. The tardy sanctions should be consistently applied and sequential. Sanctions may include, but are not limited to, warning, assigned detention, parent contact and referral to the Principal.

C. Truancy

1. A student is truant when the student is absent from school or an assigned class or classes without school permission.

2. Work missed because of truancy must be made up the same as work for all other absences.

3. Incidents of truancy will be recorded as part of a student's attendance record and will count toward the absences per semester. The Principal or designee will also determine what, if any, disciplinary action is appropriate including, but not limited to, warning, detention, in-school suspension or administrative referral.

II. Excessive Absenteeism

Excessive absenteeism is any absence beyond 12 days or individual class meetings per semester.

A. When a student has been absent from school or a class 7 times during a given semester, the student's parent will be contacted via telephone or mail regarding the student's attendance. The classroom teacher or building administrator will initiate the 7 day notification process.

B. When a student has been absent from school/class 10 or more times during a semester, the teacher or the Principal or designee will inform the parent or guardian of the student's status. The Principal or designee will notify the student and parent of the excessive absences and initiate appropriate sanctions.

TRUANCY - UNEXCUSED ABSENCES REGULATION

III. Application of Sanctions

A.Excessive absences will result in the following:

1. If a student is absent 12 days from any given class, the student will be dropped from that class. The student will receive no credit for the class.
2. If a student is absent 12 days in an individual class, the student will be referred to At Risk Coordinator pursuant and a plan for success will be developed, which could include being dropped from the class. When a student is dropped they receive an “F” and receive no credit.

IV. Appeals

A.First level of appeal

1. When notified that the student has missed 10 days or class periods, the parent should contact the teacher and principal to discuss the student's attendance and prevent any further absences.
2. When notified that the student has exceeded 12 absences and that the student will be dropped from a class or school, the student and parent may file a written appeal with the Superintendent within 5 school days of the notification. Sanctions imposed under this policy will be final unless a written appeal is submitted to the Superintendent.
3. Written appeals will be referred to the Superintendent
4. The student will remain in the class or in school pending completion of the appeals process.
5. The informal appeals hearing will be scheduled within 5 school days after the appeal is filed. The Superintendent will consider the following in reaching a decision:

TRUANCY - UNEXCUSED ABSENCES REGULATION

- a. absences caused by religious holidays, documented chronic or extended illness, hospitalization, family death or emergency, emergency medical or dental care, court appearances or other legal situations beyond the control of the family, school-related class or program activities.
- b. attendance history of the student;
- c. extenuating circumstances particular to the student;
- d. educational alternatives to removal from class or school; or
- e. the total educational program for the individual student.

6. The decision of the Superintendent will be reached within one day of the hearing. The parent will be notified of the decision in writing.

B. Second level of appeal

Students and parents seeking a review of the At Risk Coordinator decision regarding sanctions rendered under this attendance policy may do so by filing a written request for review with the (HS Principal) within five days after the (At Risk Coordinator) decision. The (HS Principal) will determine an agreeable time, place and date for the review and notify the student and parent. At the conclusion of the review, the (HS Principal) will affirm, reverse or modify the (At Risk Coordinator) decision.

1. Appeal to Board of Directors

Students and parents may appeal the superintendent's decision by filing a written request for review by the board within five days with the board secretary. It is within the discretion of the board to determine whether to hear the appeal. If the appeal is accepted, the board secretary will determine an agreeable time, place and date for the review and notify the interested persons. At the conclusion of the review, the board may affirm, reverse or modify the superintendent's decision.

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STUDENT RELEASE DURING SCHOOL HOURS

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

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

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

Legal Reference: Iowa Code § 294.4 (2009).
281 I.A.C. 12.32(4).

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

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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 (2009).

Cross Reference: 501 Student Attendance
604.2 Individualized Instruction

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STUDENTS OF LEGAL AGE

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

Parents will be allowed to access and view the student's records without written permission from the student if the student is still a dependent for tax purposes. In most cases, with the discretion of 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 (2006).
Iowa Code §§ 22; 282.2, .6, .7; 285.4; 599.1; 622.10 (2009).
281 I.A.C. 12.3(6).

Cross Reference: 501 Student Attendance
506 Student Records

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OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A SENDING DISTRICT

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

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

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

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

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

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

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

OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A SENDING DISTRICT

Legal Reference: Iowa Code §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1 (2009).
281 I.A.C. 17.
1990 Op. Att'y Gen. 75.

Cross Reference: 501 Student Attendance
506 Student Records

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

The board will take action on the open enrollment request no later than June 1 in the year preceding the first year desired for open enrollment.

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

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

Open enrollment requests into the school district that, if denied, would result in students from the same nuclear family being enrolled in different school districts, will be given highest priority. The board, in its discretion, may waive the insufficient classroom space reason for denial for students of the same nuclear family to prevent the division of a nuclear family between two school districts. Other open enrollment requests into the school district are 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 nine through twelve open enrolling into the school district will not be eligible for participation in interscholastic athletics, at the varsity level, during the first ninety days of open enrollment into the school district.

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

OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A RECEIVING DISTRICT

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

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

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

OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A RECEIVING DISTRICT

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

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

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

Legal Reference: Iowa Code §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1 (2009).
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
501.14 Open Enrollment Transfers - Procedures as a Sending District
506 Student Records
507 Student Health and Well-Being
606.6 Insufficient Classroom Spac

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HOMELESS CHILDREN AND YOUTH

The Central City Community 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 School Counselor 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;

HOMELESS CHILDREN AND YOUTH

- 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; an
- 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. §§ 11431et 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

Approved: 4/22/15

Reviewed: 11/30/16

Revised:6/24/2011/30/16

Revised:6/24/20

STUDENT APPEARANCE

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents 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 and 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 is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

Legal Reference: Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
 Bethal School District v. Fraser, 478 U.S. 675 (1986).
 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).
 Torvik v. Decorah Community School, 453 F.2d 779 (8th Cir. 1972).
 Turley v. Adel Community School District, 322 F.Supp. 402 (S.D. Iowa
1971).
 Sims v. Colfax Comm. School Dist., 307 F.Supp. 485 (Iowa 1970).
 Iowa Code § 279.8 (2009).

Cross Reference: 500 Objectives for Equal Educational Opportunities for Students
 502 Student Rights and Responsibilities

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

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 (2009).

Cross Reference: 502 Student Rights and Responsibilities
802.1 Maintenance Schedule

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

FREEDOM OF STUDENT EXPRESSION

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

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

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

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

Student expression, other than student expression in student-produced official school publications, made on the school district premises or under the jurisdiction of the school district or as part of a school-sponsored activity may be attributed to the school district; therefore, student expression must be responsible. Student expression must be appropriate to assure 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.

FREEDOM OF STUDENT EXPRESSION

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of the administration, encourage the breaking of laws, defame others, be obscene or indecent, or cause a material and substantial disruption to the educational program. 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. Further, 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.

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

Legal Reference: U.S. Const. amend. I.
 Iowa Const. art. I(sec. 7)
 Morse v. Frederick, 551 U.S. 393 (2007)
 Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
 Bethel School District v. Fraser, 478 U.S. 675
 (1986).
 New Jersey v. T.L.O., 469 U.S. 325 (1985).
 Tinker v. Des Moines Ind. Comm. Sch. Dist., 393
 U.S. 503 (1969).
 Bystrom v. Fridley High School, 822 F.2d 747 (8th
 Cir. 1987).
 Iowa Code §§ 279.8; 280.22 (2009).

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

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

STUDENT COMPLAINTS AND GRIEVANCES

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

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within five 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 (2009).

Cross Reference: 210.8 Board Meeting Agenda
2135 Public Participation in Board Meetings
307 Communication Channels
502 Student Rights and Responsibilities
504.3 Student Publications

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

STUDENT LOCKERS

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

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

Legal Reference: Iowa Code §§ 279.8; 280.14; 808A (2009).

Cross Reference: 502 Student Rights and Responsibilities

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/2

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, or 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 principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will also be exempt from this policy.

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

WEAPONS

Legal Reference: No Child Left Behind, Title IV, Sec. 4141, P.L. 107-110 (2002).
Improving America's Schools Act of 1994, P.L. 103-382.
18 U.S.C. § 921 (2006).
McClain v. Lafayette County Bd. of Education, 673 F.2d 106 (5th
Cir. 1982).
Iowa Code §§ 279.8; 280.21B; 483A.27(11), 724 (2009).
281 I.A.C. 12.3(6)

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

Approved: 3/15/10
Reviewed: 4/22/15
Revised:6/24/20

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 substances, or "look alike" substances that appear to be tobacco or nicotine, 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.

This policy extends to include Electronic Smoking Devices (ESD) such as e-cigarettes or any similar devices (vaping); regardless of appearance or name as well as any chemicals or substances that may be used in them to produce a light aerosol, commonly referred to as vapor.

