

STUDENTS

Series 500

500 **Objectives for Equal Educational Opportunities for Students**

Student Attendance

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

Student Rights and Responsibilities

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

Student Discipline

- 503.1 Student Conduct
- 503.1R1 Student Suspension
- 503.2 Expulsion

- 503.3 Fines - Fees - Charges
- 503.4 Good Conduct Rule
- 503.5 Corporal Punishment

Student Activities

- 504.1 Student Government
- 504.2 Student Organizations
- 504.3 Student Publications
- 504.3R1 Student Publications Code
- 504.4 Student Performances
- 504.5 Student Fund Raising
- 504.6 Student Activity Program

Student Scholastic Achievement

- 505.1 Student Progress Reports and Conferences
- 505.2 Student Promotion - Retention - Acceleration
- 505.3 Student Honors and Awards
- 505.3R1 Student Honors and Awards Regulation
- 505.4 Testing Program
- 505.5 Graduation Requirements
- 505.6 Early Graduation
- 505.7 Commencement
- 505.8 Parental Involvement

Student Records

- 506.1 Student Records Access
- 506.1E1 Student Records Checklist
- 506.1E2 Request of Non-parent for Examination or Copies of Student Records
- 506.1E3 Parental Authorization for Release of Student Records
- 506.1E4 Request for Hearing on Correction of Student Records
- 506.1E5 Parental Request for Examination of Student Records
- 506.1E6 Notification of Transfer of Student Records
- 506.1R1 Use of Student Records Regulation
- 506.2 Student Directory Information
- 506.2E1 Parental Authorization for Releasing Student Directory Inf.
- 506.2R1 Use of Directory Information
- 506.3 Student Photographs
- 506.4 Student Library Circulation Records

Student Health and Well-Being

- 507.1 Student Health and Immunization Certificates
- 507.2 Administration of Medication to Students
- 507.3 Communicable Diseases – Students

- 507.3R Communicable Diseases – Corresponding Regulations
- 507.4 Student Illness or Injury at School
- 507.5 Emergency Drills
- 507.6 Student Insurance
- 507.7 Custody and Parental Rights
- 507.8 Student Special Health Services
- 507.8R Regulation for Student Special Health Services
- 507.9 AED and PAD Program

Miscellaneous Student-Related Matters

- 508.1 Class or Student Group Gifts
- 508.2 Family Night
- 529 Wellness
- 550.2 Concussion Management

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 gender, race, color, sexual orientation, marital status, national origin, religion 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.

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

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Keota Community School District, PO Box 88, Keota, Iowa, 52248, or by telephoning 641-636-2189.

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, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, Mo. 64114, (816) 268-0550, <http://www.state.ia.us/government/crc/index.html> or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

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

Legal Reference: Lakota Cons. Ind. School v. Buffalo Center-Rake Comm. School, 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 (2001).
 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 shall be 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, as well as an adult who resides in the school district, identified for purposes of administration.

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 must have 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 (2011).

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 1080 hours. Students not attending the minimum number of hours must be exempted by this policy as listed below or, for students in grades 7-12, referred to the county attorney or, for students in grades K-6, referred to the Attendance Cooperation process. Exceptions to this policy include children who:

1. have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
2. are attending religious services or receiving religious instruction;
3. are attending an approved or probationally approved private college preparatory school;
4. are attending an accredited nonpublic school; or,
5. 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 shall 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 superintendent. If after superintendent action, the student is still truant, the superintendent will refer the matter to the county attorney.

The school shall participate in mediation if requested by the county attorney. The superintendent will represent the school district in mediation. The school district shall monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney. As an alternate, students that have not completed sixth grade may be subject to the Attendance Cooperation Process outlined in administrative regulation.

Legal Reference: Iowa Code §§ 259A; 279.10-.11; ch. 299; 299A (2011).
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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ATTENDANCE COOPERATION PROCESS

When it is determined that a student in grades K-6 is in violation of the school district attendance policy and procedures, the [*truancy officer, principal, assistant principal, other school official*] will check the Department of Human Services records to determine whether the student's family is receiving Family Investment Program (FIP) benefits. If the student's family is receiving FIP benefits, the [*truancy officer, principal, assistant principal, other school official*] will notify DHS. DHS is then responsible for the ACP.

If the student's family is not receiving FIP benefits, the [*truancy officer, principal, assistant principal, other school official*] will initiate the ACP. The parents will be contacted to participate in the ACP. The [*truancy officer, principal, assistant principal, other school official*] may also invite juvenile court officers, the county attorney, other school officials and others deemed appropriate. If others are invited who don't have access to the student's records either by law or a Juvenile Justice Agency Information Sharing Agreement, parental consent is needed for them to participate in the ACP.

The purpose of the ACP is to determine the cause of the student's nonattendance, get the parties to agree to solutions addressing the nonattendance and initiate referrals to any other services that may be necessary. The agreement is then written. The agreement is to include all terms agreed to and future responsibilities of all parties. All parties must sign the agreement and failure to sign by the parents is considered a violation of the process and initiates the next level.

If the parents do not participate in the ACP, if the parties do not enter into an ACA or if the parents violate a term of the agreement, the student is deemed truant. For FIP students and non-FIP students, the school district notifies the county attorney when students are truant. When a student is deemed truant, for FIP students, DHS is again notified and DHS then initiates the process whereby FIP benefits are reduced.

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 shall 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 shall be 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 shall be reason for suspension, expulsion or denying admission to the student.

Legal Reference: Iowa Code §§ 139A.8; 282.1, .3, .6 (2011).
1980 Op. Att'y Gen. 258.

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

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CLASSROOM ASSIGNMENT

The board shall have complete discretion to assign students to the classrooms within the attendance center.

Legal Reference: Iowa Code §§ 279.11; 282.7-.8 (2011).

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.

NOTE: School districts do not need parental permission to request student records from previous school districts. The school district sending the records must notify the parents that the student's records have been sent.

Legal Reference: 20 U.S.C. § 1232g (2010).
Iowa Code §§ 139A.8; 282.1, .3, .4; 299A (2011).

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 shall 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 shall state the student's final day of attendance. If the student is not enrolling in another school district, the school district shall 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 shall notify the superintendent in writing. This notice shall 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 shall 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 shall 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 (2010).
Iowa Code §§ 274.1; 299.1-.1A (2011).

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 shall be recorded and maintained on file with the permanent records of the board secretary.

It shall be 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 (2011).
281 I.A.C. 12.3(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 shall attend school unless excused by the principal of their attendance center.

Student absences approved by the principal shall be excused absences. Excused absences shall 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, and school-sponsored or approved activities.

Students whose absences are approved shall make up the work missed and receive full credit for the missed school work. It shall be 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 one-half day 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.

The high school administration shall have the authority to develop an attendance regulation that permits sanctions for excessive absences and provides a structure for students to appeal for an extension of the established limit.

Legal Reference: Iowa Code §§ 294.4; 299 (2011).
281 I.A.C. 12.3(4).

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

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Code No. 501.9R, Page 1

ATTENDANCE POLICY

Students will be expected to attend classes regularly and be on time in order to receive maximum benefit from the instructional program. Regular attendance is also necessary to prevent disruptions to the educational process for other students. The experience of learning in the classroom setting can never be completely replaced. Each absence reduces the learning process to simple assignment completion or forces teachers to take time away from other students to duplicate instruction. Teachers are encouraged to utilize daily participation points to promote an active learning environment and regular attendance. Students who are absent may be assigned additional work and/or time to earn their participation points. A complete record of absences and tardiness is kept while students are attending this school, and this becomes a part of each student's permanent record. **Promoting punctuality, responsibility and self discipline during students' school-age years helps to foster life-long habits that are equally important in post-high school endeavors.**

ABSENCE PROCEDURE

Students will be expected to bring a note from their parent/guardian to excuse their absence from school. The note must include: **Name of student, date of absence, reason and signature of parent/guardian.** These notes will be placed in the student's file for reference. It is beneficial to both students and the school if absences for appointments be prearranged and the assigned school work be made up ahead of time. This prevents students from being at a disadvantage of working from behind when they return.

For absences due to illness or emergencies we request that the parent/guardian telephone the school on the morning of the absence between 7:00 and 8:00 AM. We ask that the parent/guardian telephone the high school office (646-6091) each day a student is absent, unless prior arrangements have been made with school officials. If absences are not called in, an effort will be made by the high school office to contact the parent. When the student returns to school after an illness or other emergency, we ask that they bring a note with the same information included as the prearranged absences. This provides better documentation and will benefit both the student and the school in clarifying cases of excessive absences.

