



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 shall 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 attending school within the school district. Each student attending school will have the opportunity to use it and its educational 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 opportunities.

The board supports the delivery of the educational program and services to students free of discrimination on the basis of race, color, sex, marital status, national origin, religion, sexual orientation, gender identity, or disability. The district will identify, evaluate and provide an appropriate public education to students who are handicapped within the meaning of Section 504 of the Rehabilitation Act of 1973. This concept of equal educational opportunity serves as a guide for the board and school district personnel in making decisions relating to school facilities, employment of personnel, selection of educational materials, equipment, curriculum, and regulations affecting students.

In the delivery of the educational program, students shall treat school district personnel with respect, and students will receive the same in return. School district personnel 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 school district personnel.

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 shall mean not only the biological parents, but it shall also mean the legal guardian and students who have reached the age of majority or are otherwise considered an adult by law.

Legal Reference: 29 U.S.C. §794 (1988)
34 C.F.R. pt. 104 (1995)

Cross Reference: 104 Equal Educational Opportunity
603.4 Multicultural and Nonsexist Education

Approved: November 12, 1990
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Revised: May 27, 2008



RESIDENT STUDENTS

Students 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 child may establish a dwelling with someone other than the parents and attend public school in that school district without paying tuition if the primary purpose for residing in the school district is not for obtaining a free public education. Further, emancipated minors or individuals 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 Dist., 334 N.W. 2d 704 (Iowa 1983).
 Mt. Hope School District v. Hendrickson, 197 N.W. 47 (Iowa 1924).
 Oshel v. Creston Community School District, DPI Admin. Doc. 570 (1981).
 33 D.P.I. Dec. Rul. 80 (1984).
 Iowa Code §§282.2, .6, .7, 285.4, 442.4
 1930 Op. Att’y Gen. 147.
 1938 Op. Att’y Gen. 69.
 1946 Op. Att’y Gen. 197.
 1956 Op. Att’y Gen. 185.

Cross Reference: 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 this district may be admitted to school at the discretion of the superintendent upon application and payment of tuition. The tuition rate shall be the current per-pupil cost of the district as computed by the director of business affairs and as authorized by the State 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 or year in the school district may be permitted to attend without the payment of tuition at the discretion of the superintendent. 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 the third Friday in September may be allowed to attend without the payment of tuition.

Legal Reference: Lakota Consolidated 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 §§282.1, .2, .6, .7, .24, 442.4

Cross Reference: 501 Student Attendance
 501.15 Open Enrollment Transfers - Procedures as a Sending District
 501.16 Open Enrollment Transfers - Procedures as a Receiving District

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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 day's 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 days must be exempted by this policy as listed below, or referred to the county attorney. Exceptions to this policy include children who:

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

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

The principal will investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, the principal will enter into an attendance contract with the student and parent(s). If after an attendance contract with the student and parent(s), the student is still truant, principal will refer the matter over to the county attorney.

The school will participate in mediation if requested by the county attorney. A school administrator knowledgeable of the situation will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

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

The purpose of the attendance cooperation process meeting is to help the family get the truant child to attend school. The participants at the meeting will try to find out why the child has not been attending school. They will also come up with a plan so that the child will attend school in the future. The agreement will state why the child has not been attending school. It will also state the plan for the child's school attendance in the future. The agreement shall be signed by each participant at the end of the meeting. The signed original agreement is given to the child's family. Copies will be given to the other participants.

- 1. Child's Name _____
- 2. Date of Meeting _____
- 3. Location of Meeting _____

4. Participants at the meeting:

<i>Name</i>	<i>Agency</i>	<i>Phone Number</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Reasons for the child's nonattendance identified at the meeting. This includes barriers that may need to be overcome to ensure that the child attends school. (Be specific.)



ATTENDANCE COOPERATION AGREEMENT

6. Terms agreed to by all participants for resolving the child's nonattendance. (Be specific.)

7. Future responsibility of each participant at the meeting. (List the person's name and what the person is responsible for doing to resolve the child's nonattendance.)

<i>Name</i>	<i>Responsibility</i>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

8. If a monitor is agreed to, list the following:

<i>Name</i>	<i>Agency</i>	<i>Phone Number</i>
<hr/>	<hr/>	<hr/>

9. Signatures of persons participating in the meeting. *By signing this form, I understand that I am agreeing to all items described above.*

Approved: May 26, 1998
Reviewed: February 28, 2022
Revised:

(reduced to 75%)

Approved: May 26, 1998
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COMPULSORY ATTENDANCE
7 and 10 Day Attendance Letter

Date: _____

School: _____

Parent Address: _____

Dear Parent or Guardian:

Your child _____ has missed _____ school days and/or has been tardy _____ times.

North Scott School District recognizes the following absences as being excused:

- Illness (doctor's excuse may be required if excessive)
- Recognized religious observances
- Appointments that cannot be scheduled outside the school day (if excessive, proof may be required)
- Family emergencies
- School-sponsored or approved activities
- Absences approved by the building administrator

We are required to contact home once absences reach a certain number. This letter is to bring to your attention that your child has missed the number of days stated. If your child has been legitimately absent, we apologize in advance and hope you will regard this letter as informational only.

If indeed your child has missed school for reasons other than the ones listed above, please consider that good attendance is vital to a successful education.

Thank you in advance for your cooperation on this very important matter. If you have any questions please call your child's school.

Sincerely,

Building Principal

____ 1st Notice
____ 2nd Notice

Approved: June 27, 2005

Reviewed: February 28, 2022

Revised:



COMPULSORY ATTENDANCE
15 Day Attendance Letter

Date: _____

School: _____

Parent Address: _____

Dear Parent or Guardian:

You are receiving this letter because your child has missed 15 or more days and/or has an excessive amount of tardies. Due to this attendance issue, the following actions must be taken:

1. A conference, at your child's school, between school representatives and yourself to discuss the reason for the absences.
Conference Date: _____ Time: _____
2. You are asked to provide documentation of absences.
 - Absence due to illness can be excused from a note provided by your doctor or bringing your child to school for the nurse to excuse.
 - For any other absences the building administrator must excuse the absence prior to being gone.

The North Scott Community School District considers good attendance to be necessary for students to gain maximum benefit from the educational opportunities it offers. Students who frequently miss school experiences have great difficulty developing skills, which will prepare them for later in life. Many students in these circumstances are not able to achieve the greatest success in their academic programs and some eventually drop out of school.

Iowa law and the North Scott Community School District's policy require that parents and/or custodians cause their children to attend school every day, all day. North Scott requires 180 days of attendance during the school year.

If you have questions regarding this letter, please contact your child's school. If you have further questions about the compulsory school attendance law, please refer to School Board Policy, Code No. 501.3 or the Code of Iowa Chapter 299.

Sincerely,

Building Principal

Approved: June 27, 2005
Reviewed: February 28, 2022
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COMPULSORY ATTENDANCE
Mediation Conference Notice

Date: _____

School: _____

Parent Address: _____

Dear Parent or Guardian:

You are receiving this letter because your child is chronically absent. You have previously received a letter alerting you of this situation. We have asked you to provide satisfactory excuses for your child's absences and to make reasonable efforts to improve attendance. This issue continues to be a problem.

Iowa law and the North Scott Community School District's policy require that parents and/or custodians cause their children to attend school every day, all day. North Scott requires 180 days of attendance during the school year.

Due to the number of trancies your child has had, you must attend a conference. The reason for the conference is to put in place an agreement between your family and the school that will improve the attendance of your child.

The following information gives you the details of when and where this conference takes place

Conference Location: _____

Date: _____
Time: _____

This conference is required for you to attend. If you have any questions, please contact your child's school, and ask to speak to the administrator.

Please be advised it is your legal responsibility to see that your child attends school every day possible and that you are not in compliance with Iowa's Compulsory Education Law. District Court is not the preferred place to solve student attendance problems. If your child's truancy continues, the North Scott Community School District shall initiate the appropriate legal action.

Sincerely,

Building Principal

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COMPULSORY ATTENDANCE
Attendance Cooperation Follow-up

Student (s) name: _____

Parent (s) name: _____

School: _____ Conference Date: _____

Please comment on the following:

Student's attendance since cooperation agreement: _____

Students/ Parent attitudes: _____

Problems since cooperation agreement and what was done: _____

Referrals made: _____

General comments about student progress/ attendance: _____

Other Info:

Name of person completing this form: _____

Date: _____

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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 school official will check the Department of Human Services records to determine whether the student's family is receiving Family Investment Program benefits. If the student's family is receiving Family Investment Program benefits, the school official will notify the Department of Human Services. The Department of Human Services is then responsible for the attendance cooperation process.

If the student's family is not receiving Family Investment Program benefits, the school official will initiate the attendance cooperation process. The parents will be contacted to participate in the attendance cooperation process. The 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 attendance cooperation process.

The purpose of the attendance cooperation process 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 attendance cooperation process, if the parties do not enter into an attendance cooperation agreement or if the parents violate a term of the agreement, the student is deemed truant. For Family Investment Program students and non-Family Investment Program students, the school district notifies the county attorney when students are truant. When a student is deemed truant, for Family Investment Program students, the Department of Human Services is again notified and the Department of Human Services then initiates the process whereby Family Investment Program benefits are reduced.

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ENTRANCE - ADMISSIONS

Children in the school district community will be allowed to enroll in the school district's regular educational 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 educational program. The board may exclude a child under age six from enrolling in first grade.

The board shall require evidence of age in the form of a birth certificate or other evidence of the student's age before the student may enroll in the school district's educational 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 or appropriate waiver within the time period set by the superintendent shall be reason for expelling the student.

Legal Reference: Iowa Code §§281, 282.1, .3, .6
1980 Op. Att'y Gen. 258.

Cross Reference: 501 Student Attendance
603.3 Special Education

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ATTENDANCE CENTER ASSIGNMENT

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

When elementary students move within the district boundary, it is expected that they will enroll at the elementary school serving the geographic area to which they move. If a student starts and finishes a school year at an elementary school, they may remain at that elementary during their career. If students choose to remain in their original building, students must provide their own transportation.

It shall be the responsibility of the superintendent to make a recommendation to the board periodically regarding the assigned attendance center for students. In making the recommendation, the superintendent shall consider the geographical condition of the district, the condition and location of the school facilities, the location of student population, possible transportation difficulties, the economic situation of the school district and any other factors deemed relevant by the superintendent or the board.

Legal Reference: Iowa Code §§279.11, 282.8

Cross Reference: 501 Student Attendance

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ATTENDANCE CENTER ASSIGNMENT – REGULATION

ARMSTRONG

All homes east of Scott Park Road, south of 270th St., and that are located within the village of Parkview, are in the Armstrong attendance area. No buses serve this attendance area.

GLENN

North Boundary

Beginning at 45th Ave. on the west, follows 300th St. east to 60th Ave., north on 60th Ave. to 305th St. (imaginary), east along 305th St. directly to Wapsipinicon River, and follows the river east to Scott Park Road. Every residence south of this is in the Glenn attendance area.

East Boundary

From Wapsipinicon River on north, down Scott Park Road to 290th Street (St. Ann's Road, both sides of the road). West along St. Ann's Road to 140th Avenue. South down 140th Avenue (both sides of the road) to 256th Street (imaginary). East on 256th Street (imaginary – both sides of the road) to 162nd Avenue. South on 162nd Avenue (1st Street in Eldridge) to north boundary of Northland Addition. West along north boundary of Northland Addition to Railroad Street. West along Scott Street and Scott Court to Buttermilk Road. South on Buttermilk Road to Lincoln Road. East along Lincoln Road to South 1st Street. South along 1st Street and following county unnumbered road past Izaak Walton to I-80. South side of Lincoln Road and west side of Buttermilk Road attend John Glenn.

South Boundary

From 90th Ave., go east along 220th St. to 120th Ave., then south along 120th Ave. to Sheridan Township south border. Follow Sheridan Township line east until it intersects with Izaak Walton road imaginary line that crosses I-80.

West Boundary

From 305th St. on north (imaginary), boundary follows 45th Ave. (imaginary), south to 285th St. (imaginary), then east along 285th St. to 57th Ave. (imaginary), then south to 260th St. (imaginary), east along 260th St. to 70th Ave. (imaginary), follow 248th St. east to 73rd Ave. (imaginary), then south on 73rd Ave. to 242nd St. (imaginary), then west to 70th Ave. (imaginary), follow 70th Ave. south to 240th St. (imaginary), then follow 240th St. east to 80th Ave. Follow 80th Ave. south to 230th St., follow 230th St. east to 90th Ave., follow 90th Ave. south to 220th St. Every residence inside this line is in the Glenn attendance area.

GRISSOM

North Boundary

Wapsipinicon River from Scott Park Road east to the Mississippi River.



ATTENDANCE CENTER ASSIGNMENT – REGULATION

East Boundary

From Wapsipinicon River on north, boundary follows Mississippi River to south Princeton city limits (approximately 240th St.).

South Boundary

From Mississippi River on east, along line that is even with 240th St. to 230th Ave., then south along 230th Ave. to 205th St., then west along 205th St. to Utica Ridge Road.

West Boundary

North from 205th St., along Utica Ridge Road to 270th St., west on 270th St. to 200th Ave., north on 200th Ave., to 290th St. (St. Ann's Road), west to Scott Park Road, north to Wapsipinicon River.

SHEPARD

North Boundary

Beginning at 141st Ave. (imaginary) on the west, follow 289th St. (imaginary) to Scott Park Road. Follow Scott Park Road from 289th St. to 290th St. Follow 290th St. east to 200th Ave. at the eastern boundary.

East Boundary

Beginning at St. Ann's Road on north, follow 200th Ave. south to 270th St., then follow 270th St. east to 210th Ave. (Utica Ridge Road). Follow Utica Ridge south to I-80. Any residence west of this boundary is in Shepard attendance area.

South Boundary

Follow Lincoln Township south border (or I-80) west from Utica Ridge Road to Izaak Walton Road just west of I-80 – U.S. Highway 61 cloverleaf interchange.

West Boundary

Beginning at I-80 on the south, follows 1st St., Eldridge (or county 162nd Ave.) north to 256th Street (imaginary). Boundary follows 256th Street (imaginary) west to 141st Ave. (imaginary), follows 141st Avenue north to 289th St. (imaginary).

WHITE

North Boundary

From North 1st Street on the east to the north boundary of Northland Addition. East along north boundary of Northland Addition to Railroad Street. East along Scott Street and Scott Court to Buttermilk Road. Homes north of this area are in the John Glenn attendance area.

East Boundary



ATTENDANCE CENTER ASSIGNMENT – REGULATION

From north boundary of Northland Addition down 1st Street to Lincoln Road. All homes west side of street are in the Edward White attendance area. East side of the road is in Alan Shepard attendance area.

South Boundary

From 1st Street on the east, west on Lincoln Road to Buttermilk Road.

West Boundary

From Lincoln Road on the south. North on Buttermilk Road (155th Ave) to Scott Court. Homes on east side of Buttermilk Road are in Edward White attendance area. West side of Buttermilk Road and North of Scott Court are in the John Glenn attendance area.

Cross Reference: 606.2R1 Class Size – Class Grouping Regulation

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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 reserves the right to deny admission to any nonresident student unless the student is complying with open enrollment procedures.