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 and nicotine or tobacco and nicotine 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:

SMOKING - DRINKING - DRUGS

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, nicotine, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, nicotine, drugs or alcohol;

- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and,
- Notification to parents and students that compliance with the standards of conduct is mandatory.

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

Legal Reference: 34 C.F.R. Pt. 86 (2006).
 Iowa Code §§ 123.46; 124; 279.8, .9; 453A (2007).
 281 I.A.C. 12.3(69); .5(3)(e), .5(4)(e), .5(5)(e),
 .5(21).

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

Approved: 3/15/10

Reviewed: 9/17/15

Revised:6/24/20 12/21/15 Revised:6/24/20

SEARCH AND SEIZURE

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect 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, nicotine, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that 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 is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

This policy extends to include Electronic Smoking Devices (ESD) such as e-cigarettes or any similar devices; regardless of appearance or name as well as any chemicals or substances that may be used in them to produce a light aerosol, commonly referred to as vapor.

SEARCH AND SEIZURE

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 (2009).
281 I.A.C. 12.3(6).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline

Approved: 3/15/10

Reviewed 4/22/15

Revised:6/24/20

SEARCH AND SEIZURE CHECKLIST

I. What factors caused you to have a reasonable and articulable suspicion that the search of this student or the student's effects 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. By whom
2. Time received
3. How was the information 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 of student requested:

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

What were you searching for?

Where did you search?

Sex of the student?

Age of the student?

Exigency of the situation

What type of search was being conducted

Who conducted the search:

Position:

Witness(s):

Explanation of Search.

Describe the time and location of the search:

Describe exactly what was searched:

What did the search yield:

What was seized:

Were any materials turned over to law enforcement officials?

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

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

SEARCH AND SEIZURE REGULATION

I. Searches, in general.

A. Reasonable and Articulate Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school 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 the 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, backpack, 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 Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.

(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 students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, 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

B. Locker and Desk 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 the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches will 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 contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

C. Automobile Searches

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

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

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

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

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

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

Legal Reference: Iowa Code §§ 232; 280.17 (2009).
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
502.810 Search and Seizure
503 Student Discipline
902.42 News Conferences and Interviewsstudents and the News Media

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

USE OF MOTOR VEHICLES

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

Students who drive to and park at their school attendance center 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 demonstrates good cause as determined by the superintendent.

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.

Students taking high school or concurrent classes offsite may drive to or from those classes, or ride with another student attending those classes, contingent on a signed transportation release and waiver form being on file in the secondary principal's office. The student and the student's parent must sign the form. The release and waiver form shall be valid for the school year in which it was signed and the parent may revoke the waiver at any time.

USE OF MOTOR VEHICLES

Legal Reference: Iowa Code §§ 279.8; 321 (2009).

Cross Reference: 502 Student Rights and Responsibilities

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20 12/20/17

Revised:6/24/20

STUDENT CONDUCT

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

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

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

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension 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:

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- 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.

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.

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

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activities. An out-of-school suspension will not exceed ten 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.

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

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

STUDENT CONDUCT

Legal Reference: No Child Left Behind, Title IV, Sec. 4115, P.L. 107-110 (2002).
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; 282.44, 282.5; 708.1
281 I.A.C. 12.3(6) (2009).

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

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STUDENT SUSPENSION

Administrative Action

A Probation

1. Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school.
2. The principal will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents.

B. In-School Suspension

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules, which are serious but which do not warrant the necessity of removal from school.
2. The principal will conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten school days. Written notice and reasons for the in-school suspension will be sent to the student's parents.

C. Out-of-School Suspension

1. Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.

STUDENT SUSPENSION

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

- a. Oral or written notice of the allegations against the student and,
- b. The opportunity to respond to those charges.

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

3. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort is made to personally notify the student's parents and such effort is documented by the person making or attempting to make the contact. Written notice to the parents will include the circumstances which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

D. Suspensions and Special Education Students

1. Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be Revised:6/24/20 to include a continuum of intervention strategies and programming to change the behavior.

2. Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

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EXPULSION

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

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

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

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

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

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

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and

EXPULSION

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 (2009).
 281 I.A.C. 12.3(6).

Cross Reference: 502 Student Rights and Responsibilities
 503 Student Discipline

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

FINES - FEES - CHARGES

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

The superintendent will inform the board of the dollar amount to be charged to students or others for fines, charges, or fees annually. Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent.

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

Legal Reference: Iowa Code §§ 256.7(20); 279.8; 280.10, .11; 282.6; 285.1; 301.1 (2009).
281 I.A.C. 18.2
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: 501.16 Homeless Children & Youth
502 Student Rights and Responsibilities
503 Student Discipline

Approved: 3/15/10
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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 in
school

Name of student:

Grade in
school

Name of student:

Grade in
school

Attendance Center/School:

Name of parent, guardian:

or legal or actual
custodian

Please check type of waiver desired:

Full waiver

Partial
waiver

Temporary
waiver

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

Full waiver

Free meals offered under the Children Nutrition Program (CNP)

—

The Family Investment Program (FIP)

—

Transportation assistance under open enrollment

—

Foster care

Partial waiver

Reduced priced meals offered under the Children
Nutrition Program

Temporary waiver

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

Signature of parent, guardian:

or legal or actual custodian

STUDENT FEE WAIVER AND REDUCTION PROCEDURES

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

A. Waivers -

1. Full Waivers - a student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
 2. Partial Waivers - a student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. 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 will not extend beyond the end of the school year.
- B. Application - Parents or students eligible for a fee waiver will make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.
- C. Confidentiality - The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.

STUDENT FEE WAIVER AND REDUCTION PROCEDURES

- D. Appeals - Denials of a waiver may be appealed to the Superintendent.

- E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

- F. Notice - the school district will annually notify parents and students of the waiver. The following information will be included in registration materials.

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

Approved: 3/15/10
Reviewed: 4/22/15
Revised:6/24/20

GOOD CONDUCT RULE

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

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

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

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

Legal Reference: Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555 (Iowa 1972).

In re Jason Clark, 1 D.P.I. App. Dec. 167 (1978).

Iowa Code §§ 280.13, .13A (2009).

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

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

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

CORPORAL PUNISHMENT

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

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
 - -- To quell a disturbance or prevent an act that threatens physical harm to any person.
 - -- To obtain possession of a weapon or other dangerous object within a pupil's control.
 - -- For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
 - -- For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
 - -- To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
 - -- To protect a student from the self-infliction of harm.
 - -- To protect the safety of others.
- Using incidental, minor, or reasonable physical contact to maintain order and control.

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

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

CORPORAL PUNISHMENT

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

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

Legal Reference: Ingraham v. Wright, 430 U.S. 651 (1977).
 Goss v. Lopez, 419 U.S. 565 (1975).
 Tinkham v. Kole, 252 Iowa 1303, 110 N.W.2d 258 (1961).
 Lai v. Erickson, PTPC Admin. Doc. 83-12 (1983).
 Iowa Code §§ 279.8; 280.21
(2009).
 281 I.A.C. 12.3(6); 103.
 1980 Op. Att'y Gen. 275.

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

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PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS

It is the goal of the district that all students can learn and grow in a safe and peaceful environment that nurtures the student and models respect for oneself and others. On occasion, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The goal of these interventions is to promote the dignity, care, safety, welfare and security of each child and the school community. With this objective in mind, the district will prioritize the use of the least restrictive behavioral interventions appropriate for the situation.

Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move the student's arms, legs, body, or head freely. Physical restraint does not mean a technique used by trained school personnel, or used by a student, for the specific and approved therapeutic or safety purposes for which the technique was designed and, if applicable, prescribed. Physical restraint does not include instructional strategies, such as physically guiding a student during an educational task, hand-shaking, hugging, or other non-disciplinary physical contact.

Seclusion means the involuntary confinement of a child in a seclusion room or area from which the child is prevented or prohibited from leaving; however, preventing a child from leaving a classroom or school building are not considered seclusion. Seclusion does not include instances when a school employee is present within the room and providing services to the child, such as crisis intervention or instruction.

Physical restraint or seclusion is reasonable or necessary only:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or
- To prevent serious damage to property of significant monetary value or significant non monetary value or importance; or
- When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
- When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and

PHYSICAL RESTRAINT AND SECLUSION OF A STUDENTS

- When the physical restraint or seclusion complies with all applicable laws.

Prior to using physical restraint or seclusion, employees must receive training in accordance with the law. Any individual who is not employed by the district but whose duties could require the individual to use or be present during the use of physical restraint or seclusion on a student will be invited to participate in the same training offered to employees on this topic.

When required by law, the superintendent or the superintendent's designee will ensure a post-occurrence debriefing meeting is held, maintain documentation and fulfill all reporting requirements for each occurrence of physical restraint or seclusion as required by law.

Legal Reference:

Iowa Code §§ 279.8; 280.21.