EXCESSIVE ABSENCES

As stated earlier, the importance of regular attendance affects the level and quality of a student's education. It also affects the efficiency of our educational system and therefore has an impact on the education of the other students in our building.

- A. It is felt that more than ten (10) days of absences per semester is excessive except in a case of extended illness or extremely unusual circumstances. Therefore, after a student misses a class more than ten (10) times, the student may be withdrawn from that class with a failing grade and placed in a study hall. Days of suspension anytime during the school semester will be counted toward then ten (10) day total. If a student is more than fifteen (15) minutes late for class, that lateness will be handled as an absence rather than tardy.
- B. To clarify the number of allowable absences it is understood that any class meeting less than five (5) items per week will be given fewer than ten (10) absences. For example, Physical Education and Chorus meet every other day, or one half of the semester, therefore, only five (5) absences will be allowed. The student will be withdrawn on the sixth (6th) absence.
- C. Notification in writing will be mailed home to the parent/guardian after the fifth and eighth absence. Parents or guardians are asked to communicate back to the school to indicate they are aware of the number of absences. After the second parent/guardian notification (8th absence) the student shall be referred to the Student Assistance Team for evaluation and discussion for the purpose of assisting the student's needs for attendance.

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 shall attend school unless excused by the principal of their attendance center.

Truancy is the act of being absent without an acceptable excuse. Truancy shall not be tolerated by the board.

Students are subject to disciplinary action for an unexcused absence including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of unexcused absences. Students receiving special education services shall not be assigned to in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

The principal of each attendance center shall serve as the building's truancy officer. The principal shall investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, he/she shall discuss the next step with the superintendent. If after further action by the superintendent or designee, the student is still truant, the superintendent shall refer the matter over to the county attorney.

The school will participate in mediation if requested by the county attorney. The principal shall 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.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy. The administrative regulations shall indicate the disciplinary action to be taken for unexcused absences.

Legal Reference: Code of Iowa §294.4, §299(2011).
§281 I.A.C 12.3(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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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/guardians, unless their parents/guardians personally notify the student's attendance center to arrange for the release of the student during school hours, or with the permission of the principal/designee.

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

Legal Reference: Iowa Code § 294.4(2011).
281 I.A.C. 12.3(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 (2013)

Cross Reference:

501 Student Attendance

604,2 Individualized Instruction

Approved: 6/13/19

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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 shall notify the school district no later than March 1 in the school year preceding the first year desired for open enrollment. The notice shall be made on forms provided by the Department of Education. The forms are available at the central administration office.

Parents of children who will begin kindergarten in the school district are exempt from the open enrollment March 1 deadline. Parents of children who will begin kindergarten shall file in the same manner set forth above by June 30 prior to the beginning of the child's kindergarten year. Parents who have good cause as defined by law for failing to meet the March 1 deadline may make an open enrollment request by October 1 unless another deadline applies.

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

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

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

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

Legal Reference: Iowa Code §§ 139.9; 274.1; 279.11; 282.1, .3, .8, .18; 299.1
(2011).
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 shall participate in open enrollment as a receiving district. As a receiving district, the board shall allow nonresident students, who meet the requirements set by the board, to open enroll into the school district. The board shall have complete discretion to determine the attendance center of the students attending the school district under open enrollment.

The board shall 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 shall notify the sending school district within five days of the superintendent's action to approve or deny the open enrollment request. The superintendent shall notify the parents within fifteen days of the Superintendent's action to approve or deny the open enrollment request. The superintendent shall also forward a copy of the Superintendent's action with a copy of the open enrollment request to the Iowa Department of Education.

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

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

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

Parents 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 shall not approve transportation into the sending 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 shall determine whether the program is appropriate. The special education student shall remain in the sending district until the final determination is made.

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

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

Legal Reference: Iowa Code §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1 (2011).
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 Space

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Revised:

HOMELESS CHILDREN AND YOUTH

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the Principal.

Legal Reference: No Child Left Behind, Title X, Sec. 722, P.L. 107-110 (2002).
42 U.S.C. §§ 11431 *et seq.* (2010).
281 I.A.C. 33 (2011)

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: 06/13/19

Reviewed: 06/06/19

Revised:

CARE OF SCHOOL PROPERTY/VANDALISM

Students shall 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 shall be 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 (2011).

Cross Reference: 502 Student Rights and Responsibilities
802.1 Maintenance Schedule

Approved: 06/13/19

Reviewed: 06/06/19

Revised:

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 up 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 view points 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 up 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 b students, including walk-ins, and walk-outs. Walk-ins occur when students leave their learning environments during school hours and gather in a group or groups with the purpose of promoting a belief or beliefs. Walk-outs occur when students leave their learning environments during school hours and gather in a group or groups off district property with the purpose of promoting a belief or beliefs.

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

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

Note: This policy represents the current status of students' first amendment rights. This is an optional policy and intended as guidance for districts. Schools may choose to utilize a different policy for handling student expression and protests. If so, it should be discussed with the district's legal counsel and included here. Schools are urged to handle all protests through a strictly viewpoint neutral lens. Districts should consider the need to

balance opposing views. If one social issue is permitted, a less popular opposing viewpoint should also be permitted.

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. 160 (1988)
Bethel School District v. Fraser, 478 U.S. 674 (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)

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

Approved: 06/13/19

Reviewed: 06/06/19

Revised

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 5 days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 5 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.

This section does not apply to complaints and grievances regarding sex discrimination. Formal complaints and informal reports of conduct constituting sex discrimination including sexual harassment should be referred to the Title IX Coordinator and will be governed by the provisions of Code No. 103.R2.

Legal Reference: Iowa Code § 279.8 (2011).

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

Approved: 06/13/19

Reviewed: 06/06/19

Revised: 8/13/20

STUDENT ASSIGNED LOCKERS

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

To ensure students are properly maintaining their assigned lockers, the principal of the building or his/her designee may periodically inspect all or a random selection of student lockers. Either students or another individual shall 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 (2011).

Cross Reference: 502 Student Rights and Responsibilities

Approved: 06/13/19

Reviewed: 06/06/19

Revised:

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 will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall 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.

Weapons under the control of law enforcement officials 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.

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 (2010).	
106 (2011).	<u>McClain v. Lafayette County Bd. of Education</u> , 673 F.2d (5th Cir. 1982). Iowa Code §§ 279.8; 280.21B; 724	
	281 I.A.C. 12.3(6)	
Cross Reference:	502	Student
Rights and Responsibilities	503	Student
Discipline		

507

Student

Health and Well-Being

Approved:

06/13/19

Reviewed:

06/06/19

Revised:

SMOKING - DRINKING - DRUGS

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

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

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

The board believes the substance abuse prevention program shall include:

1. Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
2. A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
3. 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;

4. 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;
5. A statement that students may be required to successfully complete an appropriate rehabilitation program;
6. Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
7. A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
8. Notification to parents and students that compliance with the standards of conduct is mandatory.

It shall be 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 (2010).
Iowa Code §§ 124; 279.8, .9; 453A (2011).
281 I.A.C. 12.3(6); .5(3)(e), .5(4)(e), .5(5)(e)

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

Approved: 06/13/19

Reviewed: 06/06/19

Revised:

SEARCH AND SEIZURE

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

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, 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.

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 (2011).281 I.A.C. 12.3(6).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline

Approved: 06/13/19
Reviewed: 06/06/19
Revised:

SEARCH AND SEIZURE DOCUMENTATION

The following factors led to a reasonable and articulable suspicion that the search of this student, the student's effects or automobile, the student's locker, desk or work area would turn up evidence that the student has violated or is violating the law, district policy, rules or regulations related to school operation and order.

1. Witness(es):

Who: _____

Date/Time: _____

Place: _____

What was seen/heard: _____

2. Information from a credible source.

From whom: _____

Time received: _____

How information was received: _____

Who received the information: _____

Describe information: _____

3. Student's suspicious behavior (Describe) _____

4. Student's past history (Describe) _____

Search Details

1. Time of search: _____

2. Location of search: _____
3. Was student told purpose of search? _____
4. Was consent of student requested? _____
5. Did the student consent to the search? _____

Reasonableness of Search (scope and intrusiveness)

1. Object of the search: _____
2. Sex of the student: _____
3. Age of the student: _____
4. Emergency nature of the situation: _____
5. Type of search conducted: _____
6. Person conducting the search: _____
Position: _____ Sex: _____
7. Witness(s): _____

III. Explanation of Search.

1. Describe the time and location of the search: _____

2. Describe exactly what was searched: _____
3. What did the search yield: _____
4. What was seized: _____
5. List any materials turned over to law enforcement authorities: _____

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

SEARCH AND SEIZURE REGULATION

REQUIREMENTS

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 related to school operation and order.