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

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 (2004).
Iowa Code §§139.9; 282.1, .3, .4; 299A

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

Approved: November 12, 1990
Reviewed: February 28, 2022
Revised: February 11, 2008



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 educational program, they shall notify the administration as soon as possible of the decision to withdraw or transfer the student from the educational program. The student's parents should notify the principal's office and receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc. No clearance slip will be issued or refunds made until all fees or fines have been paid.

The student's parents shall indicate 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. The student's cumulative record shall be sent to the new school district upon that district's written request.

Legal Reference: Iowa Code §§274.1, 299.1
281 Iowa Admin. Code 11.3 (10)-(11).

Cross Reference: 501 Student Attendance
506 Student Records

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STUDENT ATTENDANCE RECORDS

As part of the school district records of students, the daily attendance of students 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
281 Iowa Admin. Code 11.2 (12).
281 Iowa Admin. Code 12.2 (4).

Cross Reference: 501 Student Attendance
506 Student Records

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STUDENT ABSENCES - EXCUSED

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the educational program. Parents and students alike are encouraged to make sure that any 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 administration 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, appointments that cannot be scheduled outside the school day and school-sponsored or approved activities.

Students whose absences are approved shall have an opportunity to 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 for at least one-half of the day of the activity unless permission has been given by the principal for the student to be absent.

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

Legal Reference: Iowa Code §§294.4
281 Iowa Admin. Code 11.2 (12).
281 Iowa Admin. Code 12.2 (4).

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

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TRUANCY - UNEXCUSED ABSENCES

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the educational 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 failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences shall include, but not be limited to: tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations, and employment. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including suspension and expulsion. It 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 truancy. Students receiving special education services will not be assigned to supervised study hall or in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

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

Legal Reference: Iowa Code §§294.4
Iowa Code §§299 (Iowa Acts 1991).
281 Iowa Admin. Code 12.2(4).

Cross Reference: 501.3 Compulsory Attendance
503 Student Discipline
504 Student Activities
506 Student Records

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TRUANCY - UNEXCUSED ABSENCES REGULATION

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout their lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in program of instruction, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only retards their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

Students are required to be in attendance, pursuant to board policy, for 178 days per school year unless their absences have been excused by the principal for illness (absences for five or more consecutive days due to illness may require a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations if the student's work is finished prior to the trip or vacation. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal/designee. Parents are expected to telephone the school office to report a student's absence prior to 9:00 a.m. on the day of the absence.

If a student accumulates six unexcused absences in a class on a traditional schedule, or three absences in a class on a block schedule, he or she may lose credit for the class. Prior to imposing the loss of credit in one or more classes, the principal shall provide the student an opportunity for an appeals process.

School work missed because of absences must be made up within two times the number of days absent. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students shall remain in class until a decision has been reached through the appeals process regarding loss or restoration of credit. Full credit shall be awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made.

If a student loses credit, that fact shall be recorded in the student's record as "NC" (no credit).



TRUANCY - UNEXCUSED ABSENCES REGULATION

The administration and guidance staff shall make reasonable efforts to advise and counsel and may impose discipline upon any student with unexcused absences. Such advice, discipline and counseling includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, loss of non-academic privileges such as extracurricular activities, truant officer referrals, suspensions, or legal action.

Approved: February 8, 1999

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Revised: July 27, 2009



STUDENT RELEASE DURING SCHOOL HOURS

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

Legal Reference: Iowa Code §294.4
281 Iowa Admin. Code 11.2(12).
281 Iowa Admin. Code 12.2(4).

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

Approved: November 12, 1990
Reviewed: February 28, 2022
Revised: January 11, 1999



PREGNANT STUDENTS

The board encourages pregnant students to continue to attend the educational 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 §§279.8, 601A

Cross Reference: 501 Student Attendance

Approved: November 12, 1990

Reviewed: February 28, 2022

Revised: April 23, 2007



MARRIED STUDENTS

The board encourages married students to continue attending the educational program in order to graduate.

Legal Reference: Iowa Code §§282.2, .6, .7, 285.4, 442.4

Cross Reference: 501 Student Attendance

Approved: November 12, 1990

Reviewed: February 28, 2022

Revised: February 22, 1993



STUDENTS OF LEGAL AGE

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

Parents will only be allowed to access and view the student's records with written permission from the student. In most cases, with the discretion of the principal or the superintendent, the student will be able to make decisions and sign documents rather than requiring parental permission or signature.

Legal Reference: 20 U.S.C. §1232g.
 45 C.F.R. 99.
 Iowa Code §§22, 282.2, .6, .7, 285.4, 442.2, 622.10
 281 Iowa Admin. Code 11.3 (10)-(11).
 281 Iowa Admin. Code 12.3 (6).
 1980 Op. Att’y Gen. 720.

Cross Reference: 501 Student Attendance
 506 Student Records

Approved: November 12, 1990
Reviewed: February 28, 2022
Revised:



OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A SENDING DISTRICT

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

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

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

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

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

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

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



OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A SENDING DISTRICT

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

Cross Reference: 501 Student Attendance
501.6 Student Transfers In
501.7 Student Transfers Out or Withdrawals
501.16 Open Enrollment Transfers - Procedures as a Receiving District
506 Student Records
507 Student Health and Well-Being
606.9 Insufficient Classroom Space

Approved: November 12, 1990
Reviewed: February 28, 2022
Revised: September 27, 2021



OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A RECEIVING DISTRICT

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

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

The superintendent will notify the sending school district and parents within five days of the school district's action to approve or deny the open enrollment request. The superintendent will also forward a copy of the school district'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 are considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

Students in grades nine through twelve open enrolling into the school district will not be eligible for participation in interscholastic athletics, at the varsity level, during the first ninety days of open enrollment into the school district.

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

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



OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A RECEIVING DISTRICT

determine whether the program is appropriate. The special education student will remain in the sending district until the final determination is made.

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

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

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

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

Approved: November 12, 1990
Reviewed: February 28, 2022
Revised: September 27, 2021



HOMELESS CHILDREN AND YOUTH

The North Scott Community School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

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

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

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

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

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



HOMELESS CHILDREN AND YOUTH

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

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

Approved: February 22, 1993
Reviewed: February 28, 2022
Revised: April 24, 2017



FOREIGN EXCHANGE STUDENTS

Qualified foreign students may be enrolled and attend school without tuition if they meet all established guidelines including those from the United States Department of State, are sponsored by a local organization and maintain residence within the boundaries of the North Scott Community School District.

Cross Reference: 501.18R1 Foreign Exchange Program

Approved: March 9, 1992

Reviewed: February 28, 2022

Revised: March 11, 1996



Initial Approval application for Foreign Exchange Programs
to place students at NSHS

Name of Organization wishing to be approved to place a foreign exchange student at NSHS.

Organization's information website.

Organization's Contact phone number

Organization's Contact email.

We have full certification with the Council on Standards for International Educational Travel (CSIET)

1. Yes 2. No

We adhere to all guidelines established by The US Department of State.

1. Yes 2. No

We are a 501c3 not for profit organization.

1. Yes 2. No

We have a local representative (within a 150 mile radius of NSHS) to work with the student, family, and school to ensure a successful year for all involved.

1. Yes 2. No



Initial Approval application for Foreign Exchange Programs
to place students at NSHS

Organization's Local Contact Address.

Organization's Local Contact cell phone number.

Organization's Local Contact email.

Our local representative will meet with NS Administration by April 30th to be initially approved by the next school year. (The local representative will schedule a meeting through the Administrative Secretary at 563-285-3201.

1. Yes

2. No

Approved: September 14, 1992

Reviewed: February 28, 2022

Revised: December 16, 2019



FOREIGN EXCHANGE PROGRAM

Foreign Exchange Organizations that contact families before going through the North Scott Community School District approval process may not be allowed to work with the District.

To be approved to work with the North Scott CSD the Placing Organizations must:

- Have full certification with [Council on Standards for International Educational Travel \(CSIET\)](#)
- Adhere to all guidelines established by [The US Department of State \(DOS\)](#)
- Be a 501c3 not for profit organization
- Provide a local representative (within a 150 mile radius) to work with the student, family and school to ensure a successful year for all involved.

If the organization meets the above criteria, they must do the following:

- fill out the [Initial Approval Application](#) for Foreign Exchange Programs to place students at NSHS.
- Have their local representative schedule a meeting through the NSHS Administrative Secretary at 563-285-3201 to be held prior to April 30th to be considered for the following school year.

Once a student is accepted to attend North Scott High School the Placing Organization will be responsible for:

- all fees, activity pass, yearbooks, class rings, supplies, etc.
- Ensuring [appropriate shots prior to enrollment](#) for a student in Iowa.
- If the student is unable to demonstrate sufficient oral communication skills to the satisfaction of the North Scott School District, providing the needed resources to ensure success or placing the student in an alternate school district.
- providing host families with a copy of these guidelines upon notification of their selection as a host family.

North Scott will allow up to four foreign exchange students per year. Exceptions may be made upon the approval of the administration. Foreign Exchange students will be entered into the appropriate grade level. If they are a senior, they will receive a certificate of attendance not a North Scott Diploma.

North Scott Foreign Exchange Program and student approval Person: High School Principal or Designee.

Current NSCSD School Board Policy on Foreign Exchange Students:

- 501.18 Foreign Exchange Students
- 501.18R1 Foreign Exchange Program

Approved: September 14, 1992
Reviewed: February 28, 2022
Revised: December 16, 2019



CARE OF SCHOOL PROPERTY/VANDALISM

Students shall treat school district property with care and respect. Students found to have destroyed or otherwise harmed school property may be subject to disciplinary action and required to reimburse the school district. They may also be turned over to local law enforcement authorities.

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

Cross Reference: 502 Student Rights and Responsibilities

Approved: November 12, 1990

Reviewed: February 28, 2022

Revised: March 11, 1996



NON-LICENSED TRANSPORTATION

Riding a bicycle, scooter, skateboard, rollerblades, and other transportation device to and parking it at the student's attendance center is a privilege. Students who fail to follow the regulations set by the principal of their attendance center or the school district will be subject to withdrawal of their privilege to ride these transportation devices to their attendance center and may also be subject to other disciplinary action.

It shall be the responsibility of the principal to develop and enforce administrative rules for students riding transportation devices to and parking them at their attendance center.

Legal Reference: Iowa Code §§279.8

Cross Reference: 502 Student Rights and Responsibilities

Approved: November 12, 1990

Reviewed: February 28, 2022

Revised & Renamed: January 14, 2002

Revised: April 24, 2017



USE OF MOTOR VEHICLES

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

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

Students who live within one mile of school, and would not otherwise be eligible for a student driving permit, may be eligible for a student driving permit, for driving to and from school and school activities and practices, if the student is participating in a school sponsored activity that takes place somewhere other than the school attendance center.

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

Cross Reference: 502 Student Rights and Responsibilities
802.6 Parking

Approved: November 12, 1990

Reviewed: February 28, 2022

Revised: May 11, 2015



STUDENT EXPRESSION AND STUDENT PUBLICATIONS

Student Expression

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

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

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

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

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

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 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



STUDENT EXPRESSION AND STUDENT PUBLICATIONS

not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

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

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication will follow the grievance procedure outlined in board policy 215.1. Students who believe their freedom of expression in a student-produced official school publication has been restricted will follow the grievance procedure outlined in board policy 502.6.

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

Legal Reference: U.S. Const. Amend. I.
Iowa Const. art I (sec. 7)

Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethel School District v. Fraser, 478 U.S. 675 (1986).
New Jersey v. T.L.O., 469 U.S. 325, (1985).
Tinker v. Des Moines Ind.Sch.Dist., 393 U.S. 503 (1969).
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
Iowa Code §§279.8, 73; 280.22-

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

Approved: November 12, 1990
Reviewed: February 28, 2022
Revised: September 27, 2021



STUDENT EXPRESSION AND STUDENT PUBLICATIONS CODE

- A. **Student Expression defined:** Student Expression is speech, action or other forms of expression which convey a student's beliefs, views or opinions.
- B. **Official school publications defined:** An "official school publication" is material produced by students in journalism, newspaper, yearbook, or writing classes and distributed to students either free or for a fee.
- C. **Limitations to Student Expression**
1. No student will express, publish or distribute publication material which is:
 - a. obscene;
 - b. libelous;
 - c. slanderous; or
 - d. encourages students to:
 - 1) commit unlawful acts;
 - 2) violate lawful school regulations;
 - 3) cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - 4) disrupt or interfere with the education program;
 - 5) interrupt the maintenance of a disciplined atmosphere; or
 - 6) infringe on the rights of others.
- D. **Responsibilities of students for official school publications.**
1. Students writing or editing official school publications will assign and edit the news, editorial and feature contents of the official school publications subject to the limitations of the student publications code and the law.
 2. Students will strive to achieve professional standards of accuracy, fairness, objectivity and thoroughness in each and every aspect of official school publications.
 3. Students will strive to achieve professional standards of grammar, usage, punctuation and spelling for clarity and accuracy of official school publications.
- E. **Responsibilities of faculty advisors for official school publications.**
- Faculty advisors will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. Official school publications are produced under the supervision of a faculty advisor. Faculty advisors to students producing official school publications shall supervise the production of the student staff in order to maintain professional standards of English journalism. District employees acting within the scope of their professional ethics will not suffer adverse employment action or retaliated against for acting to protect a student for engaging in authorized student expression or for refusing to infringe on protected student expression.
- F. **District employee rights**
- Any District employee or official, acting within the scope of that person's professional ethics, if any, shall not be dismissed, suspended, disciplined, reassigned, transferred, subject to termination



STUDENT EXPRESSION AND STUDENT PUBLICATIONS CODE

or nonrenewal of a teaching contract or extracurricular contract, or otherwise retaliated against for acting to protect a student for engaging in expression protected by law, or refusing to infringe upon student expression that is protected by law.

G. Liability

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

H. Appeal procedure

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

I. Time, place and manner of restrictions on student expression.

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

Approved: September 27, 2021
Reviewed: February 28, 2022
Revised:



STUDENT COMPLAINTS AND GRIEVANCES

Creating an environment where students feel comfortable addressing their concerns in a meaningful manner is vital to the learning process. It is the goal of the board to resolve student complaints at the lowest organizational level. Student complaints and grievances regarding board policy administrative regulation violations, or other matters should first be addressed to the student's teacher or other member of the licensed personnel or the administration for resolution of the complaint.

If the complaint cannot be resolved by a student's teacher or other 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. The board retracts discretion as to whether to consider or take action on any complaint.

Legal Reference: Iowa Code §279.8

Cross Reference: 214.1 Board Meeting Agenda
502 Student Rights and Responsibilities

Approved: November 12, 1990

Reviewed: April 24, 2017

Revised: February 28, 2022



STUDENT LOCKERS

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

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

Legal Reference: Iowa Code ch. 808A (Supp. 1997).
Iowa Code §§279.8; 280.14

Cross Reference: 502 Student Rights and Responsibilities

Approved: November 12, 1990
Reviewed: February 28, 2022
Revised: April 13, 1998



POSSESSION OF WEAPONS, DANGEROUS OBJECTS OR LOOK-A-LIKES

The board believes weapons, other dangerous objects, look-a-likes, and any other instrument used as a weapon 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, look-a-likes, or any other instrument used as a weapon. Weapons, other dangerous objects, look-a-likes, or any other instrument used as a weapon shall 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. Students bringing a weapon, look-a-like, other dangerous object or any instrument used as a weapon onto school property or onto property within the jurisdiction of the school may be suspended or expelled from school.