281 I.A.C. 103.

Cross Reference:

402.3 Abuse of Students by School District Employees

502 Student Rights and Responsibilities

503 Student Discipline

503.5 Corporal Punishment

Approved September 2021

STUDENT GOVERNMENT

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

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

Legal Reference: Iowa Code § 279.8 (2009).

Cross Reference: 502 Student Rights and Responsibilities
504 Student Activities

Approved: 3/15/10

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

Curriculum-Related Organizations

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

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

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

Non-curriculum-Related Organizations

STUDENT 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 is strictly voluntary and student-initiated. As a means of determining whether a student's attendance is voluntary, the principal may require parental consent for the student to attend the meetings.

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, 496 U.S. 226 (1990).

Bender v. Williamsport Area Community School District, 741 F.2d 538 (3d Cir. 1984), vacated and remanded on other grounds, 475 U.S. 534 (1986).
20 U.S.C. §§ 4071-4074 (2006).
Iowa Code §§ 287.1-.3; 297.9 (2009).

Cross Reference: 502 Student Rights and Responsibilities
504 Student Activities

Approved: 3/15/10

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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 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. The production of official school publications is guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication will follow the grievance procedure outlined in board policy 2143.1. Students who believe their freedom of expression in a student-produced official school publication has been restricted will follow the grievance procedure outlined in board policy 502.46.

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

STUDENT PUBLICATIONS

Legal Reference: Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
Iowa Code § 280.22 (2009).

Cross Reference: 3079 Communication Channels
502 Student Rights and Responsibilities
504 Student Activities
903.5 Distribution of Material

Approved: 3/15/10

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Revised:6/24/20

STUDENT PUBLICATIONS CODE

A. Official school publications defined.

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

B. Expression in an official school publication.

1. No student 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.

STUDENT PUBLICATIONS CODE

- 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.
- 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 213.14.
- 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 premises.
 2. Distribution in a reasonable manner will not encourage students to:
 - a. commit unlawful acts;
 - b. violate school rules;

STUDENT PUBLICATIONS CODE

- 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 benefit to the student and the education program. Performance at such events is a privilege.

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

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

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

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

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

STUDENT PERFORMANCES

Legal Reference: Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Iowa Code §§ 280.13-.14 (2009).
281 I.A.C. 12.6.

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

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

STUDENT FUNDRAISING

Students may raise funds for school-sponsored events with the permission of the principal and the Board of Education. Fund raising by students for events other than school-sponsored events is not allowed. Collection boxes for school fundraising must have prior approval from the School Board 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 (2009).

Cross Reference: 402.9 Solicitations from Outside
502 Student Rights and Responsibilities
503 Student Discipline
504 Student Activities
704.5 Student Activities Fund
905.2 Advertising and Promotion

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

STUDENT ACTIVITY PROGRAM

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

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

Student activity events must be approved by the superintendent unless they involve 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. Such outside participation will not conflict with the school sponsored athletic activity.

It is the responsibility of the superintendent to develop administrative regulations for each school activity. These regulations will include, but 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.

STUDENT ACTIVITY PROGRAM

Legal Reference: 20 U.S.C. §§ 1681-1683; 1685-1686 (2006).
34 C.F.R. Pt. 106.41 (2004).
Iowa Code §§ 216.9; 280.13-.14 (2009).

281 I.A.C. 12.3(6)., 12.6, 36.15(7).

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

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

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 the Fall and Spring at the elementary and junior high school to keep the parents informed. The conferences at the high school may not be 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, .11A; 256E.1(1)(b)(1),41;
280 (2009).284.12
281 I.A.C. 12.3(46), .12.3(6), 3(7),
.5(16).

Cross Reference: 505 Student Scholastic Achievement
506 Student Records

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20 4/22/15 Revised:6/24/20

STUDENT PROMOTION - RETENTION - ACCELERATION

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

The district shall adhere to the following:

- Retention/Promotion in kindergarten – eighth grade: The retention of a student will be determined based upon the judgment of the licensed employee and the principal. 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 coursework 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 board 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.

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.

STUDENT PROMOTION - RETENTION - ACCELERATION

Legal Reference: Iowa Code §§ 256.11, .11A; .41; 279.8
; 280.3 (2009).

281 I.A.C. 12.3(7)5; 12.5(16).

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

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

STUDENT HONORS AND AWARDS

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

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

Legal Reference: Iowa Code § 279.8 (2009).

Cross Reference: 504 Student Activities
505 Student Scholastic Achievement

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

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, to submit to a survey, analysis or evaluation that reveals information concerning:

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

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

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

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

TESTING PROGRAM

Legal Reference: No Child Left Behind, Title II, Sec. 1061, P.L. 107-110 (2002).
Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125
(1994).
20 U.S.C. § 1232h (2006).
Iowa Code §§ 280.3
; (2009).

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

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

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 50 credits prior to graduation. The following credits will be required for graduation.

English/Language Arts	8 credits
Science	6 credits
Mathematics	6 credits
Social Studies	6 credits
Physical Education	4 credits
United State Government	1 credits
American History	2 credits
Financial Literacy	1 credits

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

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

Students who complete a regular session in the Legislative Page Program of the general assembly at the state capitol will be credited $\frac{1}{2}$ credit of social studies.

Students enrolled in a junior officers' training corp will receive $\frac{1}{8}$ th physical education credit for each semester the student is enrolled in the program.

GRADUATION REQUIREMENTS

Legal Reference:

Iowa Code §§ 256.7, 11, .41; 279.8; 280.3, .14.

281 I.A.C. 12.3(5); 12.5.

Cross Reference:

505 Student Scholastic Achievement

603.3 Special Education

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

Reviewed: 12/3/21

EARLY GRADUATION

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

A student who graduates early will no longer be considered a student and will become an alumnus of the school district and may not participate in activities. However, the student who graduates early may participate in commencement exercises.

Legal Reference: Iowa Code §§ 279.8; 280.3 (2009).
281 I.A.C. 12.2; .3(7); .5; 12.3(5).

Cross Reference: 505 Student Scholastic Achievement

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

COMMENCEMENT

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

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

Legal Reference: Iowa Code §§ 279.8; 280.3 (2009).
281 I.A.C. 12.5.

Cross Reference: 505 Student Scholastic Achievement

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

PARENT AND FAMILY ENGAGEMENT INVOLVEMENT DISTRICT WIDE POLICY

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

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

The district shall involve parents in determining how to allocate reserved Title I funds in accordance with applicable laws.

- (1) Involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement in accordance with directives in the district's Title I Plan;

PARENT AND FAMILY ENGAGEMENT DISTRICTWIDE POLICY

- (2) Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance in accordance with directives in the district's Title I Plan;
- (3) Build the schools' and parents' capacity for strong parental involvement in accordance with directives in the district's Title I Plan;
- (4) Coordinate and integrate parental involvement strategies under Title I with other programs such as Head Start, Reading First, etc., in accordance with directives in the district's Title I Plan;
- (5) Conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, minorities, parents with disabilities and parents with low literacy) and use the findings of the evaluation to design strategies for more effective parental involvement and to revise, as necessary, the parental involvement policies. This procedure will be done in accordance with directives in the district's Title I Plan; and
- (6) Involve parents in Title I activities in accordance with directives in the district's Title I Plan.

The board will review this policy annually. The superintendent is responsible for notifying parents of this policy annually or within a reasonable time after it has been amended during the school year. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal References: No Child Left Behind, Title I, Sec. 1118, P.L. 107-110. (2002)20 U.S.C. §6318

Cross References: 903.2 Community Resource Persons and Volunteers

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

PARENT AND FAMILY ENGAGEMENT BUILDING LEVEL REGULATION

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

1. Policy Involvement: The district will host an annual meeting and invite all parents to attend; and inform parents of their rights and the district's requirements under Title I. This meeting will also invite parents to become involved in the planning, review and improvement of a building policy and in developing the district plan. The district will inform parents of:

- programs under this policy,
- curriculum and assessment used for students,
- the opportunity to meet with administration to participate in decisions related to their children's education,
- a description and explanation of curriculum used in the school forms of academic assessment used to measure student progress, and
- achievement levels of the challenging State academic standards.

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

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

PARENT AND FAMILY ENGAGEMENT BUILDING LEVEL REGULATION

regular reports to parents on their children's progress, and ensuring regular meaningful communication between family and school staff.

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

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

Approved:6/24/20

STUDENT EDUCATION RECORDS ACCESS

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

Definitions

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

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

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

Parents and eligible students will have access to the 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 an institution of postsecondary 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

STUDENT EDUCATION RECORDS ACCESS

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

STUDENT EDUCATION RECORDS ACCESS

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

STUDENT EDUCATION RECORDS ACCESS

educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representative of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted;

- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- consistent with an interagency agreement between the school district and juvenile justice agencies;
- in connection with a health or safety emergency; or,
- as directory information.; or
- In additional instances as provided by law.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's 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 who have accessed the student's education records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student 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 or they may be maintained electronically with secure backup file.