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

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

Reasonable Scope: A search will be permissible in its scope or intrusiveness only when the methods and type(s) of search used are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

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

TYPES OF SEARCHES

Personal

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion, unauthorized, to believe the student is in possession of illegal, unauthorized, or contraband items or has violated school district policies, rules, regulations related to school operation and order or the law.

2. Personally intrusive searches 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) While school authorities cannot conduct a strip search, a more intrusive search, short of a strip search, of the student's person is permissible in emergency situations when the health and safety of 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.

Lockers, Desks, Work Areas

1. Inspections: Although school lockers 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 these items of school property are properly maintained. For this reason, periodic inspections of lockers, desks, and work areas is permissible. Unannounced, periodic inspection of all or a random selection of student lockers, desks and/or work areas may be conducted by school officials in the presence of the student. Any illegal, unauthorized or contraband materials discovered during such searches shall be confiscated by school officials.
2. Searches: The student's locker and its contents may be searched when a school authority has a reasonable and articulable suspicion that the student may have violated a law, school district policy, rule or regulation and/or that the locker, desk or work area contains illegal, unauthorized or contraband items. Such searches should be conducted in the presence of another adult witness, when feasible. Reasonable suspicion, in this case, can be established by discovery, in a prior search of a violation of a law or school rule relating to dangerous weapons and/or controlled substances.

Automobile

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 a reasonable and articulable suspicion that a law, school district policy, rule or

regulation has been violated and/or that illegal, unauthorized or contraband items are contained inside.

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

Legal Reference: Iowa Code §§ 232; 280.17 (2011).
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
502.10 Search and Seizure
503 Student Discipline
902.4 Students and the News Media

Approved: 06/13/19

Reviewed: 06/06/19

Revised:

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. 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 successfully completes driver education, completes an interview with the superintendent to the satisfaction of the superintendent, and has parent permission, and is involved in extracurricular and/or co-curricular activities.

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

Legal Reference: Iowa Code §§ 279.8; 321 (2011).

Cross Reference: 502 Student Rights and Responsibilities

Approved: 06/13/19

Reviewed: 06/06/19

Revised:

STUDENT CONDUCT

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

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

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

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension to determine whether to impose further sanctions against the student which may include expulsion. Assault for purposes of this section of this policy is defined as:

1. 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
2. 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
3. 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 TO PRINCIPAL'S OFFICE

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 DEFINED

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 disciplining the student or the building principal.

SUSPENSION DEFINED

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 shall not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension shall not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but shall not participate in school activities.

PROBATION DEFINED

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 DEFINED

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.

SPECIAL EDUCATION SUSPENSION PROCEDURE

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, An IEP team will meet to determine whether the IEP is appropriate.

REGULATIONS AND INFORMING STUDENTS/PARENTS

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy and to ensure that details of how this policy will be implemented will be included in the student handbook.

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; 282.4, .5; 708.1 (2011).

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

Adopted: 06/13/19
Reviewed: 06/06/19
Revised:

STUDENT SUSPENSION

Administration 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.
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.

STUDENT SUSPENSION

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 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.

EXPULSION

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

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

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

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

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

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

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

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 (2011).
281 I.A.C. 12.3(6).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline

Approved:
Reviewed:
Revised:

06/13/19
06/06/19

FINES – FEES - CHARGES

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

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

Legal Reference: Iowa Code §§ 256.7(20); 279.8; 280.10, .11; 282.6; 285.1;
301.1 (2011).
281 I.A.C. 18.
1994 Op. Att'y Gen. 23.
1990 Op. Att'y Gen. 79.
1982 Op. Att'y Gen. 227.
1980 Op. Att'y Gen. 532.

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

Approved: 06/13/19

Reviewed: 06/06/19

Revised:

Policy Title: 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, Supplemental Security Income guidelines, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
 - 2. Partial Waivers - a student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. The reduction percentage will be 50 percent.
 - 3. Temporary Waivers - a student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.
- B. Application - Parents or students eligible for a fee waiver shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.
- C. Confidentiality - The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.
- D. Appeals - Denials of a waiver may be appealed to the Doug Slaubaugh, Business Manager/Board Secretary.
- 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 and printed in the local newspaper or parent and student handbooks.

STUDENT FEE WAIVER AND REDUCTION PROCEDURES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), 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 full, partial or temporary waivers should contact the principal at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually. Supporting documentation may be required.

FEES REGULATION

In the event that a student enters the Keota Community School district after school has begun, fees shall be charged as follows:

1. If student enrolls any time during the 1st semester, he will pay full registration fees.
2. If student enrolls any time during the 2nd semester, he will pay 1/2 of registration fees.

If a student leaves the district during the school year, and requests fees be returned, they will be returned as follows:

1. If a student leaves any time during 1st semester - 1/2 amount paid will be reimbursed, provided parent/guardian gives proof of payment in the form of a receipt from the building where fees were paid, or a copy of the cancelled check.
2. If a student leaves after 2nd semester has begun - no fees will be returned.

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 parent, guardian: _____

or legal or actual custodian

Please check type of waiver applying for:

Full waiver Partial waiver Temporary waiver

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

Full waiver

Free meals offered under the Children Nutrition Program

The Family Investment Program (FIP)

Supplemental Security Income (SSI)

Transportation assistance under open enrollment

Foster care

Partial waiver

Reduced 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

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

(See reverse side for income eligibility guidelines.)

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 Activity Director shall 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.

ALCOHOL, TOBACCO PRODUCTS, DRUGS & INVOLVEMENT WITH LAW ENFORCEMENT AGENCIES:

In the event a student/extra-curricular participant is observed by police, staff member, admits to or is found guilty, of using or being in possession of alcohol, tobacco products, illegal drugs or involvement with law enforcement agencies, the student/extra-curricular participant shall immediately be declared ineligible for participation. Involvement with law enforcement agencies excludes minor traffic violations.

ALL SPONSORED/NON-SPONSORED EXTRA-CURRICULAR ACTIVITIES:

1st offense:

Suspension from 1/3 of the contests of current season or students next season if currently not involved. His/her next activity is the one in which he/she has participated in the previous year or has commenced to attend practice sessions. If a participant plays at the junior varsity and varsity level, the participant will sit out 1/3 of the JV schedule and 1/3 of the varsity schedule.

40

2nd offense:

Suspension from 2/3 of the season or contests. His/her next activity is the one in which he/she has participated in the previous year or has commenced to attend practice sessions. If a participant plays at the junior varsity and varsity level, the participant will sit out 2/3 of the JV schedule and 2/3 of the varsity schedule. If total suspension is not fulfilled in one season, the balance of the suspension will be carried

over into the athlete's next sport. His/Her next sport is one in which he/she has participated in the previous year or has commenced to attend practice sessions.

3rd offense:

Suspension for 1 calendar year from all extra-curricular activities from the date of the 3rd infraction and proof of completion of an approved substance abuse class at the expense of the student/parents.

If a student is caught in violation of the good conduct policy on school grounds the maximum punishment will be enforced.

If a student is involved in multiple activities that coincide, the suspension will apply to each activity.

(A calendar year starts at the date of the infraction unless stated otherwise.)

A student will start over with first offense one year after the last infraction.

Other eligibility requirements, as set forth by the State Association:

You are not eligible if –

- You do not have a physician's certificate of fitness issued this school year, or if you are twenty years of age or over.
- You have attended high school for more than eight semesters. (Twenty days of attendance or playing in one contest constitutes a semester.)
- You changed schools this semester (except upon like change of residence of your parents.)
- You were out of school last semester or if you entered school this semester later than the second week of school.
- You have ever accepted an award for your high school participation from an outside group other than an inexpensive, unframed, un-mounted paper certificate of recognition, or if you have ever received any money for expenses or otherwise for your participation in any athletic contest.
- You have competed, outside school time, as a team member or as an individual while out for a sport and during that sport season without the previous written consent of your principal.
- You have ever trained with a college squad or have participated in a college event.
- Your habits and conduct both in and out of school are such as to make you unworthy to represent the ideals, principles, and standards of your school.

Local school rules may be more restrictive than those of the Iowa High School Athletic Association or the Iowa Girls Athletic Union.