Parents of students found to possess weapons, dangerous objects, look-a-likes, or any instrument used as a weapon on school property shall be notified of the incident. Confiscation of weapons, dangerous objects, look-a-likes and/or any instrument used as a weapon shall be reported to law enforcement officials, and students will be subject to disciplinary action, including suspension or expulsion.

Students bringing a firearm to school or knowingly possessing firearms at school shall be expelled for not less than one year. The superintendent/designee shall have 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.

For purposes of this policy, the term "dangerous object" includes any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. The term "dangerous object" also includes any instrument or device or any sort whatsoever which is actually used in such a manner as to indicate that the individual intends to inflict death or injury upon the other, and which, when so used, is capable of inflicting death upon a human being. In addition, dangerous objects or any instrument used as a weapon in the school includes any object used to intimidate, coerce, scare or threaten a student, school district employee or visitor. Dangerous objects therefore include, but are not limited to, clubs, nunchakus, brass knuckles, knives regardless of blade length, stun guns, BB and pellet guns, toy guns used or displayed as real guns, and unloaded guns.

Weapons, firearms, or other dangerous objects under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent/designee, in conjunction with the principal, to develop administrative regulations regarding this policy.

Approved: November 12, 1990
Reviewed: February 28, 2022
Revised: January 28, 2013
Renamed: January 28, 2013



STUDENT POSSESSION AND/OR USE OF TOBACCO, ALCOHOL AND
CONTROLLED SUBSTANCES

The board prohibits the possession, use, or being under the influence of alcohol, wine, tobacco, nicotine, other controlled substances, or "look alike" substances or devices that appear to be tobacco, nicotine, alcohol, wine, or controlled substances, by students on school property or at any activities sponsored by the school district, on or off school property.

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 on the school district premises.

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

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

Legal Reference: Iowa Code §§204, 279.8, .9
Iowa Code §98 (Iowa Acts 1991).
281 Iowa Admin. Code 12.3(9), 12.5(3)(e), 12.5(4)(e), 12.5(5)(e).

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

Approved: November 12, 1990
Reviewed: February 28, 2022
Revised: April 8, 2019
Renamed: January 28, 2013



SEARCH AND SEIZURE

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

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered 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. 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 present a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

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

Legal Reference: U.S. Const. Amend. IV.
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Cason v. Cook, 810 F.2d 188 (8th Cir. 1987), cert. den., 482 U.S. 930 (1987).
Iowa Code ch. 808A (Supp. 1997).
281 I.A.C. 12.3(8).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline

Approved: December 10, 1990
Reviewed: February 28, 2022
Revised: April 13, 1998



SEARCH AND SEIZURE CHECKLIST

- I. What factors caused you to have a reasonable and articulable suspicion that the search of this student or the student's effects or vehicle would turn up evidence that the student has violated or is violating the law, school policy, rules or regulations affecting school order?
 - A. Eyewitness account.
 - 1. By whom: _____
 - 2. Date/Time: _____
 - 3. Place: _____
 - 4. What was seen: _____
 - B. Information from a reliable source.
 - 1. From whom: _____
 - 2. Time received: _____
 - 3. How information was received: _____
 - 4. Who received the information: _____
 - 5. Describe information: _____
 - C. Suspicious behavior? Explain.

 - D. Student's past history? Explain.

 - E. Time of Search: _____
 - F. Location of search: _____
 - G. Student told purpose of search: _____
 - H. Consent of student requested: _____
- II. Was the search you conducted reasonable in terms of scope and intrusiveness?



SEARCH AND SEIZURE CHECKLIST

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

III. Explanation of Search.

- A. Describe the time and location of the search: _____
- B. Describe exactly what was searched: _____
- C. What did the search yield: _____
- D. What was seized: _____
- E. Were any materials turned over to law enforcement officials? _____

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

Approved: January 8, 1996
Reviewed: February 28, 2022
Revised: April 13, 1998



SEARCH AND SEIZURE REGULATION

I. Searches, in general.

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

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

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

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

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

II. Types of Searches

A. Personal Searches

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



SEARCH AND SEIZURE REGULATION

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.

B. Locker and Desk Inspections

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

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

C. Vehicle Searches

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

Approved: December 10, 1990
Reviewed: February 28, 2022
Revised: April 13, 1998



INTERROGATION OF STUDENTS BY OUTSIDE AGENCIES

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

Requests from law enforcement officers and those other than parents, school district officials, and personnel to interrogate students shall be made through the principals office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. In making this determination, the principal shall consider the welfare of the students and directives to the principal from the courts. 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 interrogate a student, the principal will defer to the investigator's judgment as to whether the student should be interrogated 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 Chap. 232

Cross Reference: 502.10 Search and Seizure
503 Student Discipline

Approved: November 12, 1990

Reviewed: February 28, 2022

Revised: January 11, 1999



STUDENT CODE OF 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 teacher to communicate more effectively with students.

Students shall 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 other school district policies, rules, and administrative regulations supporting the school district policies may be disciplined for any of the following:

1. Conduct which disrupts or interferes with the educational program;
2. Conduct which disrupts the orderly and efficient operation of the school district or school activity;
3. Conduct which disrupts the rights of other students to obtain their education or participation;
4. Conduct that is violent or destructive; or
5. Conduct which interrupts the maintenance of a disciplined atmosphere.

Teachers and/or others who are in charge of a classroom must be the administrators of classroom discipline. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When a situation arises wherein the educational process is substantially interfered with, it then becomes the responsibility of the administration to assist in the disposition of the discipline problem.

Impermissible Conduct

Students may be disciplined for conduct that violates commonly held notions of unacceptable, immoral or inappropriate behavior that includes, but is not limited to, the following:

1. Open and/or persistent defiance of authority, school rules, and regulations (including extracurricular rules);
2. Assault or threatened assault on another person;
3. Extortion, intimidation or coercion;
4. Inciting others to violate the law or school rules;
5. Vandalism;
6. Gambling;



STUDENT CODE OF CONDUCT

7. Theft or possession of stolen goods/property;
8. Sale, manufacture or distribution of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia;
9. Possession, use or being under the influence of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.
10. Possession, use or threatening to use any instrument that is generally considered a weapon, an instrument that is normally not considered a weapon as a weapon, an imitation weapon or an explosive;
11. Possession, use or being under the influence of alcoholic beverages;
12. Use, possession, and/or transmission of tobacco or imitation substances;
13. Profanity;
14. Possession of pornographic/obscene literature, items or materials;
15. Student dress which is suggestive, condones illegal activity or in some way disrupts the educational process;
16. Failure to abide by corrective measures for previous acts of misconduct;
17. Harassment in any form of another person;
18. Conduct which discriminates against others based upon an individual's sex, race, national origin, religion or disability;
19. Destruction, damage, unauthorized use, inappropriate use, and/or manipulation of hardware, software or any aspect or component of the school's electronic information system including the internet; or
20. Inappropriate sexual conduct including harassment, indecent exposure, and visible display of affection.

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 shall be suspended by the principal. Notice of the suspension shall be sent to the board president. The board shall review the suspension to determine whether to impose further sanctions against the student which may include expulsion. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault. Assault for purposes of this section of the policy is defined as, when, without justification, a student does any of the following:

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 or displays in a threatening manner any dangerous weapon toward another.



STUDENT CODE OF CONDUCT

The act is not an assault when the parties 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.

Sanctions for Student Misconduct

The district may impose a range of disciplinary measures for acts of misconduct. Disciplinary measures include, but are not limited to, removal from the classroom, detention, restorative practices, suspension, probation, and expulsion. Discipline will be administered depending on the severity and frequency of the acts of misconduct. The imposition of discipline will be within the discretion of the individual responsible for imposing the discipline. In instances where there has been a violation of the law, as well as school rules, appropriate law enforcement officials will be contacted and may become involved in the district's administration of discipline. The school reserves the right to seek restitution from the parents/guardians of a student or the student for damage caused by the student.

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student. This policy is not intended to address the use of therapeutic classrooms or seclusion rooms for students.

Detention means the student's presence is required during non-school hours or another time approve by administration 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. The imposition of a detention and the length of the detention shall be within the discretion of the licensed employee disciplining the student or of the building principal.

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

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

Expulsion means and action by the board to remove a student from the school environment,



STUDENT CODE OF CONDUCT

which includes, but is not limited to, classes and activities, for a period of time set by the board.

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

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. In addition, a record of suspension or expulsion will be provided to a receiving school district upon request when a student transfers school districts.

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

Cross Reference: 501 Student Attendance
502 Student Rights and Responsibilities
503.5 Physical Restraint and Seclusion of Students
504 Student Activities
603.3 Special Education
903.5 Distribution of Materials

Approved: November 12, 1990
Reviewed: November 25, 2019
Revised: February 28, 2022
Renamed: January 28, 2013



STUDENT CODE OF CONDUCT



RECORD OF SUSPENSION OR EXPULSION

Student: _____

The information on this form is required by Iowa Code Section 279.9A to be provided to a receiving school district upon request whenever a student transfers.

VIOLATION:

- a. Alcohol
- b. Drugs
- c. Fighting
- d. Harassment and/or Bullying
- e. Vandalism
- f. Weapons/Dangerous Objects
- g. Other: _____

ACTION TAKEN:

- 1. Suspension - In School
- 2. Suspension - Out of School
- 3. Alternative School Placement
- 4. Expulsion (Duration)
- 5. Good Conduct Rule Imposed
- 6. Student Dropped From School
- 7. Other: _____

Date	Violation	Justice System Involvement	Action Taken
		<u>Yes-No</u>	

Signature of Sending School Official _____ Date _____

Sending School District _____

Please Note: This form and the information in it may be shared with school employees at the receiving school who have a legitimate educational interest in the information and who request it; this may include employees who transport, educate, counsel, directly supervise, or provide services directly to the student named on the form. Inappropriate or unauthorized disclosure to others, including non-employees or employees who do not have a legitimate educational interest, may result in discipline up to and including discharge and civil liability.

Approved: May 8, 1995
Reviewed: February 28, 2022
Revised: January 28, 2013



REQUEST FOR TRANSFER OF STUDENT RECORDS

Date _____

Name of Previous School

Street Address

City State Zip Code

I request the release of available school records concerning:

Name of Student Grade

These should include grades, attendance, report card, health chart, immunization cards, special education materials (IEP Folder), counseling, psychological or any other evaluations that are a part of the school records. Also send any notification of suspension or expulsions from school.

Signed: _____
Parent/Guardian

Parent Address

City, State Zip

Approved: May 8, 1995
Reviewed: February 28, 2022
Revised:



STUDENT CODE OF CONDUCT - STUDENT SUSPENSION

Students may be suspended for conduct that violates school rules. Suspensions may take the form of probation, an in-school suspension or an out-of-school suspension.

Probation

Probation is the conditional suspension of the imposition of discipline for student misconduct for a set period of time. Probation may be imposed for infractions of school rules which do not warrant the necessity of removal from school. The conditional suspension shall mean the student must meet the conditions and terms for the suspensions of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

The building principal shall conduct an informal investigation of the allegations against the student prior to imposition of probation. The investigation shall 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 of probation and the reasons therefore shall be sent to the student and the student's parents.

In-School Suspension

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 building principal for infractions of school rules which are serious but which do not warrant the necessity of removal from school. An in-school suspension will not exceed ten consecutive school days.

The building principal shall conduct an informal investigation of the allegations against the student prior to the imposition of an in-school suspension which shall include notifying the student of the allegations against the student and the basis for the allegations and giving a student the opportunity to respond to the allegations. An in-school suspension shall not be imposed for a period longer than ten school days. Notification of the in-school suspension and the reasons therefore will be given to the student and the student's parents.

Out-of-School Suspension

Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Suspension is to be employed when other available school resources are unable to constructively remedy student misconduct. An out-of-school suspension will not exceed ten days.

A student may be suspended for up to ten school days by a building principal for a commission of gross or repeated infractions of school rules or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school.



STUDENT CODE OF CONDUCT - STUDENT SUSPENSION

The building principal may suspend a student after conducting an investigation of the charges against the student which shall include giving the student: (1) oral or written notice of the allegations against the student; (2) the basis in fact for the charges; and (3) the opportunity to respond to the charges.

Written notice of the suspension shall be mailed to the student and the student's parents no later than two school days following the imposition of the suspension. Written notice of the suspension shall also be given to the superintendent. A reasonable effort shall be made to notify the student's parents of the suspension by telephone or in person and such effort shall be documented by the person making or attempting to make the contact. Written notice shall include the circumstances which led to the suspension and a copy of the Board policy and rules pertaining to the suspension.

Suspension of Special Education Students

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The student's Individual Education Program (I.E.P.) shall be 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-school or out-of-school, equal ten days on a cumulative basis, a staffing team shall meet to determine whether the student's I.E.P. is appropriate.

Approved: June 27, 2011
Reviewed: February 28, 2022
Revised: April 9, 2012
Renamed: January 28, 2013



STUDENT CODE OF CONDUCT - STUDENT SUSPENSION



STUDENT CODE OF CONDUCT - STUDENT EXPULSION

Students may be expelled for conduct that violates school rules. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

It shall be within the discretion of the superintendent to recommend to the Board the expulsion of a student for disciplinary purposes. Only the board may remove a student from the school environment. A student may be expelled by the Board for a commission of gross or repeated infractions of school rules or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. It shall be within the discretion of the Board to discipline a student through expulsion depending on the nature of the student's offense and the circumstances surrounding the offense. The building principal shall keep records of expulsions, in addition to the Board's records.

When a student is recommended for expulsion, the student shall be provided with:

1. Notice of the reasons for the proposed expulsion written with sufficient specificity to enable the student to prepare a defense;
2. Notice of the date, time, and place of the expulsion hearing sufficiently in advance of the hearing to enable the student to obtain the assistance of counsel and to prepare a defense;
3. Notice that the student is entitled to a closed hearing unless an open hearing is specifically requested;
4. The names of the witnesses the superintendent will present, if available,¹ and an oral or written report on the facts to which each witness testifies;
5. Notice that the student will be given an opportunity to present a defense against the charges; to provide either oral testimony or written affidavits of witnesses; to present documents; to be given copies of documents which will be introduced by the administration, and to cross-examine adverse witnesses, if available, (see

¹ In some cases, information concerning a student's violation of the Code of Conduct will be gained from students who the District may want to remain anonymous. The District believes that it is critically important, in certain circumstances, to protect the anonymity of students who report serious violations of the Code of Conduct to insure that violations are reported and those who report them will not be subjected to ostracism and physical reprisals. If an expulsion is based upon evidence obtained from a student who the District believes needs to remain anonymous because they may be subjected to ostracism or physical reprisals, the administration shall undertake reasonable efforts to determine the veracity of the student's report and the student's credibility.



STUDENT CODE OF CONDUCT - STUDENT EXPULSION

footnote 1); and

6. Notice that the student has the right to be represented by counsel;

At the hearing, the student will have all of the rights given in the notice and may give an opening and closing statement in addition to calling witnesses and cross-examining adverse witnesses. The Board hearing the expulsion matter must be impartial (i.e. have no prior involvement in the situation, have no stake in the outcome, and have no personal bias or prejudice).