STUDENT EDUCATION RECORDS ACCESS

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 who 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 student 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 will destroy the records, except for permanent records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. For purposes of policy, "no longer needed to provide educational services" means that a record is no longer relevant to the provision of instruction, support, or related services and it is no longer needed for accountability and audit purposes. At a minimum, a record needed for accountability and audit purposes must be retained for five years after completion of the activity for which funds were used.

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

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school

STUDENT EDUCATION RECORDS ACCESS

suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order.

Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

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

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

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

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

STUDENT EDUCATION RECORDS ACCESS

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 a reasonable time following receipt 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 that they have the right to:

- 1- Inspect and review the student's education records;
- 2- Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- 3- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent; and
- 4- File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the law.

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. 20202-8520.

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. 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.

STUDENT EDUCATION RECORDS ACCESS

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 (2006).
34 C.F.R. Pt. 99, 300, .610 et seq.
(2006).

Iowa Code §§ 22; 279.9B, 280.24, .25, 622.10 (2009).
281 I.A.C. 12.3(4); 41; .610 et seq.
1980 Op. Att'y Gen. 720, 825.

Cross Reference: 501 Student Attendance
505 Student Scholastic Achievement
506 Student Records
507 Student Health and Well-Being
603.3 Special Education
708 Care, Maintenance and Disposal of School District Records
901 Public Examination of School District Records

Approved: 3/15/10 Reviewed: 4/22/15 Revised:6/24/20

STUDENT RECORDS CHECKLIST

	Copy to Parent Upon Request	Parent Signature Required**	User Must Submit. Written Request*	No Parent Signature Required	Parent Notified in Advance	Parent Notified of Release	Request Made Part of Student Record	Schedule Hearing Following Decision with Parent	
Subpoena or Judicial Order				·X	·X				Lawfully Issued
Student Financial Aid				X·					Written Request
School or Staff in Same School System			X	·X					No Written Request Necessary
Other School System Where Student Plans to Enroll	X·		·X	X·		X·	·X		506.1E2
United States Comptroller General			·X	·X			X·		506.1E2
Dept. of Health, Education and Welfare Secretary			X·	·X			·X		506.1E2
National Institute of Education			·X	·X			X·		506.1E2
Iowa Dept. of Education Official			·X	·X			·X		506.1E2

Parent Inspection of Student Educational Records	X·	·X							506.1E5
Parent Request for Hearing to Challenge Record		X·						X·	506.1E4
Parent Authorization for School to Release Information	·X	·X							506.1E3
Notification of Transfer of Student Records	·X			X·					506.1E6

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

The undersigned hereby requests permission to examine the Central City Community School District's official education records of:

Legal Name of Student

Date of Birth

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

The undersigned certifies that they are (check one):

- (a) An official of another school system in which the student intends to enroll.
- (b) An authorized representative of the Comptroller General of the United States.
- (c) An authorized representative of the Secretary of the U.S. Department of Education or U.S. Attorney General.
- (d) A state or local official to whom such is specifically allowed to be reported or disclosed.
- (e) A person connected with the student's application for, or receipt of, financial aid (SPECIFY DETAILS ABOVE.)
- (f) 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 redisclosed 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

Title

Agency

Date:

Address:

City:

State:

ZIP:

Phone Number:

APPROVED:

Signature:

Title:

Dated:

Approved: 3/15/10 Reviewed: 4/22/15 Revised:6/24/20

REQUEST OF NON PARENT FOR EXAMINATION OR COPIES OF AUTHORIZATION
FOR RELEASE OF STUDENT EDUCATION RECORDS

The undersigned hereby authorizes Central City Community School District to release copies of the following official education records:

concerning

(Full Legal Name of Student)

Date of Birth

Name of Last School Attended

Year(s) of Attendance from 20 to 20

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:

Approved:

Reviewed:

Revised:6/24/20

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

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.

Signature

Date:

Address:

City:

State:

ZIP:

Phone Number:

APPROVED:

Signature:

Title:

Dated:

Approved: 3/15/10 Reviewed: 4/22/15 Revised:6/24/20

Code No. 506.1E5

NOTIFICATION OF TRANSFER OF STUDENT EDUCATION RECORDS

To: _____ Date: _____
Parent/or Guardian

Address: _____
City/State _____ ZIP: _____
_____ ZIP: _____

Please be notified that copies of the Central City _____ Community School
District's official student records concerning _____ concerning
, (full legal name of student) have been transferred to:

_____ _____
School District Name Address

upon the written statement that the student intends to enroll in said school system.
If you desire a copy of such records furnished, please check here _____ and return this form to
the undersigned. A reasonable charge will be made for the copies.

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

(Name)

(Title)

Name:

Title:

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date:

Dear:

(Parent/Guardian)

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

The specific records requested are

.

The school district has until (date on subpoena or court order) to deliver the documents to (requesting party on subpoena or court order). If you have any questions, please do not hesitate to contact me at (phone #) .

Sincerely,

(Principal or Superintendent)

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

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

Identification of Agencies: This agreement is between the Central City Community School District (hereinafter "School District") and
(agencies listed) (hereinafter "Agencies") .

Statutory Authority: This agreement implements Iowa Code § 280.25 and is consistent with 34 C.F.R. 99.38. (2006).

Parameters of Information Exchange:

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

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

5. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.
6. Information obtained by the school from other juvenile justice agencies may not be used as the basis for disciplinary action of the student.
7. This agreement only governs a school district's ability to share information and the purposes for which that information can be used. Other agencies are bound by their own respective confidentiality policies.

Records' Transmission: The individual requesting the information should contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within 10 business days of the request.

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

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

Term: This agreement is effective from _____ (date) to (date) .

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

APPROVED:

Signature:

Address:

Title:

City:

Agency:

State:

ZIP

Dated:

Phone Number:

Signature:

Address:

Title:

City:

Agency:

State:

ZIP

Dated:

Phone Number:

Signature:

Address:

Title:

City:

Agency:

State:

ZIP

Dated:

Phone Number:

Signature:

Address:

Title:

City:

Agency: _____

State: _____

ZIP _____

Dated: _____

Phone Number: _____

Approved: 3/15/10

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EDUCATION RECORDS ACCESS

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

Definitions

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

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

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

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

Copies of education records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the education records. Fees for copies of

EDUCATION RECORDS ACCESS

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 education records.

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

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

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

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

EDUCATION RECORDS ACCESS

- 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;
- As directory information; or
- In additional instances as provided by law.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's education records without the permission of the parents 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 education records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's education records. This list for an education record may be accessed by the parents, the eligible student and the custodian of education records.

Permanent education records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent education records will be kept in a fire-safe vault or they may be maintained electronically with a secure backup file.

When personally identifiable information, other than permanent education records, is no longer needed to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records, except for permanent records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. For purposes of policy, "no longer needed to provide educational

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services" means that a record is no longer relevant to the provision of instruction, support, or related services and it is no longer needed for accountability and audit purposes. At a minimum, a record needed for accountability and audit purposes must be retained for five years after completion of the activity for which funds were used.

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

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

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

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

EDUCATION RECORDS ACCESS

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

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 a reasonable time following receipt 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 that they have the right to:

1. Inspect and review the student's education records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent; and
4. File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the law.

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.

EDUCATION RECORDS ACCESS

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. 20202-8520.

Legal Reference:

20 U.S.C. § 1232g, 1415.

34 C.F.R. Pt. 99, 300, .610 et seq.

Iowa Code §§ 22; 279.9B, 280.24, .25, 622.10

281 I.A.C. 12.3(4); 41

Cross Reference:

501 Student Attendance

505 Student Scholastic Achievement

506 Student Records

507 Student Health and Well-Being

603.3 Special Education

708 Care, Maintenance and Disposal of School District Records

901 Public Examination of School District Records

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

Revised: 12/3/21

USE OF EDUCATION RECORDS

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

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

A. Access to Records

1. Parents, eligible students, and other individuals authorized in accordance with law will have access to the student's education records during the regular business hours of the school district. Parents and eligible students will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. An eligible student or parent, upon written request to the board secretary, shall receive an explanation and interpretation of the education records. A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.

USE OF EDUCATION RECORDS

2. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.
- B. Release of Information Outside the School - Information from education records may be disclosed to outside parties as outlined in board policy and otherwise provided by law.
- C. Procedures for Requesting a Record Amendment
1. If the eligible student, parent, or legal guardian believe the information in the education records is inaccurate, misleading, or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education student records.
 2. The school district will decide whether to amend the education student records within a reasonable time after receipt of the request.
 3. If the school district determines an amendment is made to the education student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.
 4. If the school district determines that amendment of the student's education record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. The hearing officer may be an employee of the school district, so long as the employee does not have a direct interest in the outcome of the hearing.
 5. Upon parental request, the school district will hold a hearing regarding the content of a student's education records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.