41

The school administration may declare a student ineligible if they feel that the student is not taking care of his/her responsibilities, both as a citizen and student of the school and community.

Any student declared ineligible under a prior school district's Good Conduct Rule, and then without having completed full period ineligibility at that school transfers to Keota High School, will not be eligible for interscholastic competition at Keota High School, until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at Keota High School as far as any Good Conduct Rule is concerned.

(A calendar year starts at the date of the infraction unless stated otherwise.)

GOOD CONDUCT:

ANY STUDENT, through his/her habits or conduct, who is not able to represent the ideals, principles, and standards of Keota Jr.-Sr. High School, may be declared ineligible for activities by the principal or superintendent until he/she is capable of upholding the high ideals and principles of the school. If a student breaks the good conduct policy and they have not fulfilled any penalty under this policy, he/she will not be eligible for other activities determined by the Principal until one non-school day for first offense, 2 for second offense, etc. has been served before the activity.

TRAINING RULES:

THE HOURS and additional training rules for athletes shall be left to the discretion of each head coach. However, coaches and activity sponsors have the option to expect more than the minimum standards concerning eligibility.

ANYTHING NOT COVERED IN THE GOOD CONDUCT POLICY BECAUSE OF ANY UNUSUAL CIRCUMSTANCE, THE PRINCIPAL OR SUPERINTENDENT HAS THE DISCRETION TO ADMINISTER A CONSEQUENCE TO ANY OFFENDER.

Approved: 06/13/19

Reviewed: 06/06/19

Revised:

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:

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

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

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

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

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

Legal Reference: Ingraham v. Wright, 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 (2011).
 281 I.A.C. 12.3(8); 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

Approved: 06/13/19
Reviewed: 06/06/19

Revised:

STUDENT GOVERNMENT

The student councils provide for student activities, serve as a training experience for student leaders, promote the common good, give students a share in the management of the school, develop high ideals of personal conduct, act as a clearinghouse for student activities, seek to interest students in school district affairs and help solve problems that may arise. Members of the councils are student representatives who have direct access to the administration.

The principals, in conjunction with the students and licensed employees, shall set forth the guidelines for the student governments' elections, operations, and other elements of the government.

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 502 Student Rights and Responsibilities
504 Student Activities

Approved: 06/13/19

Reviewed: 06/06/19

Revised:

STUDENT ORGANIZATIONS

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

Non-instructional time will mean any time before the first period of the day and after the last period of the day in which any student attends class. Meetings shall 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 shall have priority over the activities of another organization.

Curriculum-Related Organizations

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

1. Is the subject matter of the group actually taught in a regularly offered course?
2. Will the subject matter of the group soon be taught in a regularly offered course?
3. Does the subject matter of the group concern the body of courses as a whole?
4. Is participation in the group required for a particular course?
5. 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.

Noncurriculum-Related Organizations

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

STUDENT ORGANIZATIONS

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

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

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

Legal Reference: Westside Community Board of Education v Mergens,
 496 U.S. 226 (1990).
 Bender v. Williamsport Area Community School District, 741 F.2d 538
 (3d Cir. 1984), *vacated and remanded on other grounds*, 475 U.S. 534
 (1986).
 20 U.S.C. §§ 4071-4074 (2010).
 Iowa Code §§ 287.1-.3; 297.9 (2011).

Cross Reference: 502 Student Rights and Responsibilities
 504 Student Activities

Approved: 06/13/19

Reviewed: 06/06/19

Revised:

STUDENT PUBLICATIONS

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

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

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

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication shall follow the grievance procedure outlined in board policy 214. Students who believe their freedom of expression in a student-produced official school publication has been restricted shall follow the grievance procedure outlined in board policy 502.4.

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

Legal Reference: Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
 Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
 Iowa Code § 280.22 (2011).

Cross Reference: 309 Communication Channels
 502 Student Rights and Responsibilities
 504 Student Activities
 903.5 Distribution of Material

Approved: 06/13/19

Reviewed: 06/06/19

Revised:

A. Official school publications defined:

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

B. Expression in an official school publication:

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

C. Responsibility of Students:

1. Students writing or editing official school publications shall 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 shall strive to achieve through professional standards of accuracy, fairness, objectivity and thoroughness in each and every aspect of official school publications.
3. Students shall strive to achieve professional standards of grammar, usage, punctuation and spelling, for clarity and accuracy of official school

publications.

Code No. 504.3R, page 2

D. Responsibilities of Faculty Advisors:

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

E. Liability

Student expression in an official school publication shall not be deemed to be an expression of the school district. The school district, the board, and the school district employees or officials are not liable in any civil or criminal action for any student expression made or published by students, unless the school district 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 shall seek review of the decision through the student grievance procedure, using the form in Board Policy 504.3R.
2. Persons who believe they have been aggrieved by a student produced official student publication shall file their complaint through the citizen grievance procedure, using the form in Board Policy 504.3R.

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

1. Official student publications may be distributed in a reasonable manner, on or off school premises.
2. Distribution in a reasonable manner shall not encourage students to:
 - a. Commit unlawful acts;
 - b. Violate school rules;
 - c. Cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;

- d. Disrupt or interfere with the educational program;
- e. Interrupt the maintenance of a disciplined atmosphere; or
- f. Infringe on the rights of others.

Complaint form for 504.3R

Name of Complainant _____ Date of Complaint _____

Name of Publication and Advisor for that Publication _____

Date of Publication which contains the material questioned: _____

Names of witness(es), if any _____

Attach evidence, such as the article or part of the publication named in the complaint.

Any other information:

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

Signature: _____ Date: _____

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 shall be 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:

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

It shall be 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 shall be the responsibility of the parent and the student.

Legal Reference: Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Iowa Code §§ 280.13-.14 (2011).
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: 06/13/19

Reviewed: 06/06/19

Revised:

STUDENT FUND RAISING

Students may raise funds for school-sponsored events with the permission of the principal. Collection boxes for school fund raising must have prior approval from the principal before being placed on school property.

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

All groups wanting to raise funds for school projects shall complete and submit the Fundraiser Plan/Approval Form.

Legal Reference: Senior Class of Pekin High School v. Tharp, 154 N.W.2d 874
(Iowa 1967).
Iowa Code § 279.8 (2011).

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

Approved: 06/13/19

Reviewed: 06/06/19

Revised:

STUDENT ACTIVITY PROGRAM

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

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

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

A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season. Such outside participation shall not conflict with the school sponsored athletic activity.

It shall be the responsibility of the Superintendent or designee to develop administrative regulations for each school activity. These regulations shall include, but not be limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, academic requirements, and proof of insurance on the student participating in certain activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

For activities that the Keota School District shares with other districts, all students participating in the activities shall be allowed to attend pep assemblies held in the other districts based on the following stipulations:

- 1. Students attending shall be in good standing. Good standing shall be defined as maintaining at least a C- average and having no late assignments.**
- 2. Students shall not leave before 2:45 PM.**
- 3. Students attending shall provide own transportation.**

Circumstances not fitting the above stipulations can be subject to administrative decision. Any administrative decision shall be reported to the board.

34 C.F.R. Pt. 106.41 (2010)
Iowa Code §§ 216.9; 280.13-.14 (2011)
281 I.A.C. 12.6, 36.15(7).

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

Approved: 06/13/19

Reviewed: 06/06/19

Revised:

STUDENT PROGRESS REPORTS AND CONFERENCES

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

Formal parent-teacher conferences will be held for all students at least twice a year to keep the parents informed.

Parents, teachers, or principals may request a conference for students 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.

The superintendent shall be responsible for the creation of administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 256.11, .11A; 280, 284.12 (2011).
281 I.A.C. 12.3(6), .3(7), .5(16).

Cross Reference: 505 Student Scholastic Achievement

506

Student Records

Approved: 7/11/196

Reviewed: 07/0919

Revised:

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 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. It is within the final authority of the board to retain students in their current grade level.

Students in grades nine through twelve will be informed of the required course work necessary to be promoted each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year, the student and parents will be informed. It shall be within the final authority of the board to retain students in their current grade level and to deny promotion to a student.

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.

Legal Reference: Iowa Code §§ 256.11, .11A; 279.8; 280.3 (2011).
281 I.A.C. 12.3(7); 12.5(16).

Cross Reference: 501 Student Attendance

505

Student Scholastic Achievement

Approved: 07/11/19

Reviewed: 07/09/19

Revised:

STUDENT HONORS AND AWARDS

The school district shall provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students to assist students in setting goals. Students 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 the school district for 2 years shall not be eligible for honors and awards that are based on class rank.