After the Board has heard the expulsion matter, it shall go into deliberations. No one who advocated a position at the hearing of the matter should be present during the Board's deliberations unless the other party or parties are also permitted to attend deliberations. The student has a right to a decision based solely on the evidence presented at hearing. There must be an adequate factual basis for the Board's decision. A preponderance of the evidence standard is sufficient to find the student violated the rule or policy at issue. Following the Board's deliberations, the Board shall reconvene in open session and render its decision on the superintendent's recommendation for expulsion. The student is entitled to a written decision setting out the Board's findings and conclusions as to the charges and the penalty.

In addition to these procedures, a special education student must be provided with the following procedures:

1. A determination shall be made whether the student has participated in the misconduct;
2. A staffing team should determine whether the student's behavior is a manifestation of the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded;
3. If the handicapped student's is found to not be a manifestation of the student's disability and a change in placement is recommended , the student may be expelled or suspended pursuant to the district's expulsion hearing procedures;
4. If the special education student's conduct is found to be a manifestation of the student's disability and a change in placement is recommended, the change shall be made pursuant to District policies and the law. If a change in placement is not recommended, a determination shall be made within the student's I.E.P. and the law as to how to manage the student's behavior to prevent the student's possible future misconduct.

Approved: January 28, 2013
Reviewed: February 28, 2022
Revised:



STUDENT CODE OF CONDUCT - STUDENT EXPULSION



FINES – FEES - CHARGES

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

The superintendent shall inform the board annually of the amount to be charged for student fees, fines, book rental, and charges.

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 §279.8
1982 Op. Att’y Gen. 227.

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline

Approved: November 12, 1990
Reviewed: February 28, 2022
Revised: June 8, 1998



STUDENT FEE WAIVER APPLICATION

Date _____

School Year _____

All information provided in connection with this application will be kept confidential. This form to be used for students in this building only.

Name of student: _____	Grade in school _____
Name of student: _____	Grade in school _____
Name of student: _____	Grade in school _____
Name of student: _____	Grade in school _____
Name of student: _____	Grade in school _____
Name of student: _____	Grade in school _____

Name of parent, guardian: _____
(or legal or actual custodian)

Check type of waiver desired: Full waiver __ Partial waiver __ Temporary waiver _____

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

Full Waiver

- _____ Free meals offered under the Child Nutrition Program
- _____ The Family Investment Program (FIP)
- _____ Transportation assistance under open enrollment
- _____ Foster care

Partial Waiver

- _____ Reduced priced meals offered under the Child 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.

Approving Officer _____

Approved ____ Non Approved _____

Approved: August 26, 1996
 Reviewed: February 28, 2022
 Revised: June 27, 2005



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 40 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 superintendent.

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

F. Notice – the school district will annually notify parents and students of the waiver. The following information will be included in registration materials and printed in the student handbook:

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived.



STUDENT FEE WAIVER AND REDUCTION PROCEDURES

Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the building principal at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Approved: August 26, 1996
Reviewed: February 28, 2022
Revised: June 27, 2005



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 school extracurricular activities must conduct themselves in accordance with board policy regarding student conduct.

Students will have an opportunity to participate in a school activity unless the activity is not offered, the student cannot participate for disciplinary reasons, or it is an intramural or interscholastic athletic activity. Students will have a comparable opportunity to participate in intramural or interscholastic athletic activities and to reap the benefits of school activities. However, 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.

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

Students who wish to participate in extracurricular activities that require physical exertion including, but not limited to, cheerleading and athletics, shall be required to submit an annual physical examination stating the student is able to participate.

The events must be approved by the superintendent, unless they involve unusual travel and expense, in which case the board will take action. The events must not disrupt the educational program or other school district operations.

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

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



GOOD CONDUCT RULE

Legal Reference: Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555 (Iowa 1972).
 In re Jason Clark, 1 D.P.I. App. Dec. 167 (1978).
 Iowa Code §§280.13, .13A
 281 Iowa Admin. Code 11.5(2).
 281 Iowa Admin. Code 12.3(8).

Cross Reference: 502 Student Rights and Responsibilities
 503 Student Discipline

Approved: November 26, 1990
Reviewed: February 28, 2022
Revised: March 12, 2001



CORPORAL PUNISHMENT, MECHANICAL RESTRAINT AND PRONE RESTRAINT

The use of corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools. Corporal punishment is defined as the intentional physical punishment of a student. 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 any of the following which are not considered corporal punishment:

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

Mechanical restraint means the use of a device as a means of restricting a student's freedom of movement. Mechanical restraint does not mean a device used by a trained individual for specific approved therapeutic or safety purposes for which the device was designed and, if applicable, prescribed, including restraints for medical immobilization, adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without use of such devices or mechanical supports; and vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Prone restraint means any restraint in which the student is held face down on the floor.

Reasonable 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, including mental and psychological injury;
5. The motivation of the school employee using physical force.

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

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



CORPORAL PUNISHMENT, MECHANICAL RESTRAINT AND PRONE RESTRAINT

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

Cross Reference: 401.15 Abuse of Students by School District Employees
 502 Student Rights and Responsibilities
 503 Student Discipline

Approved: November 26, 1990
Reviewed: February 28, 2022
Revised & Renamed: September 27, 2021



CORPORAL PUNISHMENT, MECHANICAL RESTRAINT AND PRONE RESTRAINT



PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS

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

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

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

Physical restraint or seclusion is reasonable or necessary only:

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

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

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



PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS

Legal Reference: Iowa Code §§ 279.8; 280.21.
281 I.A.C. 103.

Cross Reference: 401.15E1 Abuse of Students by School District Employees
503.5 Corporal Punishment, Mechanical Restraint and Prone
Restraint

Approved: September 27, 2021
Reviewed: February 28, 2022
Revised:



PHYSICAL SECLUSION/RESTRAINT REPORT

Physical Seclusion/Restraint Report

Student's Name: _____ **Time Began:** _____ **Time Ended:** _____ **Date of Incident:** _____

Duration of Entire Occurrence: _____

Did the occurrence last more than 15 minutes?

If yes, who authorized?

Did the occurrence last 30 minutes past first authorization?

If yes, who authorized?

Report Prepared by: _____

Physical Intervention: _____

School Personnel Involved: _____

Description of the actions of the student and staff before the occurrence: _____

Description of the actions of the student and staff during the occurrence: _____

Description of the actions of the student and staff after the occurrence: _____

If occurrence lasted longer than 15 minutes, rationale for this: _____

If occurrence lasted 30 minutes past first authorized time, rationale for this: _____

Description of the student and staff debriefing: _____

Description of alternatives to physical confinement and/or restraint attempted before the occurrence: _____

Description of any injuries to the student, staff members, others and/or property damage: _____

Description of future approaches to the student's behavior: _____

Student's parent/guardian was notified of the occurrence within 1 hour of the occurrence by: _____

Method:

If the parent/guardian was not contacted within 1 hour of the occurrence, document the attempts made to notify the parent/guardian on that day: _____

Copy of this document was provided to parents within 3 school days of the occurrence by: _____

Method documentation was provided: _____

Signature of certified staff member: _____

Signature of administrator: _____



DEBRIEFING MEETING NOTICE

Debriefing Meeting Notice

Student:

Parent/Guardian:

Address:

City, St, Zip:

Phone Number:

Recently, your student (name) was involved in an occurrence at school that required the physical restraint and/or seclusion of your student as defined by 281 Iowa Administrative Code Ch. 103. A report related to this occurrence is enclosed with this letter.

The law requires debriefing meetings be held for such occurrences in the following circumstances:

- Following the first instance of seclusion or physical restraint during a school year
- When any personal injury occurs as part of the use of seclusion or physical restraint
- When a reasonable educator would determine a debriefing session is necessary
- When suggested by a student's IEP team
- When agreed to by the guardian and school officials
- After seven instances of seclusion or physical restraint of the student

This letter is intended to inform you that a debriefing meeting will be held:

Meeting Date: **Time:** **Location:**

At this meeting, we will review the Physical Seclusion/Restraint documentation related to this incident and determine possible changes to (student's name) behavior plan and/or safety plan as well as identify any additional resources or interventions that could be implemented.

The following individuals have been requested to attend this meeting:

List participants (include job titles and/or relation to the student):

If you would like to reschedule please contact me at the email or phone number below as soon as possible and at least one school day prior to the date and time listed for this debriefing meeting. Your student is allowed to attend this meeting with your consent, and you are welcome to bring a representative of your choosing if you wish. If you plan to bring a representative to this meeting, please let us know at least one school day prior to the meeting so that we have an opportunity to make arrangements.



DEBRIEFING MEETING NOTICE

We are looking forward to working with you to foster the continued health, safety and educational growth of your student.

Staff name	Position	Phone	E-mail
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Approved: September 27, 2021
Reviewed: February 28, 2022
Revised:



WRITTEN REPORT FROM DEBRIEFING MEETING

Written Report from Debriefing Meeting

Date Report was sent to parents/guardian:

Method of Transmittal:

Student:

Meeting Date:

Time:

Location:

Meeting Participants (include job titles and/or relation to the student):

Summary of incident report, student's current behavior plan, IEP and/or Safety Plan:

Patterns of behavior identified:

Alternative responses that will be implemented:

Additional resources or supports that will be implemented:

Follow-up actions if applicable, such as behavior assessments, revision of intervention plan, medical consult, IEP meeting/evaluation:



WRITTEN REPORT FROM DEBRIEFING MEETING

This report has been reviewed and completed by the undersigned employee. A written copy of this report has been sent to the student's guardian within 3 school days of the debriefing meeting.

Staff name, Position Phone Email

Approved: September 27, 2021
Reviewed: February 22, 2022
Revised:



WRITTEN REPORT FROM DEBRIEFING MEETING



USE OF PHYSICAL RESTRAINT AND SECLUSION WITH STUDENTS

The District will comply with 281 *Iowa Administrative Code* Ch. 103 for the use of physical restraint and seclusion with students, including, but not limited to:

- Physical restraint and seclusion will be used only by employees who have been trained in accordance with applicable law unless a trained employee is not immediately available due to the unforeseeable nature of the occurrence.
- As soon as practical after the situation is under control, but within one hour after either the occurrence or the end of the school day, whichever occurs first, the school will attempt to contact the student's parent or guardian using the school's emergency contact system.
- The seclusion or physical restraint is used only for as long as necessary based on research and evidence to allow the student to regain control of their behavior to the point that the threat or behavior necessitating the use of the seclusion or physical restraint has ended, or when a medical condition occurs that puts the student at risk of harm. Unless otherwise provided for in the student's written approved IEP, BIP, IHP or safety plan, if the seclusion or physical restraint continues for more than 15 minutes:
 - The student will be provided with any necessary breaks to attend to personal and bodily needs, unless doing so would endanger the child or others.
 - An employee will obtain approval from an administrator or administrator's designee to continue seclusion or physical restraint beyond 15 minutes. After the initial approval, an employee must obtain additional approval every 30 minutes thereafter for the continuation of the seclusion or physical restraint.
 - The student's parent or guardian and the school may agree to more frequent notifications than is required by law.
 - Schools and district employees must document and explain in writing the reasons why it was not possible for the employees to obtain approval, notify parents, or take action within prescribed time limits.
 - Schools and district employees who begin and then end use of non-approved restraints will document and explain in writing the reasons why they had no other option but to use this type of behavioral intervention.
- The area of seclusion will be a designated seclusion room that complies with the seclusion room requirements in accordance with law, unless the nature of the occurrence makes the use of the designated seclusion room impossible, clearly impractical, or clearly contrary to the safety of the student, others, or both; in that event, the school must document and explain in writing the reasons why a designated seclusion room was not used.
- An employee must continually visually monitor the student for the duration of the seclusion or physical restraint.
- If an employee restrains a student who uses sign language or an augmentative mode of communication as the student's primary mode of communication, the student shall be permitted to have the student's hands free of physical restraint, unless doing so is not feasible in view of the threat posed.



USE OF PHYSICAL RESTRAINT AND SECLUSION WITH STUDENTS

- Seclusion or physical restraint shall not be used: as punishment or discipline; to force compliance or to retaliate; as a substitute for appropriate educational or behavioral support; to prevent property damage except as provided in law; as a routine school safety measure; or as a convenience to staff.



USE OF PHYSICAL RESTRAINT AND SECLUSION WITH STUDENTS

- The Superintendent or the Superintendent's designee will investigate any complaint or allegation that one or more employees violated any provisions of 281 Iowa Administrative Code Ch. 103. If the District determines a violation has occurred, corrective action will be taken up to and including termination of the employees involved. If the allegation or complaint involves a specific student the District will notify the parents or guardian of the involved student about the results of the investigation. If any allegation or complaint is also defined as abuse in 281 *Iowa Administrative Code* 102.2, the procedures listed in chapter 102 will apply.
- The District must comply with and implement Chapter 103 whether or not a parent consents to the use of physical restraint or seclusion.



STUDENT GOVERNMENT

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

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

Legal Reference: Iowa Code §279.8

Cross Reference: 502 Student Rights and Responsibilities
504 Student Activities
505 Student Scholastic Achievement
506 Student Records

Approved: November 26, 1990

Reviewed: February 28, 2022

Revised:



STUDENT ORGANIZATIONS

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

Curriculum-Related Organizations

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

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

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

Noncurriculum-Related Organizations

Student initiated noncurriculum-related organizations shall be provided access to meeting space and school facilities.

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



STUDENT ORGANIZATIONS

School district personnel will be assigned to monitor approved meetings. School district personnel shall not participate in the meeting or assist in planning, criticizing, or encouraging attendance. Non-school persons cannot direct, conduct, control, or regularly attend activities or meetings of these noncurriculum-related, student-initiated groups.

Legal Reference: Westside Community Board of Education v. Mergens, 110 S.Ct. 2345 (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 et seq. (1995).
 Iowa Code §§287.1-.3, 297.9

Cross Reference: 502 Student Rights and Responsibilities
 504 Student Activities

Approved: November 26, 1990
Reviewed: February 28, 2022
Revised: January 11, 1999



STUDENT SOCIAL EVENTS

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

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

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

Legal Reference: Iowa Code §§279.8, 282.3

Cross Reference: 404 General Personnel Conduct and Appearance
 502.1 Student Appearance
 503 Student Discipline
 503.1 Student Conduct

Approved: November 26, 1990

Reviewed: February 28, 2022

Revised: February 22, 1993



STUDENT PERFORMANCES

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

Students who fail to abide by this policy and the administrative guidelines supporting it may be subject to disciplinary measures. 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 will be allowed to perform in these events only with proper permission and supervision and when the events do not disrupt the educational program or other school district operations. The events must be approved by the principal, unless it involves unusual travel and expense, in which case approval of the superintendent must be obtained.

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

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

Legal Reference: Hazelwood School District v. Kuhlmeier, 108 S.Ct. 562 (1988).
Iowa Code §§280.13-.14
281 Iowa Admin. Code 11.6 (1)-(8), 36.
281 Iowa Admin. Code 12.6.

Cross Reference: 502 Student Rights and Responsibilities
 504 Student Activities
 905 Community Activities Involving Students

Approved: December 10, 1990
Reviewed: February 28, 2022
Revised: January 11, 1999



STUDENT FUND-RAISING

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

Legal Reference: Iowa Code §280.14

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

Approved: December 10, 1990
Reviewed: February 28, 2022
Revised: January 11, 1999



STUDENT WORK/INTERN PROGRAMS

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

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

It shall be the responsibility of the superintendent to pursue such arrangements with local business.