USE OF EDUCATION RECORDS

6. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
7. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.
8. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
9. The parents may appeal the hearing officer's decision to the superintendent within 10 days if the superintendent does not have a direct interest in the outcome of the hearing.
10. The parents may appeal the superintendent's decision or the hearing officer's decision if the superintendent was unable to hear the appeal, to the board within 30 days. It is within the discretion of the board to hear the appeal.
11. If the parents' and the eligible student's request to amend the education student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the education student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's education records will become a part of the education student record and be maintained like other education student records. If the school district discloses the education student records, the explanation by the parents will also be disclosed or the eligible student of the decision in writing.

ANNUAL NOTICE

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

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

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

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

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

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

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

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board.

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A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist, a or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

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

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

Family Policy Compliance Office

U.S. Department of Education,

400 Maryland Ave., SW

Washington, DC, 20202-4605.

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

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

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ANNUAL NOTICE

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

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

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

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

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

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

ANNUAL NOTICE

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

Family Policy Compliance Office

U.S. Department of Education,

400 Maryland Ave., SW

Washington, DC, 20202-4605.

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

Revised: 12/3/21

ANNUAL NOTICE

La FERPA (Family Educational Rights and Privacy Act), la ley que trata sobre el derecho a la privacidad y los derechos educativos de la familia, le depara a los padres y a los estudiantes mayores de dieciocho años (estudiantes emancipados) ciertos derechos con respecto a los expedientes académicos del estudiante. Estos derechos están a continuación:

El derecho a inspeccionar y a revisar los expedientes académicos del estudiante dentro de un plazo de 45 días a partir de la fecha en que el distrito reciba una solicitud para obtener acceso a los expedientes.

Los padres o los estudiantes emancipados deben someter una solicitud por escrito al director de la escuela (o al oficial escolar apropiado) identificando el expediente o los expedientes que ellos desean inspeccionar. El director hará arreglos para el acceso a los mismos y le notificará al padre o a la madre o al estudiante emancipado de la hora y el lugar en donde se pueden inspeccionar los expedientes.

El derecho a solicitar una enmienda de los expedientes académicos del estudiante, los cuales piensan los padres o el estudiante emancipado que están incorrectos, que son engañosos o que quebrantan los derechos del estudiante a su privacidad.

Si los padres o los estudiantes emancipados creen que un expediente está incorrecto o es engañoso, pueden pedirle al distrito escolar que enmiende el expediente. Ellos deben escribirle al director de la escuela, identificando claramente la parte del expediente que ellos desean cambiar y especificando por qué el expediente está incorrecto o es engañoso.

Si el distrito escolar decide no enmendar el expediente, según la solicitud de los padres o de los estudiantes emancipados; el distrito notificará a los padres o al estudiante emancipado de esta decisión y les informará de su derecho a tener una audiencia con relación a la solicitud de enmienda. Cuando se le notifique del derecho a tener una audiencia, el padre, la madre o el estudiante emancipado también recibirá información adicional sobre los procedimientos de la audiencia.

ANNUAL NOTICE

El derecho al consentimiento de la divulgación de información contenida en el expediente académico del estudiante y que lo identifica personalmente, a la excepción de lo que autoriza FERPA divulgar sin consentimiento.

Una excepción que permite la divulgación de información sin consentimiento es la divulgación de información a los oficiales escolares que tienen intereses educativos legítimos. Un oficial escolar es una persona que es empleado del distrito ya sea como administrador, supervisor, instructor, personal auxiliar (incluyendo el personal médico o de servicios de salud y el personal policial), una persona miembro de la junta escolar, una persona o compañía con quien el distrito ha contratado para realizar una tarea especial (tal como un abogado, interventor de cuentas, empleados del AEA (Agencias de Educación Regionales), asesor médico o terapeuta), o como un padre o estudiante que participa en un comité oficial, tal como un comité disciplinario o de quejas, o un equipo auxiliar de estudiantes, o como una persona que ayuda a otro oficial escolar a realizar sus tareas

Un oficial escolar tiene un interés escolar legítimo si el oficial necesita revisar un expediente académico a fin de cumplir con su obligación profesional.

[Previa solicitud, el distrito divulgará sin consentimiento los expedientes académicos a los oficiales de otro distrito escolar en el cual el estudiante tiene la intención de matricularse. (Nota: A menos que en su notificación anual haya una declaración indicando que tienen la intención de enviar los expedientes al solicitante cuando éste los solicite. FERPA exige que un distrito escolar haga un intento razonable para notificar al padre o al estudiante emancipado de que han recibido una solicitud para la obtención de los expedientes académicos).

El derecho de informarle al distrito escolar de que el padre o la madre no quieren que se comunique al público la información contenida en el directorio, tal como se define abajo. Cualquier estudiante mayor de dieciocho años de edad o padre o madre que no quiera que se comunique al público esta información puede hacer una objeción de los escribiéndole al director a más tardar el (date) de (month) de (year) . La objeción tiene que ser renovada anualmente.

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Nombre, dirección, número de teléfono, fecha y lugar de nacimiento, materia de estudio principal, participación en deportes y en actividades reconocidas oficialmente, peso y estatura de los miembros de los equipos atléticos, fechas de asistencia a la escuela, diplomas y premios recibidos, la escuela o institución docente más reciente a la que asistió el estudiante, fotografía o imagen u otra información parecida.

El derecho a presentar una queja al U.S. Department of Education (Ministerio de Educación de los Estados Unidos) con respecto a las faltas supuestas del distrito en cumplir con los requisitos de FERPA. A continuación encontrará el nombre y la dirección de la oficina que maneja FERPA:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C., 20202-4605.

[El Distrito Escolar puede intercambiar con cualquiera de las Partes cualquier información contenida en el expediente académico permanente del estudiante. Esta información debe estar relacionada directamente con la capacidad del sistema de justicia de menores para servir efectivamente al estudiante. Antes de la adjudicación, la información contenida en el expediente permanente puede ser divulgada por parte del Distrito Escolar a las Partes sin consentimiento de los padres y sin una orden judicial. Después de la adjudicación, la información contenida en el expediente permanente del estudiante solamente podrá ser divulgada con consentimiento de los padres o por medio de una orden judicial. La información que se intercambie conforme con un acuerdo, será utilizado únicamente para determinar los programas y los servicios apropiados para las necesidades del estudiante o de la familia del estudiante. También se podrá utilizar para coordinar la entrega de los programas y los servicios al estudiante o a la familia del estudiante. A menos que se obtenga un consentimiento por escrito de parte de los padres de un estudiante, del guardián o del custodio legal o real del estudiante, la información que se intercambie en virtud de un acuerdo, no será admisible en ningún procedimiento judicial que tenga lugar antes de una audiencia de disposición. Este acuerdo solamente rige la capacidad de un distrito escolar para intercambiar información y rige los propósitos para los cuales se puede utilizar esa información.

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El propósito para el cual se intercambia la información antes de la adjudicación del estudiante es para mejorar la seguridad del colegio, reducir el uso ilícito de drogas y de alcohol, reducir las inasistencias a clase, reducir las suspensiones en el colegio y fuera del colegio, y para apoyar las alternativas a las suspensiones y expulsiones en el colegio y fuera del colegio. Estas alternativas proporcionan programas educativos estructurados y bien supervisados, suplidos por servicios adecuados y coordinados que están diseñados para corregir comportamientos que causan inasistencias a clase, suspensiones y expulsiones. Estos programas apoyan a los estudiantes en completar exitosamente su educación.

El individuo que solicite la información debe ponerse en contacto con el director del edificio en el cual el estudiante está actualmente matriculado o en el que estuvo matriculado. El director entonces enviará los expedientes dentro de los diez días laborables que le siguen a la fecha en que se recibió la solicitud.

La información confidencial que se intercambie entre las Partes y el distrito escolar permanecerá en confianza y no se intercambiará con ninguna otra persona salvo que esté dispuesto por ley. A menos que se obtenga el consentimiento por escrito de parte del padre o la madre del estudiante del guardián o del custodio real o legal del estudiante, ninguna información intercambiada según el acuerdo será admisible en ningún procedimiento judicial que tenga lugar antes de la audiencia.]

Approved: 3/15/10
Reviewed: 4/22/15
Revised:6/24/20

USE OF STUDENT RECORDS EDUCATION REGULATION RECORDS

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

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

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 calendar days.

A. Access to Records

USE OF STUDENT RECORDS EDUCATION REGULATION RECORDS

Parents, eligible students, and other individuals authorized in accordance with law will have access to the student's education records during the regular business hours of the school district. Parents and eligible students will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. An eligible student or parent, upon written request to the board secretary, shall receive an explanation and interpretation of the education records. 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, is 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 the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.

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.

USE OF STUDENT RECORDS EDUCATION REGULATION RECORDS

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

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.

Student records may be released to official education and other government agencies only if allowed by state or federal law.