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

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 504 Student Activities
505 Student Scholastic Achievement

Approved: 07/11/19

Reviewed: 07/09/19

Revised:

Code No. 505.3 R

Honors and Awards

Qualifications for such awards shall be established by professional school personnel who have been delegated the responsibility by the Superintendent of Schools or designee.

TESTING PROGRAM

A comprehensive testing program shall be 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 shall be required, as part of any program, to submit to a survey, analysis or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or student's parent;
2. mental and psychological problems of the student or the student's family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom students have close family relationships;
6. legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers; or
7. Religious practices, affiliations or beliefs of the student or student's parent;
8. 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 shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

It shall be the responsibility of the board to review and approve the evaluation and testing program

505.4

Code No.

Page 2 of 2

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 (2010).
Iowa Code §§ 280.3 (2011).

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

Approved: 07/11/19

Reviewed: 07/09/19

Revised:

EARLY GRADUATION

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

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

Legal Reference: Iowa Code §§ 279.8; 280.3, (2011).
281 I.A.C. 12.2; .5.

Cross Reference: 505 Student Scholastic Achievement

Approved: 07/11/19

Reviewed: 07/09/19

Revised:

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 shall be 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.

Any student, at the discretion of the administrator, may be excluded from participating in the graduation ceremony.

Legal Reference: Iowa Code §§ 279.8; 280.3, (2011).
281 I.A.C. 12.5

Cross Reference: 505 Student Scholastic Achievement

Approved: 07/11/19

Reviewed: 07/09/19

Revised:

PARENTAL INVOLVEMENT

Parental involvement is an important component in a student's success in school. The board encourages parents to become involved in their child's education to ensure the child's academic success.

(1) Parent involvement in the development and improvement of the Title I plan will be accomplished through parent meetings conducted at each Title I building, participation of Title I teachers in parent-teacher conferences, building level parent surveys, and home-school compacts between parents and teachers.

(2) The Title I parent involvement administrative regulation will provide direction to school personnel and parents on the coordination, technical assistance, and other support necessary to assist planning and implementing effective parent involvement activities. In addition, district personnel will meet annually with Department of Education Title I consultative staff.

(3) In conjunction with previously stated activities and strategies, capacity for parent involvement will be enhanced through a communication system that will include teacher and school building newsletters.

(4) Building, Child Study, and IEP meetings will provide opportunities to integrate parental involvement strategies across programs.

(5) Grade and school-wide data on student performance will be shared with the school board and public annually. Efforts will be made to identify barriers that limit 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). Strategies for easing barriers will be implemented on an ongoing basis.

(6) Title I activities will be open and inviting to parents and families and will actively seek parent involvement, support and assistance.

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)

Cross References: 903.2 Community Resource Persons and Volunteers

Approved: 07/11/19

Reviewed: 07/09/19

Revised:

STUDENT RECORDS ACCESS

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

Parents and eligible students will have access to 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 post-secondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

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

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

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

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the student records and a list of the types and locations of student 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 shall decide whether to amend the student record within a reasonable time after the receipt of the request. If the school district determines an amendment is made to the student record, the school district shall make the amendment and inform the parents or the eligible student of the decision in writing.

If the school district determines that amendment of the student's record is not appropriate, it shall 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 shall 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:

1. to school officials within the school district and AEA personnel whom the superintendent has determined 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;
2. to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
3. to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;

4. in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
5. to organizations conducting educational studies and the study does not release personally identifiable information;
6. to accrediting organizations;
7. to parents of a dependent student as defined in the Internal Revenue Code;
8. to comply with a court order or judicially issued subpoena;
9. in connection with a health or safety emergency; or,
10. as directory information.

The superintendent shall 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 shall 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 shall 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 shall be 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 be destroyed, the school district will destroy the 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. In the absence of parents or an eligible student's request to destroy the records, the school district must maintain the records for at least three years after an individual is determined to be no longer eligible for special education.

The school district will 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 shall be 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 shall annually notify parents of such an 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 shall be forwarded to Family Policy and Regulations Office, U.S. Department of Education, 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 (2010).
34 C.F.R. Pt. 99, 300.610 *et seq* (2010).
Iowa Code §§ 22; 279.9B, 280.24, .25, 622.10 (2011).
281 I.A.C. 12.3(4); .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: 07/11/19

Reviewed: 07/09/19

Revised:

STUDENT RECORDS CHECKLIST

leave this area blank

<u>Subpoena or Judicial Order</u>	<u>Lawfully Issued</u>
<u>Student Financial Aid</u>	<u>Written Request</u>
<u>School or Staff in Same School System</u>	<u>No Written Request Necessary</u>
<u>Other School System Where Student Plans to Enroll</u>	<u>506.1E2</u>
<u>United States Comptroller General</u>	<u>506.1E2</u>
<u>Dept. of Health, Education and Welfare Secretary</u>	<u>506.1E2</u>
<u>National Institute of Education</u>	<u>506.1E2</u>
<u>Iowa Dept. of Education Official</u>	<u>506.1E2</u>
<u>Parent Inspection of Student Educational Records</u>	<u>506.1E5</u>
<u>Parent Request for Hearing to Challenge Record</u>	<u>506.1E4</u>
<u>Parent Authorization for School to Release Information</u>	<u>506.1E3</u>
<u>Notification of Transfer of Student Records</u>	<u>506.1E6</u>

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

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

REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF STUDENT RECORDS

The undersigned hereby requests permission to examine the Keota Community School District's official student records of:

_____,
(Legal Name of Student)

_____,
(Date of Birth)

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

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 ()
- (d) An administrative head of an education agency as defined in Section 408 of the Education Amendments of 1974. ()
- (e) An official of the Iowa Department of Education. ()
- (f) A person connected with the student's application for, or receipt of, financial aid (SPECIFY DETAILS ABOVE.) ()

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

(Signature) _____

(Title) _____

APPROVED:

Date: _____

Address: _____

Signature: _____

City: _____

Title: _____

State: _____ ZIP _____

Dated: _____

Phone Number: _____

PARENTAL AUTHORIZATION FOR RELEASE OF STUDENT RECORDS

The undersigned hereby authorizes Keota School District to release copies of the following official student records:

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

(Name of Last School Attended) (Year(s) of Attend.)

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: _____

REQUEST FOR HEARING ON CORRECTION OF STUDENT RECORDS

To: Keota Board Secretary

Address: Keota Community School
Keota, IA 52248

I believe certain official student records of my child,

(Full Legal Name of Student),

_____ (School Name), are inaccurate, misleading or in violation of privacy or other rights of my child.

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

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

My relationship to the child is: _____

I understand that I will be notified in writing of the time and place of the hearing; that I will be notified in writing of the decision; and I have the right to appeal the decision by so notifying the hearing officer in writing within ten days after my receipt of the decision.

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

PARENTAL REQUEST FOR EXAMINATION OF STUDENT RECORDS

To: _____
Board Secretary (Custodian)

Address: P.O. BOX 88, Keota, IA 52248

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 will be made for the copies.

(Parent's Signature)

APPROVED: _____ Date: _____
Signature: _____ Address: _____
Title: _____ City: _____
Dated: _____ State: _____ ZIP _____
Phone Number: _____

NOTIFICATION OF TRANSFER OF STUDENT RECORDS

To: _____ Date: _____
Parent/or Guardian

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

Please be notified that copies of the Keota Community School District's official student records concerning:

_____, (Full Legal Name of Student) have been transferred

to: _____
School District Name Address

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

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

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

(Name)

(Title)

Code No. 506.1R1

USE OF STUDENT RECORDS REGULATION

Student records are all official records, files, and data directly related to students, including all material incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system specifically including, but not necessarily limited to: date; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

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

A. Access to Records

1. The parent or legal guardian of a student will have access to these records upon written request to the board secretary.

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

A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.

2. School officials having access to student records are defined as having a

legitimate educational interest and include, but are not limited to, employees, board members and the school attorney. Legitimate educational interest includes, but is not limited to:

- a. performing a task specified in the employee's job description or by contract agreement'
- b. performing a task that is related to a student's education;
- c. performing a task related to the discipline of a student; or
- d. providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.

B. Release of Information Outside the School

1. To release student records to other school(s) in which the student intends to enroll, the parents, legal guardian, or student of majority age must be notified of the transfer and the kinds of information being released.