Legal Reference: Iowa Code §§279.8, 282.3

Cross Reference: 504 Student Activities

Approved: December 10, 1990

Reviewed: February 28, 2022

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 inter-scholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interests and abilities in the students.

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

A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season with the approval and signed per-mission slip of the head varsity coach, and the athletic director or high school principal. Such outside participation shall not conflict with the school sponsored athletic activity. Students in violation of this policy will be subject to penalties as indicated under the Specific Rules section of the Student Athletic Handbook; suspension of 11% of athletic contests for the first offense, 44% of athletic contests for the second offense, dropped from the team for one year for the third offense. These penalties are considered minimal. Penalties beyond minimum are subject to the coach's discretion.

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

Legal Reference: 20 U.S.C. §§ 1681-1683; 1685-1686 (1988).
34 C.F.R. Pt. 106.41 (1993).
Iowa Code §§ 216.9; 280.13-.14
281 I.A.C. 12.6.

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

Approved: October 27, 1997
Reviewed: February 28, 2022
Revised: November 9, 1998



ASSIGNMENT OF COURSES

Students shall take a predetermined number and variety of courses to graduate. Where students have a choice in course offerings, the school district will try to allow each student to take the course of their choice.

It shall be the responsibility of the superintendent or superintendent designee to approve the course offerings for each year for all grades. Any new course will be taken to the curriculum cabinet and shared with the school board prior to the new school year.

Legal Reference: Iowa Code §§256.11, 280
281 Iowa Admin. Code 11.1, .5, 3.3(12).
281 Iowa Admin. Code 12.1, .5, 12.3(7).

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

Approved: December 10, 1990
Reviewed: February 28, 2022
Revised: January 22, 2018



STUDENT REPORT CARDS AND CONFERENCES

Students in grades 7-12 shall receive a report card at the end of each nine week grading period. Students in grades Preschool – 6 will receive a report card at the end of each twelve week grading period. Students who are doing poorly, and their parents, shall be notified prior to the end of the nine week grading period in order to have an opportunity to improve their grade. In addition, twice a year, parents of K-3 students will receive diagnostic and assessment information relative to their child's reading performance. The board encourages the notification of students who have made marked improvement prior to the end of the semester.

Parent-teacher conferences about students' progress will be held each trimester to keep the parents informed. Parent-teacher conferences are held twice at designated times in the school year.

Parents, teachers, or principals may request a conference for students in grades kindergarten through twelve at any time, if they feel the circumstances warrant it. Parents are encouraged to discuss the student's progress or other matters with the student's teacher.

Legal Reference: Iowa Code §§256.11, 280
281 Iowa Admin. Code 11.3(12).
281 Iowa Admin. Code 12.3(7).

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

Approved: December 10, 1990
Reviewed: February 28, 2022
Revised: February 25, 2019



STUDENT PROMOTION - RETENTION - ACCELERATION

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

The district shall adhere to the following:

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

Any student or parent who is not satisfied with the decision of the district's professional staff may seek recourse through policy 502.6 – *Student Complaints and Grievances*.

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

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

Approved: December 10, 1990
Reviewed: February 28, 2022
Revised: February 25, 2019



STUDENT HONORS AND AWARDS

The school district shall provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students to assist students in setting goals. Students shall be made aware of honors and awards and the action necessary on the part of the student to achieve them. Students who have not attended an accredited public or private high school may not be eligible for honors and awards.

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

Legal Reference: Iowa Code §279.8

Cross Reference: 504 Student Activities
505 Student Scholastic Achievement

Approved: December 10, 1990

Reviewed: February 28, 2022

Revised: January 8, 1996



TESTING PROGRAM

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

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

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

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

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

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

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

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

Approved: April 24, 2017
Reviewed: February 28, 2022
Revised:



GRADUATION REQUIREMENTS

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

It is the responsibility of the superintendent to ensure that student's complete grades one through twelve and that high school students complete 54 credits prior to graduation. The following credits will be required for graduation:

	credits	
English/Language Arts	8	
Science	6	All students must complete 2 credits of physical science including earth science curriculum,
Mathematics	6	All freshman must enroll for a full-year (2 credits) mathematics course.
Social Studies	6	Including 2 credits of American History, 2 credits from: World History, World Geography, AP World or AP Human Geography, 1 credit of United States Government, and 1 credit of social studies elective.
Financial Literacy	1	Personal Finance (Economics)
Health	1	Health related class work
Physical Education	4	1 per year
Electives	22	
Total	54	Credits Needed to Graduate

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

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP).

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

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

Students enrolled in a junior officers' training corp will receive 1 physical education credit for each semester the student is enrolled in the program.



GRADUATION REQUIREMENTS

Legal Reference: Iowa Code §§ 256.11, .11A, .41; 279.8; 280.3, .14.
281 I.A.C. 12.2, .5; 12.3(5).

Cross Reference: 603.3 Special Education

Approved: December 10, 1990
Reviewed: February 28, 2022
Revised: September 27, 2021



REGISTRATION AND COURSE LOAD REQUIREMENTS

The following are the registration and course load requirements for students of North Scott High School:

1. Students may be given a proficiency and/or achievement test to determine eligibility for any class. A standard of proficiency may also be required for a student to attend a regular program of studies.
2. For all students enrolled in a regular high school program of studies the following requirements must be met:
 - a. Unless approved by the Principal or Principal designee, students grades 9-11 must be registered for 7 classes per semester or 14 total for the year minimum, (Freshmen transition is not counted toward the 7/14). Seniors must be registered for 5 academic classes per semester (10 total for the year minimum). This is referred to as the student's "course load."
 - b. No student may perform in any outside activities unless successfully passing all subjects. Eligibility is determined at the end of each semester.

Summary of Scholarship Rule, 281—IAC 36.15(2) The following requirements were effective 7-1-08:

- A student must receive credit in at least 4 subjects at all times. (NSHS will follow the student load requirements in 2a above)
- A student must pass all and make adequate progress toward graduation to remain eligible.
- If a student is not passing all at end of a final grading period, student is ineligible for first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.
- If a student is not passing all at any check point (if school checks at any time other than the end of a grading period), period of ineligibility and conditions of reinstatement are left to the school.

A student may participate in any activity during the school day without having to meet this standard if the activity is a graded event for a class (i.e. band or choral school concert).



REGISTRATION AND COURSE LOAD REQUIREMENTS

- c. No student may participate in any activity if the student has an unexcused absence on the day of the event. The student must be present for half of the day (periods 1-3 or 4-6) in order to be eligible to participate in any activity.
3. Student classification: A student will be classified by the year he/she is in school rather than by credits earned.

Approved: January 28, 2013

Reviewed: February 28, 2022

Revised: November 23, 2020



EARLY GRADUATION

Students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate earlier if graduation requirements are attained. The student must have a recommendation by the principal and superintendent, and the approval of the board to graduate earlier than the end of grade twelve.

Legal Reference: Iowa Code §§279.8, 280.3, .14
281 Iowa Admin. Code 11.2, 11.3 (12).
281 Iowa Admin. Code 12.2, 12.3 (7), 12.5.

Cross Reference: 501 Student Attendance
505 Student Scholastic Achievement

Approved: December 10, 1990
Reviewed: February 28, 2022
Revised: April 13, 1992



ADMINISTRATIVE REGULATIONS FOR EARLY GRADUATION

Early graduation may be allowed when the graduation requirements are attained.

The following steps must be met to allow for early graduation:

1. The student must meet with the counselor and request to be considered for early graduation. A conference with the parent/guardian, student and counselor may be required.
2. In order to participate in graduation activities, the student must submit a completed early graduation form to the counselor by December 1.
3. Students who graduate early are eligible to participate in the commencement program held at the end of the school year.
4. The completed form must include signatures of the student, parent or guardian, counselor and principal.
5. The counselor must verify that the student will complete the graduation requirements.
6. The Board of Directors must approve the candidates.

Approved: December 10, 1990
Reviewed: February 28, 2022
Revised:



COMMENCEMENT

Students who have met requirements of graduation, early graduation requirements, or have completed eight semesters of high school and are within two credits of meeting all graduation requirements, are eligible to participate in the commencement activities.

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

Legal Reference: Iowa Code §279.8, 280.3, .14
281 Iowa Admin. Code 11.2, 11.3 (12).
281 Iowa Admin. Code 12.2, 12.3 (7), 12.5.

Cross Reference: 505 Student Scholastic Achievement

Approved: December 10, 1990
Reviewed: February 28, 2022
Revised:



PARENT AND FAMILY ENGAGEMENT

Parent and family engagement is an important component in a student's success in school. The board encourages parents and families to become involved in their child's education to ensure the child's academic success. The board will:

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

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

Legal References: 20 U.S.C. §6318

Cross References: 904.2 Community Resource Persons and Volunteers

Approved: April 24, 2017

Reviewed: February 28, 2022

Revised:



EDUCATION RECORDS ACCESS

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

Definitions

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

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

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

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

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

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



EDUCATION RECORDS ACCESS

of education records collected, maintained or used by the school district.

If the parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment shall be 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 shall be 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 shall 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. When a disclosure is made without parental or eligible student's written permission, it is disclosed on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- to school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid; to organizations and/or their authorized representatives conducting educational audits, evaluations and/or studies provided the district has a written agreement with the organization conducting the audit, evaluation and/or study and the



EDUCATION RECORDS ACCESS

- study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- consistent with an interagency agreement between the school district and juvenile justice agencies;
- in connection with a health or safety emergency; or,
- as directory information.

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 may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student 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 information 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 cooperate with the juvenile justice system in sharing information contained in student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agency (agencies) involved.



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

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

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

Confidential information shared between the school district and the agencies shall remain confidential and shall not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

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

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

It shall be 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 will annually notify parents of such activity.



EDUCATION RECORDS ACCESS

The notice shall 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 Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC 20202-5920.

Approved: December 10, 1990
Reviewed: April 24, 2017
Revised: February 28, 2022
Renamed: January 28, 2013



STUDENT RECORDS CHECKLIST

Subpoena or Judicial Order_____	Lawfully Issued_____
Student Financial Aid_____	Written Request_____
School or Staff in Same School System_____	No Written Request Necessary_____
Other School System Where Student Plans to Enroll_____	506.1E2_____
United States Comptroller General_____	506.1E2_____
United States Attorney General_____	506.1E2_____
Dept. of Health, Education and Welfare Secretary_____	506.1E2_____
National Institute of Education_____	506.1E2_____
Iowa Dept. of Education Official_____	506.1E2_____
Parent Inspection of Student Educational Records_____	506.1E5_____
Parent Request for Hearing to Challenge Record_____	506.1E4_____
Parent Authorization for School to Release Information_____	506.1E3_____
Notification of Transfer of Student Records_____	506.1E6_____

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.

Approved: February 22, 1993
Reviewed: February 28, 2022
Revised: January 14, 2002



STUDENT RECORDS REQUEST FORM FOR PARENTS OR STUDENTS

The undersigned hereby requests permission to examine and/or receive copies of the North Scott Community School District's official student records of:

(Legal Name of Student)

(Date of Birth)

The undersigned requests to examine and/or receive copies of the following official student records of the above student:

The undersigned certifies that they are the parent and/or legal guardian or of the above student or that they are the above student.

The undersigned (*check one*):

- does want copies of the above-stated student records. I understand that the District may charge me a reasonable fee for copies.
- does not want copies of the above-stated student records.

(Signature)

(Printed Name)

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

Approved: February 22, 1993
 Reviewed: February 28, 2022
 Revised: January 28, 2013
 Renamed: January 28, 2013



REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF EDUCATION RECORDS

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

(Legal Name of Student)

(Date of Birth)

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

The undersigned certified that they are (check one):

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

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

Signature: _____
 Title: _____
 Agency: _____
 Date: _____
 Address: _____
 City/State/Zip _____
 Phone # _____

APPROVED:
 Signature _____
 Title _____
 Agency _____



REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF EDUCATION
RECORDS

Approved: February 22, 1993
Reviewed: February 28, 2022
Revised: January 28, 2013
Renamed: January 28, 2013



AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS

The undersigned hereby authorized the North Scott Community School District to release copies of the following official education records:

concerning _____ (Date of Birth)

(Full Legal Name of Student)

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

The reason for this request is: _____

My relationship to the child is: _____

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

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

Signature: _____

Printed Name: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Approved: February 22, 1993
Reviewed: April 24, 2017
Revised: February 28, 2022
Renumbered: January 28, 2013



AUTHORIZATION FOR RELEASE OF STUDENT RECORDS

The undersigned hereby authorizes the North Scott Community School District and any of its agents to release official student records of:

Form fields for (Legal Name of Student), (Date of Birth), (Name of Last School Attended), and (Dates of Attendance)

The undersigned specifically authorizes the release of the following official student records of the above student: (If no records are specified, the undersigned authorized the release of all student records of the above student.)

Two horizontal lines for specifying student records

The reason for the authorization: _____

Copies of the records shall be furnished to the following (check all that apply):

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

The undersigned has the following relationship to the student: _____

Form fields for (Signature), (Address), (Printed Name), (City, State, Zip Code), (Date), and (Phone Number)

Approved: February 22, 1993
Reviewed: February 22, 2022
Revised: January 28, 2013
Renumbered: January 28, 2013



NOTIFICATION OF TRANSFER OF STUDENT RECORDS

To: _____
Parent/Legal Guardian

Address

City, State, Zip Code

Date: _____

Please be notified that we have received a written statement that a student, _____
(full legal name of student), who previously attended North Scott Community School District, intends to
enroll in _____ Community School District.

Please be further notified that the official student records of a student, _____
(full legal name of student), which were previously held by North Scott Community School District, have
been transferred to _____ Community School District.

The records may now be accessed by contacting the records custodian at _____ Community
School District.

If you desire a copy of such records furnished, please check here _____, and return this form to the
undersigned at North Scott Community School District. 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.

(Signature)

(Printed Name)

(Title)

(Agency)

Approved: February 22, 1993
Reviewed: February 28, 2022
Revised: January 28, 2013
Renumbered: January 28, 2013



REQUEST FOR HEARING ON CORRECTION OF STUDENT RECORDS

To: _____ Date: _____
Board Secretary (Custodian)

I believe certain official education records of my child, _____ (full legal name of student),
_____ (school name), are inaccurate, misleading or in violation of the privacy
rights of my child.

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

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

My relationship to the child is: _____

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

(Signature)

(Address)

(Printed Name)

(City, State, Zip Code)

(Date)

(Phone Number)

Approved: February 22, 1993
Reviewed: February 28, 2022
Revised: January 28, 2013
Renumbered: January 28, 2013



LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date

Dear (Parent),

This letter is to notify you that the North Scott Community School District has received a (subpoena or court order) requesting copies of your child's student records. The specific records requested are as follows:

_____.

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

Sincerely,

(Principal or Superintendent)
North Scott Community School District

Approved: May 26, 1998
Reviewed: February 28, 2022
Revised: January 28, 2013



JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

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

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

Statutory Authority: This agreement implements Iowa Code § 280.25 (1997 Session Laws) and is consistent with 34 C.F.R. 99.38 (1997).