C. Procedures for Requesting a Record Amendment

1. If the eligible student, parent, or legal guardian believe the information in the education records is inaccurate, misleading, or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education student records.
2. The school district will decide whether to amend the education student records within a reasonable time after receipt of the request.
3. If the school district determines an amendment is made to the education student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.
4. If the school district determines that amendment of the student's education record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. The hearing officer may be an employee of the school district, so long as the employee does not have a direct interest in the outcome of the hearing.

USE OF STUDENT RECORDS EDUCATION REGULATION RECORDS

To release student records to other persons or agencies, written consent is given by the parent, legal guardian, or a student of majority age. This consent form will state which records are released, to whom they are released, and the reason for the release. A copy of the specific records being released will be made available to the person signing the release form if requested. Before furnishing student records in compliance with judicial orders or pursuant to any lawfully issued subpoena, the school district will make a reasonable attempt to notify the parents, legal guardian, or eligible student are notified in advance.

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.

Hearing Procedures

Upon parental request, the school district will hold a hearing regarding the content of a student's education records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.

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. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.

The parents may appeal the hearing officers decision to the superintendent within five days if the superintendent does not have a direct interest in the outcome of the hearing. The parents may appeal the superintendent's decision, or the hearing officers decision if the superintendent was unable to hear the appeal to the board within five days. It is within the discretion of the board to hear the appeal.

USE OF STUDENT RECORDS EDUCATION REGULATION RECORDS

If the parents' and the eligible student's request to amend the education student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the education student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's education records will become a part of the education student record and be maintained like other education student records. If the school district discloses the education student records, the explanation by the parents will also be disclosed or the eligible student of the decision in writing.

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. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision. The parents may appeal the hearing officers decision to the superintendent within five days if the superintendent does not have a direct interest in the outcome of the hearing. The parents may appeal the superintendent's decision, or the hearing officers decision if the superintendent was unable to hear the appeal to the board within five days. It is within the discretion of the board to hear the appeal.

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

STUDENT DIRECTORY INFORMATION

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." Student directory information is designed to be used internally within the school district. The district has designated the following as dDirectory information: is 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.

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

STUDENT DIRECTORY INFORMATION

- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Student directory information is designed to be used internally within the school district. Directory information is 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 (including parents of students open enrolled out of the school district and parents of children homeschooled in the school district) 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 is 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 (2006).
34 C.F.R. Pt. 99,
300.560 - .574 (20064).
Iowa Code § 22; 622.10(2009).
281 I.A.C. 12.3(4); 41.123.
1980 Op. Att'y Gen. 720.

STUDENT DIRECTORY INFORMATION

Cross Reference: 504 Student Activities
506 Student Records
901 Public Examination of School District Records
902.4 Live Broadcast or videotaping

Approved: 3/15/10
Reviewed: 4/22/15
Revised:6/24/20

PARENTAL AUTHORIZATION
FOR RELEASING STUDENT DIRECTORY INFORMATION

The Central City Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. A copy of the school district's policy (No. 5101) is available for review in the high school office.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

The school district has designated the following information as directory information: Student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent educational agency or institution attended, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than September 1st of the current school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

If you have no objection to the use of student information, you do not need to take any action.

PARENTAL AUTHORIZATION
FOR RELEASING STUDENT DIRECTORY INFORMATION

RETURN THIS FORM

Central City Community School District Parental Directions to Withhold
Student/Directory Information for Education Purposes, for 20__ – 20__ school year.

Student Name

Date of Birth

School

Grade

(Signature of Parent/Legal Guardian/Custodian of Child)

Date

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

USE OF DIRECTORY INFORMATION

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. ¹

If you do not want the Central City Community School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by [September 1st]. Central City Community School District has designated the following information as directory information:

USE OF DIRECTORY INFORMATION

Student's name

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

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

STUDENT PHOTOGRAPHS

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

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

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

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

Legal Reference: Iowa Code § 279.8 (2009).
1980 Op. Att'y Gen. 114.

Cross Reference: 506 Student Records

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

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, the Commissioner and Director of the National Institute of Education, and the Assistant Secretary for 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 requested, a fee for such copying may be charged.

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

Legal Reference: 20 U.S.C. § 1232g (2006).
 34 C.F.R. Pt. 99 (2006).
 Iowa Code §§ 22 (2009).
 281 I.A.C. 12.3(4), (12).
 1980 Op. Att'y Gen. 720, 825.

Cross Reference: 506 Student Records

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

STUDENT HEALTH AND IMMUNIZATION CERTIFICATES

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

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

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

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

Legal Reference: Iowa Code §§ 139A.8; 280.13(2009).
281 I.A.C. 33.5.
641 I.A.C. 7.

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

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

ADMINISTRATION OF MEDICATION TO STUDENTS

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

Medication 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 approval of their parents and prescribing physician regardless of competency.

Persons administering medication shall include the licensed registered nurse 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 OF MEDICATION TO STUDENTS

- 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.

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 need 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: Iowa Code §§124.101(1), 147.107, 152.1, 155A.4(2), 280.16, 280.23
(2009)

Education [281] IAC §41.404(1)(f), (3)(f)
Pharmacy [657] IAC §8.32((124, 155A)
Nursing Board [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

Approved: 3/15/10
Reviewed: 4/22/15
Revised:6/24/20

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

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

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

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

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

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. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed, after notification is provided to the student's parent.

Provided the above requirements are fulfilled, a student with asthma or other airway constricting disease may possess and use the student's medication while in school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while in before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed.

Pursuant to state law, the school district or accredited nonpublic school 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 or nonpublic school 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.

by the student as established by Iowa Code § 280.16.

Medication	Dosage	Route	Time
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Purpose of Medication & Administration /Instructions

AUTHORIZATION ASTHMA OR AIRWAY CONSTRICTING MEDICATION
SELF-ADMINISTRATION CONSENT FORM

Medication Dosage Route Time

Purpose of Medication & Administration /Instructions

/ /

Special Circumstances
Follow-up Date

Discontinue/Re-Evaluate/

Follow-up Date

/ /

Prescriber's Signature

Date

Prescriber's Address

Emergency Phone

- I request the above named student possess and self-administer asthma or other airway constricting disease medication(s) and/or an epinephrine auto-injector at school and in school activities according to the authorization and instructions.
- I understand the school district and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication or 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.

AUTHORIZATION ASTHMA OR AIRWAY CONSTRICTING MEDICATION
SELF-ADMINISTRATION CONSENT FORM

- 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.
- Student maintains self-administration record.

Parent/Guardian Signature (agreed to above statement) _____ / / _____ Date
(agreed to above statement)

Parent/Guardian Address _____ Home Phone _____
Business Phone _____

Self-Administration Authorization Additional Information

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

_____/_____/_____ ____/____/_____ _____
____/____/_____ Birthday School
Student's Name (Last), (First), (Middle)
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 immediately as soon as practical when the parent notifies the school that changes are necessary.

Medication/Health Care Dosage
Route Time at School

Administration instructions:

Administration instructions

Special Directives, Signs to Observe and Side Effects:

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

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, instructions, or other medication administration instructions, and a written record kept. Special considerations are noted above. The information is confidential except as provided to the Family Education Rights and Privacy Act (FERPA) and any other applicable law. I agree to coordinate and work with school personnel and prescriber 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.

/ /

Parent's Signature

Date

Parent's Address

Home Phone

Business Phone

Additional Information

Additional Information

Authorization Form

COMMUNICABLE DISEASES - STUDENTS

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or 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 bloodborne 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 to immunosuppressed students is determined by their 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.

For more information on communicable disease charts, and reporting forms, go to the Iowa Department of Public Health Website: <http://idph.iowa.gov/CADE/reportable-diseases>
<http://www.idph.state.ia.us>

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. 139A.8
(2007).
641 I.A.C. 1.2-.5, 7.

COMMUNICABLE DISEASES - STUDENTS

Cross Reference: 403.3 Communicable Diseases - Employees
506 Student Records
507 Student Health and Well-Being

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

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 governing the procedure in the event a student should become ill or be injured at school.

Legal Reference: Iowa Code § 613.17 (2009).

Cross Reference: 507 Student Health and Well-Being

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

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 (2009).
281 I.A.C. 41.25(3).

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

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

CUSTODY AND PARENTAL RIGHTS

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

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

It is the responsibility of the superintendent to ensure employees remain neutral in a disagreement about custody and parental rights.

Legal Reference: Iowa Code §§ 232.67, .70, .73, .75; 235A; 279.8; 710.6 (2009).
441 I.A.C. 9.2; 155; 175.

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

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

STUDENT SPECIAL 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.

The superintendent, in conjunction with licensed health personnel, will establish administrative regulations for the implementation of this policy.