They will receive a copy of such information if it is requested in writing and shall have the opportunity to challenge the records as described above.

2. Student records may be released to official education and other government agencies only if the names and all identifying markings are removed to prevent the identification of individuals.
3. To release student records to other persons or agencies, written consent shall be given by the parent, legal guardian, or a student of majority age. This consent form will state which records shall be released, to whom they shall be released, and the reason for the release. A copy of the specific records being released will be made available to the person signing the release form if requested.
4. Student records will be furnished in compliance with judicial orders or pursuant to any lawfully issued subpoena if the parents, legal guardian, or student of majority age are notified in advance.
5. Student records may be disbursed by the administration following (1) proper notification of students and guardians and (2) an opportunity for the student or guardian to request the information not be disbursed. Any request restricting distribution will be honored.

STUDENT DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school district. Directory information shall be defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, 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, photographs and other likenesses and other similar information.

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

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

Legal Reference: 20 U.S.C. § 1232g (2010).
34 C.F.R. Pt. 99, (2010).
Iowa Code § 22; 622.10 (2011).
281 I.A.C. 12.3(4); 41.123.
1980 Op. Att'y Gen. 720.

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

Approved: 07/11/19

Reviewed: 07/09/19

Revised:

PARENTAL AUTHORIZATION FOR RELEASING STUDENT DIRECTORY
INFORMATION

The Keota 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 is available for review in the office of the principal of all of our schools.

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 and telephone number; date and place of birth; 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; and the most recent previous educational institution attended by the student and other similar information. You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than _____, 19____ of this 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.

RETURN THIS FORM

Community School District
Parental Directions to Withhold Student/Directory Information for Education Purposes,
for _____ school year.

Student Name: _____ Date of Birth _____

School: _____ Grade: _____

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

This form must be returned to your child's school no later than _____, 19____.
Additional forms are available at your child's school.

Code No. 506.2R1

USE OF DIRECTORY INFORMATION

The student handbook or similar publication given to each student which contains general information about the school shall contain the following statement which shall be published at least annually in a prominent place or in a newspaper of general circulation in the school district:

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by _____ to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, AND OTHER SIMILAR INFORMATION.

DATED _____, 19 ____ .

STUDENT DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school district. Directory information shall be defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, 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, photographs and other likenesses and other similar information.

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

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

Legal Reference: 20 U.S.C. § 1232g (2010).
34 C.F.R. Pt. 99, (2010).
Iowa Code § 22; 622.10 (2011).
281 I.A.C. 12.3(4); 41.123.
1980 Op. Att'y Gen. 720.

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

Approved: 07/11/19

Reviewed: 07/09/19

Revised:

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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 and telephone number; date and place of birth; 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; and the most recent previous educational institution attended by the student and other similar information. You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than _____, 19__ of this 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.

RETURN THIS FORM

Community School District
Parental Directions to Withhold Student/Directory Information for Education Purposes,
for _____ school year.

Student Name: _____ Date of Birth _____

School: _____ Grade: _____

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

This form must be returned to your child's school no later than _____, 19__ .
Additional forms are available at your child's school.

USE OF DIRECTORY INFORMATION

The student handbook or similar publication given to each student which contains general information about the school shall contain the following statement which shall be published at least annually in a prominent place or in a newspaper of general circulation in the school district:

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by _____ to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, AND OTHER SIMILAR INFORMATION.

DATED _____, 19 .

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

Legal Reference: Iowa Code § 279.8 (2011).
1980 Op. Att'y Gen. 114.

Cross Reference: 506 Student Records

Approved: 07/11/19

Reviewed: 07/09/19

Revised

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 and media center. 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 shall be the media specialist'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 shall be charged.

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

Legal Reference: 20 U.S.C. § 1232g (2010).
 34 C.F.R. Pt. 99 (2010).
 Iowa Code §§ 22; (2011).
 281 I.A.C. 12.3(4), (12).
 1980 Op. Att'y Gen. 720, 825.

Cross Reference: 506 Student Records

Approved: 07/11/19

Reviewed: 07/09/19

Revised

STUDENT HEALTH AND IMMUNIZATION CERTIFICATES

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

A certificate of health stating the results of a physical examination and signed by the physician shall be on file at the attendance center. Each student shall 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 shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubella, 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 §§ 139.9; 280.13 (2011).
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: 07/11/19

Reviewed: 07/09/19

Revised:

ADMINISTRATION OF MEDICATION TO STUDENTS

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 the licensed health personnel 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 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, parent, physician, and persons who have successfully completed a medication administration course reviewed by the Board of Pharmacy Examiners. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion kept on file at the agency.

A written medication administration record shall be on file including:

1. date;
2. student's name;
3. prescriber or person authorizing administration;
4. medication;
5. medication dosage;
6. administration time;
7. administration method;
8. signature and title of the person administering medication; and
9. 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 needs to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

Legal Reference: Iowa Code §§124.101(1), 147.107, 152.1, 155A.4(2), 280.16, 280.23 (2009)
Education [281] IAC §41.404(3)
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: 07/11/19

Reviewed: 07/09/19

Revised: 07/09/19

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" shall 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 shall be included in the school district's bloodborne pathogens exposure control plan. The procedures shall 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 shall be reviewed annually by the superintendent and school nurse.

The health risk to immunodepressed students shall be 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 shall be 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 shall be the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

Legal Reference: School Board of Nassau County v. Arline, 480 U.S. 273 (1987).
 29 U.S.C. §§ 701 *et seq.* (2010).
 45 C.F.R. Pt. 84.3 (2010).
 Iowa Code ch. 139A.8 (2011).
 641 I.A.C. 1.2-.5, 7.

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

Approved: 07/11/19

Reviewed: 07/09/19

Revised: 8-10-87, 10-9-95, 6-26-06

Communicable Disease
Corresponding Regulations

1. Routine screening of students for AIDS associated virus (HTLV-III/LAV) shall not be a requirement for school entry.
2. Children diagnosed as having AIDS, or with laboratory evidence of infection with AIDS associated virus (HTLV-III/LAV), and receiving medical attention are able to attend classes in the least restricted educational setting deemed feasible by school officials and medical personnel. Siblings of infected children are able to attend school without restrictions.
3. An appropriate alternative educational plan which may include a more restricted environment shall be provided for the child diagnosed as having AIDS or laboratory evidence of infection with the HTLV-III/LAV virus if:
 - a. Cutaneous (skin) eruptions or weeping lesions that cannot be covered are present.
 - b. Inappropriate behavior which increases the likelihood of transmission (i.e. biting or incontinence) is exhibited.
 - c. The child is too ill to attend school.
4. Decisions as to educational management shall be shared utilizing expertise of the physician, parent or guardian, public health personnel and those associated with the educational setting.
 - a. Notification of the school shall be through the school nurse or person responsible for school health who will notify only those necessary to insure optimal management.
 - b. Notification shall be by a process that would maximally provide patient confidentiality. Ideally, those process will be direct person to person contact. If such contact is not feasible, registered mail will be used.
 - c. If school authorities believe that a child diagnosed as having AIDS or with laboratory evidence of infection with the AIDS associated virus (HTLV-III/LAV) has evidence of conditions described in #3, then the principal shall dismiss the child from the class and request authorization from the child's personal physician so that class attendance is within compliance with the school policy.

- d. If a conflict arises as to the child's management, the case shall be referred to the State Department of Health for review to determine the permissibility of attendance.
5. Since the child diagnosed as having AIDS or with laboratory evidence of infection with the AIDS associated virus (HTLV-III/LAV) has a somewhat greater risk of encountering infections in the school setting, the child will be excluded from school if there is an outbreak of a threatening communicable disease such as chickenpox or measles until he/she is properly treated and/or the outbreak is no longer a threat to the child.
6. Blood or any other body fluids including vomitus and fecal or urinary incontinence in any child shall be treated appropriately. It is recommended that gloves be worn when cleaning up any body fluids.
- a. Spills will be cleaned up, the affected area washed with soap and water and disinfected with bleach (one part bleach to ten parts water), or another disinfectant.
 - b. All disposable materials, including gloves and diapers, will be discarded into a plastic bag before discarding in a conventional trash system. The mop will also be disinfected with the bleach solution described in 6.a.
 - c. Toys and other personal non-disposable items will be cleaned with soap and water, followed by disinfecting with the bleach solution before passing to another person. A normal laundry cycle is adequate for other non-disposable items. If school officials deem it appropriate, the items will be discarded into a plastic bag and then into the conventional trash system.
 - d. Persons involved in the clean-up shall wash their hands afterward.
7. Inservice education of appropriate school personnel will ensure that proper medical and current information about AIDS is available.