Parameters of Information Exchange:

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

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

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



JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

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

Term: This agreement is effective from the date signed below.

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

APPROVED:

Signature: _____
Title: Superintendent of Schools
Agency: North Scott Community Schools
Dated: _____

Address: 251 East Iowa St.
City: Eldridge
State: Iowa Zip: 52748
Phone Number: (563) 285-4819

Signature: _____
Title: _____
Agency: _____
Dated: _____

Address: _____
City: _____
State: _____ Zip: _____
Phone Number: _____

Signature: _____
Title: _____
Agency: _____
Dated: _____

Address: _____
City: _____
State: _____ Zip: _____
Phone Number: _____

Signature: _____
Title: _____
Agency: _____
Dated: _____

Address: _____
City: _____
State: _____ Zip: _____
Phone Number: _____

Approved: May 26, 1998
Reviewed: February 28, 2022
Revised:



JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

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

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

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

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



JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

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

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

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

APPROVED:

Signature: _____
Title: _____
Agency: _____
Dated: _____

Address: _____
City: _____
State: _____ Zip: _____
Phone Number: _____

Signature: _____
Title: _____
Agency: _____
Dated: _____

Address: _____
City: _____
State: _____ Zip: _____
Phone Number: _____

Signature: _____
Title: _____
Agency: _____
Dated: _____

Address: _____
City: _____
State: _____ Zip: _____
Phone Number: _____

Approved: May 26, 1998
Reviewed: February 28, 2022
Revised:



ANNUAL NOTICE

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

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.
 - (a) Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.
 - (a) Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - (b) If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - (a) One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.



ANNUAL NOTICE

- (b) A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - (c) Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 1st, to the principal. The objection needs to be renewed annually.
- (a) “Directory information” includes: NAME, ADDRESS, TELEPHONE NUMBER/ LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, GRADE LEVEL, ENROLLMENT STATUS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS, STUDENT ID NUMBER THAT IS DISPLAYED ON A STUDENT IDENTIFICATION CARD (PROVIDED IT CANNOT BE SOLELY USED TO ACCESS THE STUDENT’S EDUCATIONAL RECORDS), USER ID OR OTHER UNIQUE PERSONAL IDENTIFIER THAT IS DISPLAYED ON A STUDENT IDENTIFICATION CARD (PROVIDED IT CANNOT BE SOLELY USED TO ACCESS THE STUDENT’S EDUCATIONAL RECORDS), AND OTHER SIMILAR INFORMATION.
 - (b) Even though student addresses and telephone numbers are not considered directory information in every instance, military recruiters and post-secondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or post-secondary institutions to access the information must ask the District to withhold the information. Also, Districts that provide post-secondary institutions and potential employers access to students must provide the same right of access to military recruiters.
- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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



ANNUAL NOTICE

The School District may share with the Parties any information contained in a student's cumulative records which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the cumulative records may be disclosed by the school district to the Parties without parental consent or court order. Information contained in a student's cumulative records may be disclosed by the School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement shall be used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

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

The party requesting the information will contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within 10 business days of the request.

Confidential information shared between the Parties and the school district shall remain confidential and shall not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian nor can it be used as the basis for disciplinary action of the student.

Approved: May 26, 1998
Reviewed: February 28, 2022
Revised: January 28, 2013



USE OF STUDENT RECORDS REGULATIONS

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

The intent of this regulation is to establish procedures for granting requests from parents for access to their child's records, use of the data, and procedures for its transmittal within forty-five (45) calendar 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 and/or building administrator. 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. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

B. Release of Information Outside the School

1. To release student records to other school(s) in which the student intends to enroll, the parents, legal guardian, or eligible student must be notified of the transfer and the kinds of information being released unless the school district annually notifies parents that the records will be sent automatically.



USE OF STUDENT RECORDS REGULATIONS

2. Student records may be released to official education and other government agencies only if allowed by state or federal law.
3. To release student records to other persons or agencies, written consent and/or authorization shall be given by the parent, legal guardian, or student of majority age. This consent and/or authorization 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. Before furnishing student records in compliance with judicial orders or pursuant to any lawfully issued subpoena, the school district will make a reasonable attempt to notify the parents, legal guardian, or eligible student in advance.
5. Student records may be shared with juvenile justice agencies with which the school district has an interagency agreement. This information is shared without prior parental consent. The agreement is a public document available for inspection.

C. Hearing Procedures

1. Upon parental request, the school district will hold a hearing regarding the content of a student's records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
2. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
3. The hearing officer may be an employee of the school district so long as the employee does not have a direct interest in the outcome of the hearing.
4. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.
5. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
6. The parents may appeal the hearing officer's decision to the superintendent within five (5) calendar days if the superintendent does not have a direct interest in the outcome of the hearing.



USE OF STUDENT RECORDS REGULATIONS

7. The parents may appeal the superintendent's decision, or the hearing officers decision if the superintendent was unable to hear the appeal, to the board within five (5) calendar days. It is within the discretion of the board to hear the appeal.

Approved: February 22, 1993
Reviewed: February 28, 2022
Revised: January 28, 2013



STUDENT DIRECTORY INFORMATION

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

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

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

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

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



STUDENT DIRECTORY INFORMATION

Legal Reference: 20 U.S.C. § 1232g
34 C.F.R. § 99
Iowa Code § 22; 622.10
281 Iowa Admin. Code 12.3(4); 41.
1980 Op. Att’y Gen. 720.

Cross Reference: 504 Student Activities
506 Student Records
901.1 Public Examination of School District Records
902.6 Live Broadcast or Video Tape of School District Events

Approved: December 10, 1990
Reviewed: February 28, 2022
Revised: January 22, 2018



AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The North Scott 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 (FERPA). A copy of the school district's policy is available for review on the school district website.

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

The school district has designated the following information as directory information:

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

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than September 1st of 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.



AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

RETURN THIS FORM

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

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

Student Name: _____ Date of Birth: _____

School: _____ Grade: _____

Date: _____

Signature of Parent/Legal Guardian/Custodian of Child

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

Approved: February 22, 1993
Reviewed: February 28, 2022
Revised: January 22, 2018



USE OF DIRECTORY INFORMATION

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

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

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

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

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).



USE OF DIRECTORY INFORMATION

- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Approved: February 22, 1993
Reviewed: February 28, 2022
Revised: January 22, 2018



STUDENT SURVEYS

The board recognizes the importance of conducting student surveys and gathering information from students. Surveys relating to and/or gathering certain information from students are subject to the parent's consent and/or right to opt his/her student out of the survey.

The district shall require parental consent before a student is required to submit to a survey that concerns one or more of the following protected areas ("protected information surveys") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

- (a) Political affiliations or beliefs of the student or the student's parents;
- (b) Mental or psychological problems of the student or the student's family;
- (c) Sex behaviors or attitudes;
- (d) Illegal, anti-social, self-incriminating or demeaning behavior;
- (e) Critical appraisals of others with whom the respondents have close family relationships;
- (f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- (g) Religious practices, affiliations, or beliefs of the students or parents; or
- (h) Income, other than as required by law to determine program eligibility.

The district shall provide an opportunity for parents to opt their child out of any of the following surveys and/or information gathering processes:

- (1) A protected information survey, which concerns any of the protected areas outlined above, regardless of the source of funding of the survey;
- (2) Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under Iowa law; and
- (3) Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

The district shall provide parents an opportunity to inspect upon request and before administration or use, any of the following information:

- (a) Protected information surveys of students;
- (b) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- (c) Instructional materials used as part of the educational curriculum.



STUDENT SURVEYS

The district shall also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys listed below and will provide an opportunity for the parent to consent to or opt his/her child out of participation of the specific activity or survey. The district will provide the Schedule of Activities outlining the activities to which this Policy applies, preferably at the same time as the district provides the Notice, if the district has identified the specific or approximate dates of the activities and surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and/or planned activities and surveys that may arise during the school year that are not listed below, and will be provided an opportunity to consent to or opt his/her child out of participation of the specific activity or survey. Parents will also be provided an opportunity to review any pertinent surveys.

It is the responsibility of the superintendent to annually notify parents and eligible students of their right consent and/or opt-out of participation in surveys and/or activities. The notice will include a statement that the parents have a right to file a complaint alleging the district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

Approved: January 28, 2013
Reviewed: February 28, 2022
Revised:



ANNUAL NOTICE REGARDING PROTECTION OF STUDENT RIGHTS

The Protection of Pupil Rights Amendment (PPRA) affords parents and students over eighteen (18) years of age and/or students who are considered emancipated minors pursuant to Iowa laws (“eligible students”) certain rights with respect to the district’s conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the following rights:

1. The **right to consent** before a student is required to submit to a survey that concerns one or more of the following protected areas (“protected information surveys”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 - (a) Political affiliations or beliefs of the student or the student’s parents;
 - (b) Mental or psychological problems of the student or the student’s family;
 - (c) Sex behaviors or attitudes;
 - (d) Illegal, anti-social, self-incriminating or demeaning behavior;
 - (e) Critical appraisals of others with whom the respondents have close family relationships;
 - (f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - (g) Religious practices, affiliations, or beliefs of the students or parents; or
 - (h) Income, other than as required by law to determine program eligibility.
2. The right to receive notice and an opportunity to opt a student out of a protected information survey, which concerns any of the protected areas outlined above, regardless of the source of funding of the survey.
3. The right to receive notice and an opportunity to opt a student out of any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under Iowa law.
4. The right to receive notice and an opportunity to opt a student out of activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
5. The right to inspect, upon request and before administration or use, any of the following information:
 - (a) Protected information surveys of students;



ANNUAL NOTICE REGARDING PROTECTION OF STUDENT RIGHTS

- (b) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - (c) Instructional materials used as part of the educational curriculum.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA. The name and address of the office that administers PPRA is:

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Ave., SW, Washington, DC, 20202-5920.

The North Scott Community School District will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys listed below and will provide an opportunity for the parent to consent to or opt his/her child out of participation of the specific activity or survey. The district will provide the Schedule of Activities outlining the activities to which this notice applies, preferably at the same time as the district provides this notice, if the district has identified the specific or approximate dates of the activities and surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and/or planned activities and surveys that may arise during the school year that are not listed below, and will be provided an opportunity to consent to or opt his/her child out of participation of the specific activity or survey. Parents will also be provided an opportunity to review any pertinent surveys.

The North Scott Community School District will develop policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of the school year and after any substantive changes.

The following is a list of the specific activities and surveys to which this Notice apply:

[LIST ALL ACTIVITIES]

Approved: January 28, 2013
Reviewed: February 28, 2022
Revised:



ANNUAL SCHEDULE OF ACTIVITIES AND CONSENT/OPT-OUT FORMS

The Protection of Pupil Rights Amendment (PPRA) requires the North Scott Community School District to notify you and obtain consent and/or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas, known as “protected information surveys,” that concern one or more of the following eight areas:

- (a) Political affiliations or beliefs of the student or the student’s parents;
- (b) Mental or psychological problems of the student or the student’s family;
- (c) Sex behaviors or attitudes;
- (d) Illegal, anti-social, self-incriminating or demeaning behavior;
- (e) Critical appraisals of others with whom the respondents have close family relationships;
- (f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- (g) Religious practices, affiliations, or beliefs of the students or parents; or
- (h) Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes, known as “marketing surveys,” and/or certain physical exams and screenings.

The following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not necessarily exhaustive and, for surveys and/or activities scheduled after the school year starts, the North Scott Community School District will provide parents, within a reasonable period of time prior to the administration of the surveys and/or activities, notification of the surveys and/or activities and the opportunity to consent and/or opt their child out, as well as an opportunity to review the surveys.

The right to consent, and notification and opt-out transfers from parents to any student over eighteen (18) years of age or any student who is an emancipated minor pursuant to Iowa laws.



ANNUAL SCHEDULE OF ACTIVITIES AND CONSENT/OPT-OUT FORMS

Schedule of Activities

[Activity 1 (Requiring Consent)]

Date: [COMPLETE]

Grades:

Activity:

Summary:

Consent: A parent must sign and return to the superintendent at _____, the form below no later than [DATE] so that your child may participate in this activity.

I, _____, give my consent for _____ to take participate in the above referenced activity.

Parent's Signature: _____ Date: _____

[Activity 2 (Permitting Opt-Out)]

Date: [COMPLETE]

Grades:

Activity:

Summary:

Opt-Out: A parent wishing to opt his/her child out of this activity must contact the superintendent at _____, telephone number: _____, no later than [DATE] and indicate that you do not wish for your child to participate in this activity.

Approved: January 28, 2013

Reviewed: February 28, 2022

Revised:



STUDENT PHOTOGRAPHS

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

Parents will be notified prior to the taking of pictures by a commercial photographer. In no case will students be required to have his or her picture taken or pressured to purchase pictures.

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

Approved: December 10, 1990
Reviewed: February 28, 2022
Revised: January 28, 2013
Renumbered: January 28, 2013



STUDENT LIBRARY CIRCULATION RECORDS

Student library circulation records are designed to be used internally to assist in the orderly administration of the school district libraries. As a general rule, student library circulation records are considered confidential records and will not be released without parental consent. Individuals who may access such records include a student's parents, the student, authorized licensed employees, authorized government officials from the U.S. Comptroller General, the Secretary of Education, the Commissioner and Director of the National Institute of Education, and the Assistant Secretary for Education and State Education Department.

Appropriate authorities in a health or safety emergency may access the student's library circulation records without the approval or the notification of the student's parents. Parents may not access records without the permission of their 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 teacher-librarian's responsibility, as the person maintaining the student library circulation records, to approve requests for access to student library circulation records. Students' library circulation records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying shall be charged.

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

Legal Reference: 20 U.S.C. §1232g (1988).
45 C.F.R. 99 (1990).
Iowa Code §§22, 296.1, 622.10
281 Iowa Admin. Code 12.3 (6).
1980 Op. Att'y Gen. 720, 825.

Cross Reference: 502 Student Rights and Responsibilities
506 Student Records Access

Approved: February 22, 1993
Reviewed: February 28, 2022
Revised: June 24, 2013
Renumbered: February 25, 2013



STUDENT LIBRARY CIRCULATION RECORDS

The circulation records maintained by the library staff contain the following information:

1. The names and dates of persons who have materials borrowed from the library at the current time.
2. Information concerning the circulation of materials from the past, but without the name of the individuals who borrowed them.

If these records are to be accessed by the individual stated in this policy, a written request must be made including the reasons for the request. This request should be directed to the building principal for approval before the teacher-librarian provides the requested information.

Approved: April 28, 1997

Reviewed: February 28, 2022

Revised: April 28, 2008

Renumbered: February 25, 2013



STUDENT HEALTH AND IMMUNIZATION CERTIFICATES

Students desiring to participate in athletic extracurricular activities or enrolling in kindergarten or first grade in the school district shall have a physical examination by a licensed health professional (licensed physician and surgeon, osteopathic physician and surgeon or osteopath, qualified chiropractor, physician's assistant, or advanced registered nurse practitioner) 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 district.

A certificate of health stating the results of a physical examination and signed by the licensed health professional 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 in the district shall submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and any 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 expulsion. 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 tuberculin test prior to admission. The district may conduct tuberculin 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
281 Iowa Admin. Code 33.5.
641 I.A.C. 7.