Legal Reference: Board of Education v. Rowley, 458 U.S. 176 (1982).
Springdale School District #50 v. Grace, 693 F.2d 41 (8th 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.
(2006).
34 C.F.R. Pt. 300 et seq. (2006).
Iowa Code §§ 256.11(7); 256B; 273.2, .5, .9(2)-(3); 280.8 (2009).
281 I.A.C. 41.404(1)(f); (3)(f); 41.405

Cross Reference: 502 Student Rights and Responsibilities
506 Student Records
603.3 Special Education

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

SPECIAL HEALTH SERVICES REGULATION

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

A. Definitions

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

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

"Educational program" - includes all school curricular programs and activities both on and off school grounds.

"Education team" - may include the eligible student, the student's parent, administrator, teacher, licensed health personnel, and others involved in the student's educational program.

"Health assessment" - health data collection, observation, analysis, and interpretation relating to the eligible student's educational program.

"Health instruction" - education by licensed health personnel to prepare qualified designated personnel to deliver and perform special health services contained in the eligible student's health plan. Documentation of education and periodic updates are on file at school.

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

SPECIAL HEALTH SERVICES REGULATION

"Licensed health personnel" - includes licensed registered nurse, licensed physician, and other licensed health personnel legally authorized to provide special health services and medications.

"Prescriber" - licensed health personnel legally authorized to prescribe special health services and medications.

"Qualified designated personnel" - persons instructed, supervised and competent in implementing the eligible student's health plan.

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

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

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

- physically present.
- available at the same site.
- available on call.

.Code No. 507.8R1

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

- Participate as a member of the education team.
- Provide the health assessment.
- Plan, implement and evaluate the written individual health plan.
- Plan, implement and evaluate special emergency health services.
- Serve as liaison and encourage participation and communication with health service agencies and individuals providing health care.
- Provide health consultation, counseling and instruction with the eligible student, the student's parent and the staff in cooperation and conjunction with the prescriber.

SPECIAL HEALTH SERVICES REGULATION

- Maintain a record of special health services. The documentation includes the eligible student's name, special health service, prescriber or person authorizing, date and time, signature and title of the person providing the special health service and any unusual circumstances in the provision of such services.
- Report unusual circumstances to the parent, school administration, and prescriber.
- Assign and delegate to, instruct, provide technical assistance and supervise qualified designated personnel.
- Update knowledge and skills to meet special health service needs.

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

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

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

- Analysis and interpretation of the special health service needs, health status stability, complexity of the service, predictability of the service outcome and risk of improperly performed service.
- Determination that the special health service, task, procedure or function is part of the person's job description.
- Determination of the assignment and delegation based on the student's needs.
- Review of the designated person's competency.

SPECIAL HEALTH SERVICES REGULATION

- Determination of initial and ongoing level of supervision required to ensure quality services.

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

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

G. Parents will provide the usual equipment, supplies and necessary maintenance for such. The equipment is stored in a secure area. The personnel responsible for the equipment are designated in the individual health plan. The individual health plan will designate the role of the school, parents, and others in the provision, supply, storage and maintenance of necessary equipment.

Approved: 3/15/10

Reviewed:4/22/15

Revised:6/24/20

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; provide meals at no charge to all children, regardless of income; 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 develop a local wellness policy committee comprised of representatives of the board, parents, leaders in food/exercise authority and employees. The local wellness policy committee will develop a plan to implement and measure the local wellness policy and monitor the effectiveness of the policy. The committee will designate an individual to monitor implementation and evaluation the implementation of the policy. The committee will report annually to the board regarding the effectiveness of this policy.

WELLNESS POLICY

The district has the following goals that will encourage wellness in students and staff:

1. Encouraging physical activity, as outlined in the Student Wellness Plan.
2. Providing nutrition education and promotion, as outlined in the Student Wellness Plan.
3. Establishing other school-based activities that are designed to promote student and staff wellness, as outlined in the Student Wellness Plan.

Plan for Measuring Implementation of the Wellness Plan and Nutrition Guidelines

A. Wellness Policy Committee

1. The district will establish a local wellness policy committee that may be comprised of any of the following: representatives of the board; representatives of the district, including administrators; representatives of the public; parents; students; representatives of the school food authority; and nutrition/wellness experts, including teachers of physical education and/or school health professionals.
1. The wellness policy committee will implement, monitor, evaluate/measure and update the wellness policy. This committee will report annually to the board and to the general public regarding these efforts.
2. The district will designate one or more officials from the wellness policy committee to ensure that each school within the district and the district as a whole complies with the local wellness policy.

B. Implementation

1. The district, through the committee and/or the designated official, will inform and update the public, including parents, students and the general community, about the content and implementation of the district's wellness policy.

C. Monitoring

WELLNESS POLICY

1. The superintendent, the principal at each school, and the committee and/or designee will ensure compliance with established district-wide nutritional and physical activity wellness policies.
2. Additionally, the following actions will occur:
 - a. food service staff, at the school or district level, will ensure compliance with nutritional policies within food service areas and will report on this matter to the superintendent or principal;
 - b. the school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes;
 - c. the Food Service Director and/or the superintendent will develop a summary report on school district-wide compliance with the school district's wellness policy, based on input from schools within the school district; and
 - d. the report will be provided to the school board and also distributed to the district.

D. Policy Review

1. To help with the initial development of the district's wellness policy, each school in the school district has conducted a baseline assessment of the school's existing nutritional and physical activity environments and practices. The results of those school-by-school assessments will be compiled at the school district level to identify and prioritize needs.
2. Periodic assessments will be conducted to review implementation and compliance, to assess progress, and to determine areas in need of improvement. As part of that review, the committee and/or the designated official will do the following:
 - a. generally consider whether there exists an environment that supports healthy eating and physical activity;
 - b. review the nutritional and physical activity policies and practices to determine the extent to which the district and schools within the district are in compliance with the local wellness policy;

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- c. consider the extent to which the district's local wellness policy compares to the model local wellness policy;
- d. assess the progress the district has made in attaining the goals of its local wellness policy;
- e. provide to the board any recommended updates to the district's wellness policy.

The committee and/or the designated official will make the assessment available to the general public. The board will revise the wellness policies and develop plans to facilitate their implementation.

Physical Activity

A. The district will provide at least thirty (30) minutes of physical activity per day for students in kindergarten through to fifth grade. The district will provide at least one-hundred twenty (120) minutes of physical activity per week for students in sixth through twelfth grade.

B. Physical Education

1. The district will provide physical education that:
 - is for all students in kindergarten through twelfth grade;
 - is taught by a certified physical education teacher;
 - includes students with disabilities; students with special health-care needs may be provided with alternative educational settings; and
 - engages students in moderate to vigorous activity during physical education class time.

C. Daily Recess

1. Elementary schools will provide recess for students that:
 - is at least twenty (20) minutes a day;
 - is preferably outdoors;
 - encourages moderate to vigorous physical activity; and

WELLNESS POLICY

- discourages extended periods (i.e., periods of two (2) or more hours) of inactivity.

2. 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.

D. Physical Activity and Discipline

1. Employees should not use physical activity (e.g., running laps, pushups) as disciplinary action. Withholding opportunities for physical activity (e.g., recess, physical education) is discouraged.

School Meals

A. Meals served by the district to students will:

1. be appealing and attractive to students;
2. be served in clean and pleasant settings;
3. meet, at a minimum, nutrition requirements established by state and federal law;
4. offer a variety of fruits and vegetables;
5. include low-fat and fat-free milk and nutritionally equivalent non-dairy alternatives (as defined by the USDA);
6. encourage serving of whole grain products; and
7. accommodate alternatives for those students with allergies that meet the above guidelines as closely as possible.

B. Breakfast

1. To ensure that all students have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, schools will notify parents and students of the availability of the district's

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breakfast program and encourage parents to provide a healthy breakfast for their children.

C. Beverages

1. The district will seek to provide water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50 percent fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free milk; and nutritionally equivalent non dairy beverages (as defined by the USDA).

D. Free and Reduced-Price Meals

1. The 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-priced meals. Toward this end, the district will utilize electronic identification and payment systems and promote the availability of meals to all students.

E. Sharing of Food

1. The district prohibits students from sharing foods or beverages with one another during meal or snack times, given concerns about allergies, spreading of germs and communicable diseases, and other restrictions on student diets.

F. Meal Times and Scheduling

1. The district will do the following:
 - a. provide students with adequate and appropriate time for meals;
 - b. schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.;

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3. provide students access to hand washing or and sanitizing before they eat meals or snacks; and
4. take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

G. Qualification of Food Service and Staff

1. Qualified nutrition professionals will administer the meal programs. As part of the district's responsibility to operate a food service program, the district will provide continuing professional development for all nutrition professionals and provide staff development programs and training programs for the Food Service Director, kitchen managers, and cafeteria workers, according to their level of responsibility.