STUDENT ILLNESS OR INJURY AT SCHOOL

When a student becomes ill or is injured at school or as a participant at a school sponsored activity, the school district shall 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 shall be the responsibility of the principal to file an accident report with the superintendent within twenty-four hours after the student is injured.

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

The superintendent shall be 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 or as a participant at a school sponsored activity.

Legal Reference: Iowa Code § 613.17 (2011).

Cross Reference: 507 Student Health & Well Being

Approved: 07/11/19

Reviewed: 07/09/19

Revised: 10-10-05, 10-26-09

EMERGENCY DRILLS

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

Each attendance center shall develop and maintain a written plan containing emergency and disaster procedures. The plan shall be communicated to and reviewed with employees. Employees shall 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 (2011).
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: 07/11/19

Reviewed: 9-9-02, 10-10-05, 10-26-09, 03/13/2014, 07/09/19

Revised

STUDENT INSURANCE

Students shall have the opportunity to participate in the health and accident insurance plan selected by the school district. The cost of the health and accident insurance program shall be borne by the student. Participation in the insurance health and accident plan is not a contract with the school district, but rather, a contract between the insurance company and the student.

Students participating in intramural or extracurricular athletics shall be required to sign a waiver if they do not wish to purchase the health and accident insurance selected by the school district.

Legal Reference: Iowa Code § 279.8 (2011).

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

Approved: 07/11/19

Reviewed: 8-9-93, 9-9-02, 10-26-09, 03/13/2014, 07/09/19

Revised: 12-23-96, 6-26-06

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 (2011).
441 I.A.C. 9.2; 155; 175.

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

Approved 07/11/19 Reviewed 07/09/19 Revised _____

STUDENT SPECIAL HEALTH SERVICES

The board recognizes that there are some special education students who are in need of special health services during the school day. These students shall receive special health services in conjunction with their education program.

The superintendent, in conjunction with licensed health personnel, shall draft 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.* (2010).
34 C.F.R. Pt. 300 *et seq.* (2010).
Iowa Code §§ 256.11(7); 256B; 273.2, .5, .9(2)-(3); 280.8 (2011).
281 I.A.C. 41.405

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

Approved: 07/11/19

Reviewed: 8-9-93, 9-9-02, 10-10-05, 10-26-09, 3/13/2014, 07/09/19

Revised: 12-23-96

Regulation for Student Special Health Services

Some students need special health services to participate in their educational program. These students shall receive special health services concomitant with their educational program. Licensed health personnel shall provide special health services under the auspices of the school. The duties of the licensed personnel include:

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

The record of special health services shall include:

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

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

1. a written statement by the prescriber detailing the specific method and schedule of the special health service, when indicated;
2. a written statement by the student's parent requesting the provision of the special health service;

3. a written report of the preplanning staffing or meeting of the educational team; and
4. a written individual health plan.

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

1. an analysis and interpretation of the special health service needs, health status stability, complexity of the service, predictability of the service outcome, and risk of improperly performed service;
2. the determination that the special health service, task, procedure, or function is part of the person's job description;
3. the determination of the assignment and delegation, based on the student's needs;
4. a review of the designated person's competence; and
5. the determination of initial and ongoing level of supervision required to ensure quality services.

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

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

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

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)
AND
PUBLIC ACCESS DEFIBRILLATOR (PAD) PROGRAM

The Keota Community School District has made a commitment to being a viable link in this community's chain of survival. In response to this commitment, Automatic External Defibrillator (AED) unit(s) will be located in our buildings, subject to funding and/or availability, for use by trained lay responders.

The purpose of this policy is to allow district AED units to be used by trained and certified personnel and to provide AED coverage when appropriately trained personnel are available.

Definitions:

1. "AED" means automatic external defibrillator
2. "PAD" (public access defibrillation) means the operation of an automatic external defibrillator by a non-traditional provider of emergency care
3. "PAD liaison" means the individual trained to maintain and train others in the use of the AED

AED Location: The building location of the AED will be determined in consultation with the School Nurse/PAD liaison, Superintendent, Building Principal, Building Lead Custodian, and the Washington County Ambulance Director. Factors to be considered include visibility, security and proximity to activities. The AED will be placed in a suitable cabinet. The Activities Director shall have the authority to determine if it is appropriate for the AED to be relocated during outside activities. If the AED is moved from its cabinet, a visible sign will be left on the cabinet indicating the AED's alternative location.

AED Team: An identified group of individuals shall be trained to respond to emergency situations requiring AED use. These individuals shall also be trained in universal precautions against bloodborne pathogens and shall be offered the hepatitis B vaccination. This group shall include at a minimum the Superintendent, Building Principal, Activities Director, and School Nurse/PAD liaison.

AED Team Training: The initial training on the use of the AED will be conducted by the School Nurse/PAD liaison according to a nationally recognized public access defibrillation provider course in accordance with American Heart Association (AHA) guidelines. AHA Heartsaver Adult Cardiopulmonary Resuscitation (CPR) certification will also be taught at the same time. After receiving initial AED and Adult CPR certification, review of these skills will be done quarterly. AED and Adult CPR re-certification will be required every 2 years. Training for universal precautions against bloodborne pathogens will be required annually.

Additional AED in-services and mock emergency drills may be conducted at any time by the School Nurse/PAD liaison. Training records will be maintained in the nurse's office at the appropriate school.

AED Use: The AED shall be used in emergency situations warranting its use by individuals specifically trained in the use of the device by following Iowa Statewide AED protocols. In the event of AED use, Emergency Medical Services (EMS) will be immediately activated by calling 911. AED usage will follow AHA Guidelines.

AED usage Documentation: The AED Team Responder shall document an emergency situation using the school district accident form and the Public Access Defibrillation (PAD) Utilization Form. These forms will be completed and presented to the School Nurse/PAD liaison within 24 hours of the emergency. A copy of these forms and the AED data files will be downloaded at the Washington County Ambulance Service within 48 hours of the emergency.

Post-Event Review: Following each use of the AED, a review will be conducted. The School Nurse/PAD liaison or designee shall conduct and document the post-event review. All key participants in the event shall participate in the review. A copy of the review will be kept on file in the nurse's office at the appropriate school.

AED Maintenance: The AED will perform a self-diagnostic test every 24 hours. The AED will be checked for proper functioning by the School Nurse/PAD liaison each day when on campus. Because the School Nurse/PAD liaison is not on campus everyday, her designee shall check for proper functioning using the procedure checklist.

The School Nurse/PAD liaison shall arrange to have the AED inspected annually by a trained representative of the Washington County Ambulance Service. This annual inspection will confirm that the AED's diagnostics are functioning properly.

All equipment and accessories necessary for AED response to medical emergencies will be maintained and in a state of readiness by the School Nurse/PAD liaison. The School Nurse/PAD liaison shall make arrangements with the Washington County Ambulance Director for replacement of weak electrodes or batteries in the AED.

AED Management: the School Nurse/PAD liaison or her designee will manage the AED program. The Washington County Ambulance Director or his/her designee will provide program oversight and direction.

AED Registration: The Public Access Defibrillator (PAD) program will be registered with the Iowa Department of Public Health, as required by law, and all applicable documents will be submitted to them. Re-registration is required every five years.

AED Coordination with Local 911 Emergency Response Team: The School Nurse/PAD liaison shall contact the Area Ambulance Service when the AED is installed and training is completed. The School Nurse/PAD liaison shall be responsible for contacting the Area Ambulance Service if there are any changes in the AED or PAD program.

Legal Reference: Iowa Code § 132
42 U.S.C. § 238Q

Adopted: 07/11/19

Reviewed: 10-26-09, 03/13/2014, 07/09/19

Revised:

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 (2011).

Cross Reference: 704.4 Gifts - Grants - Bequests

Approved 07/11/19

Reviewed 07/09/19

Revised _____

FAMILY NIGHT

In keeping with good community and family relations, student school activities will not be scheduled on Wednesday night beyond 6:30 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 (2011).

Cross Reference: 900 Principles and Objectives for Community Relations

Approved 07/11/19 Reviewed 07/09/19 Revised _____

STUDENTS

SERIES 500

Policy Title: Wellness Policy

Code No. 529

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 wellness policies in conjunction with the School Improvement Advisory Committee (SIAC). The SIAC is comprised of representatives of the board, parents and employees. The SIAC will review potential wellness policies as well as local wellness efforts. An annual wellness report will be presented to the SIAC.