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

Approved: December 10, 1990
Reviewed: February 22, 2022
Revised: May 8, 1995



ADMINISTRATION OF MEDICATION TO STUDENTS

Students may be required to take medication during the school day. Medication shall be administered by the school nurse. The course shall be conducted by a registered nurse or in the nurse's absence, by a person who has successfully completed an administration of medication course reviewed by the Board of Pharmacy Examiners. The course is conducted by a registered nurse or licensed pharmacist. A record of course completion will be maintained by the school district. Training and continued supervision shall be documented and kept on file at school.

Students who have demonstrated competence in administering their own medications may self-administer their medication as long as all other relevant portions of this policy have been complied with by the student and the student's parent or guardian. A written statement by the student's parent/guardian shall be on file requesting co-administration of medication, when competence has been demonstrated.

Medication will not be administered without written authorization that is signed and dated from the parent, and the medication must be in the original container which is labeled by the pharmacy or the manufacturer with the name of the student, the name of the medication, the time of the day which it is to be given, the dosage, and the duration.

Written authorization will also be secured when the parent requests student co-administration of medication when competency is demonstrated.

When administration of the medication requires ongoing professional health judgment, an individual health plan will be developed by the licensed health personnel with the student and the student's parents.

A written record of the administration of medication procedure must be kept for each student receiving medication including the date; student's name; prescriber or person authorizing the administration; the medication and its dosage; the name, signature and title of the person administering the medication; the time and method of administration; and any unusual circumstances, actions, or omissions. Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be kept confidential.

The school nurse, or in the nurse's absence, the person who has successfully completed an administration of medication course reviewed by the Iowa Board of Pharmacy Examiners shall have access to the medication which will be kept in a secured area. Students may carry medication only with the approval of the parents and building principal of the student's attendance center. Emergency protocol for medication related reactions will be in place.

Alternative medications such as home remedies, enzymes, herbs, vitamins, dietary supplements, homeopathic medicines, or medications from other countries will not be administered to school children without the following:



ADMINISTRATION OF MEDICATION TO STUDENTS

1. A written order from a health care provider with legal Iowa prescriptive authority (preferably the primary care physician) that includes:
 - a. The condition for which the product is being used
 - b. Appropriateness
 - c. Safety
 - d. Appropriate dose for a child of a specific age, weight, and body surface area
 - e. Possible side effects, toxic effects, and/or interactions
 - f. Treatment of overdose

2. A written request from the parent/guardian to follow the health care provider's order.

Legal Note: In accordance with the Iowa Board of Nursing 655 ICA 6.2 and Declaratory Ruling No. 81, the Registered Nurse has the responsibility to refuse to administer any medication, including natural remedies and supplements, to school children, at the request of their parents or guardians, during the school day, when the nurse is unable to determine the appropriateness; safety; possible side effects, or toxic effects of the substance; the appropriate dose for a child of a specific age, weight, and body surface; and treatment of overdose.

The superintendent shall be responsible, in conjunction with the school nurse, for developing rules and regulations governing the administration of medication, prescription and nonprescription, including emergency protocols, to students and for ensuring persons administering medication have taken the prescribed course and periodically review the prescribed course. Annually, each student shall be provided with the requirements for administration of medication at school.

Legal Reference: Iowa Board of Nursing Declaratory Ruling No. 81 (1996).
Nursing Board [655] IAC §6.2

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

Approved: December 10, 1990

Reviewed: February 28, 2022

Revised: May 11, 2015



PARENTAL AUTHORIZATION, RELEASE FORM AND RECORD FOR THE ADMINISTRATION OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATION TO THE STUDENTS OF NORTH SCOTT SCHOOL DISTRICT

NAME OF STUDENT _____
SCHOOL _____ GRADE _____
MEDICATION _____
DOSAGE _____ TIME _____
REASON FOR MEDICATION _____
DATE TO BEGIN _____ DATE TO END _____
POSSIBLE ADVERSE REACTIONS, UNUSUAL CIRCUMSTANCES, ACTIONS, OMISSIONS, OR SPECIAL INSTRUCTIONS _____

I hereby request the North Scott Community School District, or its authorized representative, to administer the above-named medication to my child named above and agree to:

- 1. Submit this request to the principal or school nurse.
2. Personally ensure that the medications received by the school nurse, principal, or designee administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist. Non-prescription medication must be in the original packaging.
3. Personally ensure that the container in which the medication is dispensed is marked with the medication name, dosage, interval dosage, and date after which no administration should be given.
4. Personally ensure that at vacation time, end of the school year, or the end of the administering time the medication will be picked up or it will be destroyed.
5. Submit a revised statement signed by the physician prescribing the medication to the principal or school nurse if any of the information provided by the physician changes.

Dated the _____ day of _____, _____.

Parent/Guardian _____ Date _____

Parent/Guardian _____ Date _____

Physician Signature (if necessary) _____

Table with 31 columns (Month 1-31) and 12 rows (August to June). Grid for recording medication administration dates.

Signature Initial Signature Initial



PARENTAL AUTHORIZATION, RELEASE FORM AND RECORD FOR THE
ADMINISTRATION OF
PRESCRIPTION AND NON-PRESCRIPTION MEDICATION TO THE STUDENTS OF
NORTH SCOTT SCHOOL DISTRICT

Approved: February 22, 1993
Reviewed: February 28, 2022
Revised:



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

The undersigned are the parent(s), guardian(s), or person(s) in charge of (student's full legal name) _____, in the _____ grade at the _____ building in the North Scott Community School District.

It is necessary that (student's full legal name) _____ receive (name of medication) _____, beginning on (date) _____ and continuing through (date) _____.

____ I hereby request the North Scott Community School District, or its authorized representative, to administer the above-named medication to my child named above and agree to:

1. Submit this request to the principal or school nurse;
2. Personally ensure that the medication is received by the principal or school nurse administering it in the container in which it was dispensed by the prescribing physician or licensed pharmacist or is in the manufacturer's container;
3. Personally ensure that the container in which the medication is dispensed is marked with the medication name, dosage, interval dosage, and date after which no administration should be given.

OR

____ I hereby authorize my child to self-administer his/her medication as he/she has shown the competency to do so. I hereby agree to:

1. Submit this request to the principal or school nurse;
2. Personally ensure that
 - a. the medication is received by the principal or school nurse administering it in the container in which it was dispensed by the prescribing physician or licensed pharmacist or is in the manufacturer's container; or
 - b. the medication will be kept in the student's possession but only with prior written permission from the parent and principal.
3. Personally ensure that the container in which the medication is dispensed is marked with the medication name, dosage, interval dosage, and date after which no administration should be given.



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

Dated this _____ day of _____, 20____.

Name of Student _____

Parent/Guardian _____

Home Phone Number _____ Alternate Phone No. _____

Approved: February 22, 1993
Reviewed: February 28, 2022
Revised: January 22, 2001



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

Student's Name (Last), (First) (Middle) Birthdate School Date

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

- Parent/guardian provides signed, dated authorization for student medication self-administration.
Physician (person licensed under chapter 148, 150, or 150A, physician, physician's assistant, advanced registered nurse practitioner, or other person licensed or registered to distribute or dispense a prescription drug or device in the course of professional practice in Iowa in accordance with section 147.107, or a person licensed by another state in a health field in which, under Iowa law, licensees in this state may legally prescribe drugs) provides written authorization containing:
- name and purpose of the medication,
- prescribed dosage, and
- times or special circumstances under which the medication or epinephrine auto-injector is to be administered.
The medication is in the original, labeled container as dispensed or the manufacturer's labeled container containing the student name, name of the medication, directions for use, and date.
Authorization is renewed annually. If any changes occur in the medication, dosage or time of administration, the parent is to notify school officials immediately. The authorization shall be reviewed as soon as practical.

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

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

Medication Dosage Route Time

Purpose of Medication & Administration /Instructions



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

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

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

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

	Business Phone

Self-Administration Authorization Additional Information

Approved: February 28, 2005	Revised: May 9, 2016
Reviewed: February 28, 2022	Renamed: May 9, 2016



ADMINISTRATION OF MEDICATION TO STUDENTS REGULATIONS

No over-the-counter medication shall be administered at school, unless the school has the parent/guardian's written permission.

Prescription medication will be dispersed to students during a school day only if the following requirements are met:

1. Medication must be in the original container, from the pharmacy with the directions clearly stated. This serves two purposes: signifies permission from the doctor and includes directions from the pharmacist. Pharmacists will supply another labeled container for school upon request when the prescription is filled. **NO BAGGIES OR ENVELOPES WILL BE ACCEPTED AT SCHOOL.**
2. Parents/guardians must give written authorization for the administration of the medication.

Students are to bring all medications to the school office immediately upon their arrival at school. Students are not to carry over-the-counter medications with them during the school day unless approved by the school nurse. Students are not to carry prescription medication with them during the school day unless ordered by the physician and cleared by the school nurse.

Medication on school premises shall be kept in a locked container in a limited access storage space. Only appropriate personnel shall have access to the locked container. Each school or facility shall designate in writing the specific locked and limited access space within each building to store pupil medication. More specifically, the following requirements shall be followed:

1. In each building in which a full-time registered nurse is assigned, access to medication locked in a designated space shall be under the authority of the nurse.
2. In each building in which a less than full-time registered nurse is assigned, access to the medication shall be under the authority of the principal.

Emergency protocols for medication-related reactions shall be posted.

A written medication administration record shall be on file, including:

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



ADMINISTRATION OF MEDICATION TO STUDENTS REGULATIONS

Medication information shall be confidential information and shall be available to school personnel with parental authorization.

The superintendent/designee shall be responsible, in conjunction with the school nurse, to develop rules and regulations governing the administration of medication, prescription and non-prescription, to students. Students and parents/guardians shall be provided with the requirements for medication procedures by the school annually.

Approved: January 28, 2013
Reviewed: February 28, 2022
Revised:



ADMINISTRATION OF MEDICATION TO STUDENTS REGULATIONS



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 immunosuppression 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.

A student who is at school and who has a communicable disease which creates a substantial risk of harm to other students, employees, or others at school shall report the condition to the superintendent any time the student is aware that the disease actively creates such risk.

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. (1988).
45 C.F.R. Pt. 84.3 (1990).
Iowa Code ch. 139
641 I.A.C. 1.2-.5, 7.

Cross Reference: 403.1 General Personnel Physical Examinations
 403.3 Communicable Diseases - General Personnel
 506 Student Records
 507 Student Health and Well-Being

Approved: December 10, 1990
Reviewed: April 24, 2017
Revised: February 28, 2022



REPORTABLE COMMUNICABLE DISEASES
AND INFECTIOUS CONDITIONS

The following infectious diseases are required to be reported to the state and local public health offices:

Acquired Immune Deficiency Syndrome (AIDS) Anthrax Arborviral disease -includes West Nile Virus, St. Louis, LaCrosse, WEE, EEE, VEE encephalitis Botulism Brucellosis Campylobacteriosis (Campylobacter) Chlamydia Cholera Cryptosporidiosis Cyclospora Diphtheria Encephalitis Enterococcus invasive disease Escherichia coli shiga toxin-producing and related diseases -includes HUS and TP Giardiasis Gonorrhea Haemophilus influenza type B invasive disease	Hantavirus syndromes Hepatitis A, B, C, D, E Human Immunodeficiency Virus (HIV) infection other than AIDS Influenza Legionellosis (Legionella) Leprosy (Hansen's disease) Listeria monocytogenes invasive disease Lyme disease Malaria Measles (rubeola) Meningococcal invasive disease Mumps Parvovirus B 19 infection (fifth disease and other complications) Pertussis (whooping cough) Plague Poliomyelitis Psittacosis Rabies Rocky Mountain spotted fever Rubella (including congenital) Salmonellosis (Salmonella)	Severe acute respiratory syndrome (SARS) Shigellosis (Shigella) Small Pox Staphylococcus aureus invasive disease Staphylococcus aureus, Methicillin-resistant (MRSA), invasive disease Staphylococcus aureus, Vancomycin-resistant (VRSA) Streptococcus pneumoniae invasive disease Syphilis Tetanus Toxic Shock Syndrome Trichinosis Tuberculosis, pulmonary and laryngeal (infectious) Typhoid fever Viral hemorrhagic fever (VHF) (e.g., Lassa, Marburg, Ebola, Crimean-Congo, South American) Yellow fever
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Source: Iowa Department of Public Health 2014

Approved: March 13, 1995
 Reviewed: February 28, 2022
 Revised: May 11, 2015



COMMON COMMUNICABLE DISEASES

DISEASE	INCUBATION PERIOD	MODE OF TRANSMISSION	PERIOD OF COMMUNICABILITY	CONTROL MEASURES
Chickenpox: Varicella	10-21 days, average 14-16 days.	Person-to-person by droplet or airborne spread of respiratory secretions; direct contact with drainage from blisters or indirectly through articles contaminated by secretions from blisters.	As long as 5, but usually 1-2 days before onset of rash until all blisters have crusted.	Exclude from school or child care and avoid contact with susceptible persons until blisters are crusted. Exposed susceptible people eligible for immunization should receive vaccine within 3-5 days to protect from their recent exposure.
Conjunctivitis, with a fever and behavioral change, purulence or hemorrhage	24-72 hours.	Contact with discharges from the eyes, nose, or throat of infected people, from contaminated fingers, clothing, and other articles.	During the course of active infection.	Persons should not attend school or child care during the acute stage.
Fifth disease, Human parvovirus B19 infection, Erythema infectiosum	4-20 days.	Contact with infected respiratory secretions; also from mother to fetus; and by transfusion of blood and blood products.	Greatest before onset of rash. Probably not communicable after onset of rash. People with aplastic crisis are communicable up to 1 week after onset of symptoms.	Frequent hand washing. Cover nose and mouth with disposable tissue when coughing and sneezing and proper disposal of tissue. Or cough and sneeze into your upper arm. Do not share eating utensils. Exclusion is not necessary.
Hand, foot, and mouth disease: Coxsackie virus (Not related to animal foot and mouth disease)	3-5 days.	Direct contact with nose and throat discharges and feces of infected people and by droplet spread.	During acute stage of illness, perhaps longer; viruses persist in stool for several weeks.	Prompt hand washing after handling discharges, feces, and soiled articles. Wash or discard articles soiled with nose and throat discharges. Cover nose and mouth with disposable tissue when coughing and sneezing and proper disposal of tissue. Or cough and sneeze into your upper arm. Exclusion may not prevent additional cases as virus is excreted after symptoms are gone.
Hepatitis A *	15-50 days, average 28-30 days.	Person-to-person spread by fecal-oral route; ingestion of contaminated food or water, or sharing of drug paraphernalia.	Approximately 2 weeks before and 1 week after onset of jaundice.	Hand washing. Exclude from high-risk situations (food handling, child care, and patient care) for 1 week after onset of jaundice. Give household, child care and other intimate contacts immune globulin (IG) 0.02ml/kg body weight and or vaccine within 14 days of last exposure.
Impetigo: Staphylococcal disease	Variable and indefinite. Average 4-10 days.	Direct contact with purulent drainage from infected lesion.	Until all lesions are healed.	Avoid contact with purulent drainage from lesions. Cover lesions when attending school or child care.
Influenza (Flu)	1-4 days, average 2 days.	Contact with droplets from the nose and throat of an infected person who is coughing or sneezing.	One day before symptoms occur and up to 7-10 days after symptoms begin.	Vaccination. Stay home while ill. Wash hands often with soap and water. Cover nose and mouth with disposable tissue when coughing and sneezing or cough and sneeze into your upper arm. Avoid close contact with ill individuals. Antiviral drugs, as prescribed.
Lice, head	Varies with stage of louse/lice at exposure.	Direct contact with an infested person such as head to head contact; less frequently by contact with contaminated personal articles. Most children catch lice from exposure in the community, not in their school.	Until nymphs or adult lice and their eggs (nits on hair shaft) have been destroyed through treatment.	There is no need for child to be sent home from school or child care the day of diagnosis. Allow to return after initial treatment. A "no-nit" policy is not recommended. A second treatment in 10 days. On days 3-9 and 12-14 shampoo, condition and wet-comb hair using a fine-tooth comb before rinsing off conditioner. Launder clothing and bedding using hot water and dryer. Check family members and



COMMON COMMUNICABLE DISEASES

close contacts for infestation.