Other Food Available at School

A. Food Sold Outside the Meal

1. All foods and beverages sold individually outside the reimbursable meal programs including those sold through a la carte lines, vending machines and sales foods during the school day will meet federal and state nutritional standards.
2. Middle School and High School. The food service program and the school make available to middle and high schools foods and beverages meeting federal and state nutritional standards regarding calorie, sodium, saturated fat, trans fat, total fat, sugar and dietary fiber content of food and the ingredients in beverages.

B. Snacks

1. Snacks served during the school day will make a positive contribution to students' diets and health. The district will disseminate a list of suggested snack items

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to teachers and parents. The district encourages parents and teachers to provide food that is commercially packaged or comes from a commercial bakery.

2. Each school will be encouraged to evaluate their celebration practices that involve food during the school day. The district will disseminate a list of healthy party ideas to parents and teachers.

C. Foods and Beverages at School-Sponsored Events

1. Foods and beverages made available and/or sold at school-sponsored events that occur outside of the school day are encouraged to meet the nutrition standards for meals and for foods and beverages outlined in this policy.

Food Safety

A. All foods made available on campus will adhere to food safety and security guidelines.

B. All foods made available through food service will comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.

C. For the safety and security of the food and facility, access to the food service operations are limited to food service staff and authorized personnel.

Nutrition Promotion and Education

A. The district will promote general nutrition and the specific nutritional goals and requirements outlined in this policy by doing any and/or all of the following:

WELLNESS POLICY

1. Promote nutrition and/or provide nutrition education at each grade level by including and incorporating general nutritional standards and the provisions of this nutritional policy into the teaching curriculum;
2. Promote educational learning activities, specifically participatory activities, which focus on nutrition (i.e., preparing nutritious food, attending field trips, planting a garden, etc.);
3. Develop nutrition extra-curricular and/or curricular programs that relate to the school lunch program and emphasize health choices within the school lunch program;
4. Emphasize caloric balance between food intake and physical activity;
5. Provide nutrition training for administrators, teachers and other staff members.

Other Aspects of Wellness Plan – Nutrition Guidelines

A. Fundraising Activities

1. Regulated fundraising groups' activities, which offer the sale of food and/or beverages on school property to students by students and/or student groups/organizations, must use foods and/or beverages that are compliant with the school's wellness policies. These groups' activities will be encouraged to promote physical activity.
2. To support student health and school nutrition-education efforts, non-regulated school fundraising groups' activities will be encouraged to use foods and/or beverages that are compliant with the school's wellness policies and promote physical activity. The District will make available a list of ideas for fundraising activities.

B. Rewards

1. The District will discourage the use of foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through meals) as a discipline.

WELLNESS POLICY

Activities that Promote Student Wellness

A. 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 District will:

1. Integrate physical activity into classroom settings, by doing the following:
 - a. Offering classroom health education that compliments 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;
 - b. Discouraging sedentary activities, such as watching television, playing computer games, etc.;
 - c. Providing opportunities for physical activity to be incorporated into other subject lessons; and
 - d. Encouraging classroom teachers to provide short physical activity breaks between lessons or classes, as appropriate.
2. Market food in school in a manner consistent with nutritional education and health promotion, by doing the following:
 - a. Limiting food and beverage marketing to the promotion of foods and beverages that meet the nutritional standards for meals or for foods and beverages sold individually;
 - b. Prohibiting school-based marketing of brands promoting predominantly low-nutrition foods and beverages;
 - c. Promoting healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products; and
 - d. Marketing activities that promote healthful behaviors.

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3. Communicate with parents regarding providing students with a healthy diet and daily physical activity, by doing the following:
 - a. Sending home nutrition information and post nutrition tips on a school web site;
 - b. encouraging parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the established nutritional standards for individual foods and beverages;
 - c. Providing parents a list of foods that meet the school district's snack standards, ideas for healthy celebrations/parties, rewards, and fundraising activities;
 - d. Asking parents or guardians to notify the school if their student has any food allergies or special dietary requirements;
 - e. Providing information about physical education and other physical activity opportunities before, during, and after the school day;
 - f. Supporting parents' efforts to provide their children with opportunities to be physically active outside of school; and
 - g. Sharing information about physical activity and physical education through a web site and/or newsletter.

B. The district will also provide instruction concerning cardiopulmonary resuscitation (CPR) to all students, so that each student has completed instruction in CPR prior to their high school graduation. The district may offer this instruction as it deems appropriate, including offering it through its physical education program.

Activities that Promote Staff Wellness

A. The district values the health and well being of every staff member. Staff members are encourage to plan and implement activities that support efforts to maintain a healthy lifestyle.

The nutrition guidelines for all foods available with the objective of promoting student health and reducing childhood obesity at each school building.

WELLNESS POLICY

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

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

Approved: 3/15/10
Reviewed: 4/22/15
Revised: 6/24/20 5/22/19

CLASS OR STUDENT GROUP GIFTS

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

Legal Reference: Iowa Code §§ 68B; 722.1, .2 (2009).

Cross Reference: 704.4 Gifts - Grants - Bequests

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

OPEN NIGHT

In keeping with good community relations, student school activities will not be scheduled on Wednesday night after 6 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 (2009).

Cross Reference: 900 Principles and Objectives for Community Relations

Approved: 3/15/10

Reviewed: 4/22/15

Revised:6/24/20

MINOR SCHOOL LICENSE

Purpose: To provide guidelines for the approval and use of Minor School License (MSL).

Policy: Students of at least age 14 1/2 and eligible according to the provisions in the Iowa Code, Section 321.194, and the Iowa Administrative Code, Chapter 26, may apply for a Minor School License. Such requests shall be submitted to the Superintendent for approval.

A Minor School License may be suspended or revoked by the Department of Transportation (D.O.T.) for failure to abide by the guidelines established in the Iowa Code and in the Iowa Administrative Code. School officials shall work cooperatively with law enforcement personnel regarding student compliance of the rules and regulations pertaining to the use of a Minor School License. Law enforcement officials have the authority to inform the D.O.T. regarding violations of the law.

A student who is granted a Minor School License shall be required to complete the necessary paperwork from Department of Transportation. A copy of the completed forms shall be submitted to the Superintendent.

Approved: 10/24/2012

Reviewed: 12/20/2017

Revised:6/24/20

MINOR SCHOOL LICENSE

Students that meet the qualifications to be issued a Minor School License shall abide by all rules and regulations pertaining to the issuance and use of the license. A student who is granted a Minor School License shall submit a copy of his/her most direct route from home to school (and school to home) to the Superintendent's office. Parents' and the student shall present a completed Iowa Department of Transportation Affidavit for School License Form to the Superintendent for signature.

Student desiring to receive a Minor School License must meet the following guidelines.

1. The student must hold a valid Instruction Permit during the six consecutive months immediately preceding application for the Minor School License and must be conviction and contributive accident free during this six-month period.
2. The student must be at least 14 ½ years of age.
3. The student must live a distance of at least one mile from the school of attendance or school athletic facility (if the student participates in an extra-curricular activity at the facility) measured on the public road where it intersects the residence driveway to where it intersects the first school driveway.

OR

The student lives a distance less than one mile from the school of attendance or school athletic facility (if the student participates in a sport at the facility) measured on the public road from where it intersects the residence driveway to where it intersects the first school driveway AND the parents can demonstrate a specific need for the Minor School License that is approved by the superintendent.

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4. The Superintendent of Schools shall verify the need for a Minor School License for students who live more than one (1) mile from school. The students who live less than one (1) mile will be required to demonstrate a need to the Board of Education for approval.
5. The student must have successfully completed driver education, unless specially exempted because of hardship.
6. The Minor School License is valid for traversing the most direct and accessible route between residence and school of attendance or school athletic facility (if the student participates in an extra-curricular activity at the facility.)
7. The Minor School License is valid for attending courses of instruction and/or extra-curricular events/practices at all school district buildings or sites, in addition to the particular school of attendance within the school district.
8. The Minor School License is valid for driving to school in the school district of the parent's or guardian's residence or a contiguous school district if attending because of open enrollment or shared programs.
9. The Minor School License is valid for use between 5:00 A.M. and 10:00 P.M.
10. The Minor School License is valid for transporting other students from licensee's residence to same school and from the same school to the licensee's residence after school. Stopping on the way to pick up or discharge other students is a violation.
11. Suspension of the Minor School License may result from a single moving violation conviction; being at fault in a chargeable accident; upon request from a peace officer, parent, or guardian, or the superintendent attesting to violations of the Minor School License provisions or any other reason that would cause suspension of a Minor School License. A suspension or revocation of a Minor School License also withdraws the student's instruction permit or any other driving privilege.

MINOR SCHOOL LICENSE

12. Revocation of the Minor School License may result if two or more moving violation convictions occur.

13. Subsequent to Minor School License revocation, the Department of Transportation (D.O.T.) shall not grant an application for a new motor vehicle license until the expiration of one year or until the licensee's sixteenth birthday, which-ever is the longer period of time.

Approved: 10/24/2012

Reviewed: 12/20/2017

Revised:6/24/20