Specific Wellness Goals:

- specific goals for nutrition education – (*see Appendix A*)
- physical activity – (*see Appendix B*)
- other school-based activities that are designed to promote student wellness, (*see Appendix C*)
- Nutrition guidelines for all foods available with the objective of promoting student health and reducing childhood obesity – (*see Appendix D*).

The board will monitor and evaluate this policy by SIAC review – (*see Appendix E*).

Approved 07/11/19

Reviewed 07/09/19

Revised

Legal Reference: Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.
(2005)
Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.,

Cross Reference: 504.6 Student Activity Program
710 School Food Services

Appendix A

NUTRITION EDUCATION AND PROMOTION

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

- attempts at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also, when feasible, classroom instruction in subjects such as math, science, language arts, social sciences and elective subjects;
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and physical activity;

PHYSICAL ACTIVITY

Physical Education

The school district will provide physical education that:

- is scheduled on alternating days;
- is for all students in grades K-12 for the entire school year; (This will eliminate athletes opting out for a sport season)
- is taught by a certified physical education teacher;
- includes students with disabilities, students with special health-care needs may be provided alternative educational programming; and,
- engages students in moderate to vigorous activity during at least 50 percent of physical education class time.

Daily Recess

Elementary schools should provide recess for students that:

- is at least 20 minutes a day;
- is preferably outdoors;
- encourages moderate to vigorous physical activity verbally and through the provision of space and equipment; and,
- discourages extended periods (i.e., periods of two or more hours) of inactivity.

When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity and Punishment

Employees should not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

OTHER SCHOOL-BASED ACTIVITIES THAT PROMOTE STUDENT WELLNESS

Integrating Physical Activity into Classroom Settings

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

- offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities;
- discourage sedentary activities, such as watching television, playing computer games, etc.;
- provide opportunities for physical activity to be incorporated into other subject lessons; and,
- encourage classroom teachers to provide short physical activity breaks between lessons or classes, as appropriate.

NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS

School Meals

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

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, requirements established by local, state, and federal law;
- offer a variety of fruits and vegetables;
- serve only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives (as defined by the USDA); and,
- ensure that half of the served grains are whole grain.

Schools will make an effort to:

- engage students and parents, through taste-tests of new entrees and surveys, in selecting foods, offered through the meal programs in order to identify new, healthful and appealing food choices; and
- share information about the nutritional content of meals with parents and students. (The information could be made available on menus, a web site, on cafeteria menu boards, placards or other point-of purchase materials.)

Breakfast

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, schools will:

- operate the breakfast program, to the extent possible;
- arrange bus schedules and utilize methods to serve breakfasts that encourage participation, including serving breakfast in the classroom, "grab-and-go" breakfasts or breakfast during morning break or recess, to the extent possible;
- notify parents and students of the availability of the School Breakfast Program, where available; and,
- encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials or other means.

Free and Reduced-Priced 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 alternative meals at no charge to all children, regardless of income; and,
- promote the availability of meals to all students.

Meal Times and Scheduling

The school district:

- should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.; should not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and,
- should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS

Qualification of Food Service Staff

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

- provide continuing professional development for all nutrition professionals; and,
- provide staff development programs that include appropriate certification and/or training programs for child nutrition directors, nutrition managers and cafeteria workers, according to their levels of responsibility.

Sharing of Foods

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

Foods Sold Outside the Meal (e.g. vending, a la carte, sales)

Secondary schools: In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable meal programs (including those sold through a la carte [snack] lines, vending machines or student stores) during the school day, will meet the following nutrition and portion size standards:

Beverages

- Each vendor will offer healthy choices for at least 50 percent of the options in their drink vending machines. This will include noncarbonated, low sugar/no sugar and fruit juice based drinks, water and flavored water, as well as diet sodas, no sugar added iced teas and low fat/low sodium milk based products. Advertising on machine fronts will feature healthy choices when possible.

Foods

A food item sold individually during school hours:

- will have no more than 35 percent of its calories from fat (excluding nuts, seeds, peanut butter and other nut butters) and 10 percent of its calories from saturated and trans fat combined;
- will have no more than 35 percent of its weight from added sugars; and,
- will contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods and other snack items; will contain no more than 480 mg of sodium per serving for pastas, meats and soups; and will contain no more than 600 mg of sodium for pizza, sandwiches and main dishes.

Fundraising Activities

To support children's health and school nutrition-education efforts, school fundraising activities will, in addition to other food items sold, promote and offer healthy choices that meet the above nutrition standards for foods and beverages sold individually. The school district encourages fundraising activities that promote good nutrition and physical activity.

Rewards

The school district will not use foods or beverages, 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 punishment.

NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS

Celebrations

Schools should evaluate their celebrations practices that involve food during the school day. The school district will disseminate a list of healthy party ideas to parents and teachers.

School-Sponsored Events

Foods and beverages offered or sold at school-sponsored events (concession stands) outside the school day are not subject to this policy. The school will encourage sponsoring organizations to offer healthy choices in addition to their standard food and beverage offerings.

Food Safety

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

- All foods made available on campus 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.
http://www.fns.usda.gov/tn/Resources/servingsafe_chapter6.pdf
- For the safety and security of the food and facility, access to the food service operations are limited to child nutrition staff and authorized personnel.

PLAN FOR MEASURING IMPLEMENTATION

Monitoring

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

In each school:

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

In the school district:

- the school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the school district has not received a SMI review from the state agency within the past five years, the school district will request from the state agency that a SMI review be scheduled as soon as possible;
- the superintendent will develop a summary report every three years on school district-wide compliance with the school district's established nutrition and physical activity wellness policies, based on input from schools within the school district; and,
- the report will be provided to the school board and also distributed to all school wellness committees, parent/teacher organizations, principals and health services personnel in the school district.

Policy Review

To help with the initial development of the school district's wellness policies, each school in the school district will conduct a baseline assessment of the school's existing nutrition 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.

Assessments will be repeated every five years to help review policy compliance, assess progress and determine areas in need of improvement. As part of that review, the school district will review the nutrition and physical activity policies and practices and the provision of an environment that supports healthy eating and physical activity. The school district, and individual schools within the school district will, revise the wellness policies and develop work plans to facilitate their implementation.

Concussion Management 550.2

The District considers concussion and head injuries serious matters, and will follow all laws and regulations regarding the identification and management of such injuries. The District shall provide annually to each parent or guardian of each student in grades seven through twelve a concussions and brain injury information sheet, as provided by the Iowa Department of Public Health, the Iowa High School Athletic Association, and the Iowa Girls High School Athletic Union. The student and the student's parent or guardian shall sign the sheet and return it to the District prior to the student's participation in any extra-curricular interscholastic activity.

If a Student's coach or activity sponsor observes signs, symptoms or behaviors consistent with a concussion or brain injury during an extra-curricular interscholastic activity, the student shall be immediately removed from the activity. Extra-curricular interscholastic activity means any dance or cheerleading activity or extracurricular interscholastic activity, contest or practice governed by the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union that is a contact or limited contact activity as identified by the American Academy of Pediatrics.

The student's parent or guardian shall be contacted as soon as possible following the injury, and told that the student cannot return to participate in the activity until evaluated by an appropriate health-care professional. The student shall not return to participate in the activity or practice on the same day of a concussion. The student shall not return to participation in an extracurricular interscholastic activity, contest or practice until a written clearance to participation signed by the appropriate health care provider is given to the district. The student shall be examined by an appropriate health-care professional the same day the injury occurs. A licensed health care provider means a physician, physician's assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist or licensed athletic trainer. There may be situations when the Iowa High School athletic Association, Iowa Girls High School Athletic Union and/or the District specifically designates individuals to act as the health-care professional during an activity or event. In such situations, the Iowa High School Athletic Association's, the Iowa Girls High School Athletic Union's and/or the District's decision regarding the designation of the health-care professional is final. The written release shall be maintained as part of the student's cumulative record.

For student who participate in an extracurricular interscholastic activity which is a contest in grades seven through twelve, the District shall adopt a return to play protocol consistent with the Department of Public Health's rules and a return to learn plan based on guidance developed by the Brain Injury Association of America in cooperation with a student removed from participation in an extracurricular interscholastic activity and diagnosed with a concussion or brain injury, the student's parent or guardian, and the student's licensed health care provider to accommodate the student as the student returns to the classroom.

Approved: 07/11/19

Reviewed – 07/09/19