Measles: ** Rubeola, Hard measles, Red measles	About 10 days. Rash usually appears about 14 days after exposure but can be as long as 19-21 days. Fever onset, 7-18 days.	Airborne by a fine mist caused when an infectious person coughs, sneezes or talks. This stays suspended in the air for up to 3 hours.	4 days before rash appears to 4 days after onset of rash.	Exclude from school and child care for 4 days after appearance of rash. Vaccinate appropriate susceptible contacts as soon as possible but within 72 hours of last exposure. IG for appropriate susceptible contacts such as pregnant women as soon as possible but must be within 6 days of last exposure.
Methicillin-resistant Staphylococcus aureus (MRSA)	After colonization, disease may not occur until several months later, or more commonly, never.	Direct person-to-person contact is the primary method of transmission. At least 1 in 3 infected persons are infected by spread from one part of their body to another. Infection is much less likely in healthy persons.	Variable: as long as organisms are present in the body substances (i.e., weeping wounds, nasal discharges). Spread much less likely from colonized persons.	Cover open cuts and sores. Good hand washing. Cover nose and mouth with disposable tissue when coughing and sneezing with proper disposal of tissue. Or cough and sneeze into your upper arm. Treatment of MRSA infections, if indicated. MRSA is not grounds for exclusion from child care, school or nursing home.
Mononucleosis Epstein-Barr virus (EBV)	4-6 weeks.	Person-to-person by oral-pharyngeal route, via saliva.	Prolonged pharyngeal excretion may persist for months after infection.	Avoid contact with saliva. Good hand washing, disinfection of articles soiled with nose and throat discharges, proper disposal of tissues, cover nose and mouth with disposable tissue when coughing and sneezing or cough and sneeze into your upper arm.
Mumps *	12-25 days, average 16-18 days.	Droplet or direct contact with saliva and by airborne droplet route.	3 days before to 4 days after day of symptom onset or until symptoms resolve, whichever is longer.	Exclusion from school and child care through 5 days after onset or until symptoms have resolved, whichever is longer. Vaccination is indicated for unimmunized contacts but may not provide protection for this exposure.
Neisseria meningitidis invasive disease: ** Meningococcal	2-10 days, average 3-4 days.	Direct contact including droplet spread and discharges from nose and throat during infectious period (which often is asymptomatic).	Until organisms no longer present in discharges from nose and throat. Persons are non-infectious 24 hours after effective antibiotics are started.	Respiratory isolation until appropriate antibiotic for 24 hours. Chemoprophylaxis for close contacts. Vaccination in limited situations. Infected person should receive rifampin prior to discharge if neither 3rd generation cephalosporin nor ciprofloxacin was given as treatment.
Pertussis: * Whooping cough	6-20 days, average 9-10 days.	Person-to-person by breathing in respiratory droplets.	During catarrhal period until 3 weeks after onset of cough. Not infectious after 5 days of appropriate antibiotics.	Infected person and symptomatic contacts should be excluded from school until at least 5 days of appropriate antibiotics have been completed or have coughed for 21 days. Course of appropriate antibiotics for all household and other close contacts.
Norovirus Viral diarrhea	12-50 hours, average 24-48 hours.	Person-to-person and fecal oral transmission. Ingestion of ready to eat food, such as salads, sandwiches, ice, cookies, and fruit that are handled by infected persons; poorly cooked shellfish.	Communicable during acute stage of disease and up to 48 hours after diarrhea stops.	Exclude ill food handlers, healthcare providers and child care staff and attendees from work and child care for 48 hours after diarrhea and vomiting stops; everyone else, 24 hours.
Ringworm (Tinea corporis-body)	4-10 days.	Direct contact with lesions or indirect contact with contaminated surfaces or with infected animals.	As long as lesions are present and viable spores persist on contaminated materials.	Exclude from gymnasium, swimming pools, and contact sports. Wash gym mats with detergent solution and sanitize with fungicidal agent between uses. Launder clothes using hot water and dryer.
Respiratory syncytial virus (RSV)	2-8 days, average 4-6 days.	Droplet spread through coughing and sneezing or contact with nasal or oral	About 1 day prior to, and throughout, illness.	Good hand washing. Cover nose and mouth with disposable tissue when coughing and sneezing and proper



COMMON COMMUNICABLE DISEASES

		secretions, or with articles contaminated with respiratory discharges.		disposal of tissue. Or cough and sneeze into your upper arm. Exclusion from school or child care will probably not decrease transmission.
Rubella * (German measles)	14-21 days, average 14-17 days.	Person-to-person by droplets and discharges from nose and throat and via articles contaminated by secretions.	About 7 days before and at least 4 days after rash appears. Infants with congenital rubella syndrome may shed virus for months after birth via urine or pharyngeal secretions.	Exclude children from school and adults from work for 7 days after onset of rash. Pregnant contacts should be serologically tested for susceptibility and advised according to results.
Salmonella *	6-72 hours, average 12-36 hours. (Up to 16 days has been documented.)	Ingestion of contaminated food (commonly eggs, poultry, and meat); contact with infected animals or person-to-person spread by fecal-oral route.	Variable: usually several days to several weeks. A temporary carrier state may continue for months, especially in infants but transmission from carriers is very uncommon.	Exclude symptomatic persons from food handling, patient care, and child care until diarrhea has ceased. Thorough hand washing by staff and child after bowel movements or diapering, and before eating or preparing food.
Scabies	2-6 weeks for first exposure. 1-4 days after re-exposure.	Prolonged direct contact with an infested person, sexual contact. Less frequently indirectly, by immediate contact with contaminated personal articles.	Until mites and their eggs have been destroyed through treatment.	Exclude infested children from school and child care until after first treatment. Treat all close, intimate (skin to skin) contacts including household members and sexual contacts. Launder bedding and clothing used by infected person within the 72 hours before treatment with hot water and dryer.
Streptococcal infections (Strep throat, Scarlet fever)	1-3 days.	Person-to-person by direct or intimate contact with an infected person (case or carrier); rarely by contaminated articles, food or water.	10-21 days in untreated cases: until 24 hours after start of appropriate antimicrobial therapy.	Exclude from school until 24 hours after start of appropriate antibiotic therapy (usually penicillin). Antibiotic prophylaxis of high-risk persons, i.e.; those with a history of rheumatic fever. Symptomatic contacts should be tested. Cover nose and mouth with disposable tissue when coughing or sneezing and proper disposal of tissue. Or cough and sneeze into your upper arm.

*Disease is reportable to Center for Acute Disease Epidemiology (CADE)

**Disease is IMMEDIATELY reportable to CADE

Revised June 2013

Source: Center for Acute Disease Epidemiology
Lucas State Office Building, 321 E. 12th Street
Des Moines, Iowa 50319-0075

Approved: December 14, 1998

Reviewed: February 28, 2022

Revised: May 11, 2015



STUDENT INJURY OR ILLNESS AT SCHOOL

When a student becomes ill or is injured at school, the student's parents shall be notified by the school nurse or the principal as soon as possible after these individuals are aware of the incident.

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

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.

Legal Reference: Iowa Code §613.17

Cross Reference: 507 Student Health and Well-Being

Approved: December 10, 1990

Reviewed: February 28, 2022

Revised:



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 as per state code. Fire and tornado drills shall each be conducted regularly during the academic school year with a minimum of at least two per semester.

School district personnel shall participate in emergency drills. Licensed personnel shall be responsible for instructing the proper techniques to be followed in the drill.

Legal Reference: Iowa Code §100.31

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

Approved: December 10, 1990

Reviewed: February 28, 2022

Revised: February 22, 1993



STUDENT INSURANCE

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

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

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

Whenever a student is injured while under the supervision of a member of the school district staff, the faculty member will file an accident report with the school nurse and the principal's office.

Legal Reference: Iowa Code §279.8

Cross Reference: 507 Student Health and Well-Being
507.4E1 Student Accident Report

Approved: December 10, 1990

Reviewed: February 28, 2022

Revised:



CUSTODY AND PARENTAL RIGHTS

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

This policy does not forbid school district personnel to listen to a student's problems and concerns.

It shall be the responsibility of the superintendent to ensure that school district personnel remain neutral in a disagreement about custody and parental rights, other than child abuse situations.

Legal Reference: Iowa Code §232.67, .70, .73, .75, 235A, 279.8
441 Iowa Admin. Code 9.2, 155, 175.

Cross Reference: 506.1 Student Records Access
507 Student Health and Well-Being

Approved: December 10, 1990
Reviewed: February 28, 2022
Revised:



STUDENT SPECIAL HEALTH SERVICES

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

The superintendent, in conjunction with the school nurse, 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 Community School District v. Department of Public Instruction,
285 N.W.2d 173 (Iowa 1979).
20 U.S.C. §§1400 et seq. (2005).
34 C.F.R. Pt. 300 et seq. (2005).
Iowa Code §§256.11(7); 256B; 273.2, .5, .9(2)-(3); 280.8
281 I.A.C. 12.3(7), 41.405

Cross Reference: 502 Student Rights and Responsibilities
505.6 Graduation Requirements
506 Student Records
603 Instructional Curriculum

Approved: February 22, 1993
Reviewed: February 28, 2022
Revised: March 11, 1996



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.

A. Definitions

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

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

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

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

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

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

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



SPECIAL HEALTH SERVICES

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

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

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

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

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

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

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

B. Licensed health personnel shall provide special health services under the auspices of the school. The duties of the licensed personnel include:

- to participate as a member of the education team;
- to provide the health assessment;
- to plan, implement, and evaluate the written individual health plan;
- to plan, implement, and evaluate special emergency health services;
- to serve as liaison and encourage participation and communication with health service agencies and individuals providing health care;
- to provide health consultation, counseling, and instruction to the student, the student's parent, and the staff in cooperation and conjunction with the prescriber;
- to maintain a record of special health services. The documentation includes the eligible student's name, special health service, prescriber or person authorizing, date



SPECIAL HEALTH SERVICES

- and time, signature and title of the person providing the special health service, and any unusual circumstances in the provision of such services;
- to report unusual circumstances to the prescriber, parent and school administration; and
 - to assign, delegate, instruct, provide technical assistance to and supervise qualified designated personnel; and
 - update knowledge and skills to meet special health service needs;
- C. Prior to the provision of special health services the following shall be on file:
- a written statement by the prescriber detailing the specific method and schedule of the special health service, when indicated;
 - a written statement by the student's parent requesting the provision of the special health service;
 - a written report of the preplanning staffing or meeting of the education team; and
 - a written individual health plan available in the health record and integrated into the IEP or IFSP.
- D. Licensed health personnel, in collaboration with the education team, shall determine the special health services to be provided and the qualifications of individuals performing the special health services. The documented rationale shall include the following:
- an analysis and interpretation of the special health service needs, health status stability, complexity of the service, predictability of the service outcome, and risk of improperly performed service;
 - the determination that the special health service, task, procedure, or function is part of the person's job description;
 - the determination of the assignment and delegation, based on the student's needs;
 - a review of the designated person's competence; and
 - the determination of initial and ongoing level of supervision required to ensure quality services.
- E. Licensed health personnel shall supervise the special health services, define the level of supervision, and document the supervision.
- F. 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.



SPECIAL HEALTH SERVICES

- G. 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. The individual health plan shall designate the role of the school, parents, and others in the provision, supply, storage and maintenance of necessary equipment.

Approved: February 22, 1993
Reviewed: February 28, 2022
Revised: January 28, 2013



SPECIAL HEALTH SERVICES



DRUG FREE SCHOOLS

The school district shall adopt and implement a drug prevention program for its students that, at a minimum, shall include:

1. Age-appropriate, developmentally based drug and alcohol education and prevention programs, which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol, for students in grades kindergarten through twelve;
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, 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 (consistent with local, state, and federal law), up to and including expulsion and referral for prosecution, will be imposed on students who violate the standards of conduct, and a description of those sanctions. A disciplinary sanction may include the completion of an appropriate rehabilitation program;
5. Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
6. A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required;
7. Notification to parents and students that compliance with the standards of conduct is mandatory.

Legal Reference: Drug-Free Schools and Communities Act of 1986 (P.L. 99-770) as amended in 1988 and 1989 (P.L. 101-226).
34 C.F.R. (1990).
Iowa Code §§204, 279.8, .9
281 Iowa Admin. Code 12.3(9), 12.5(3)(e), 12.5(4)(e), 12.5(5)(e).

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

Approved: February 22, 1993
Reviewed: February 28, 2022
Revised:



WELLNESS REGULATION

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

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

- Students will be able to compare and contrast their snack decisions and make the best choices for the present and the future
- Students will be able to evaluate nutritional information
- Students will be able to analyze their current food intake and create a revised meal plan based on nutritional needs
- Develop a staff wellness program that motivates a healthy lifestyle for all employees throughout the district to reduce health risks and medical costs.
- Use Smarter Lunchroom techniques to encourage students to make healthier meal choices.

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

- Promote the benefits of a physically active lifestyle and help students develop skills to engage in lifelong healthy habits.
- Engage students in moderate to vigorous activity during at least 50 percent of physical education class time.
- Encourage classroom teachers to provide short physical activity breaks (3-5 minutes), as appropriate.
- Encourage teachers to incorporate movement and kinesthetic learning approaches into core subject instructions when possible.
- Increase junior high student's physical fitness by 5% as measured by our physical fitness tests.
- Fully implement "Teambuildr" software with all high school students.

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

- Share nutritional information with students, parents & staff using "Nutrislice" online menus.
- Implement breakfast "grab n go" options and provide breakfast options after the bell at the high school and junior high.



WELLNESS REGULATION

- Establish and maintain an approved snack list for elementary classroom celebrations. All items on the list will be peanut/tree nut free. The list will further identify if those snacks are gluten-free, dairy free, and/or a Smart Snack option.
- Discourage students from sharing foods or beverages during meal or snack times, given concerns about allergies and dietary needs.

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

- The district has a local wellness policy committee to advise the district on the development, implementation, and improvement of the school wellness policy.

Approved: June 24, 2013
Reviewed: February 28, 2022
Revised: June 19, 2017



WELLNESS POLICY – NUTRITION GUIDELINES

School Meals

- A. Meals served by the district to students will:
1. be appealing and attractive to students;
 2. be served in clean and pleasant settings;
 3. meet, at a minimum, nutrition requirements established by state and federal law;
 4. offer a variety of fruits and vegetables;
 5. include low-fat and fat-free milk and nutritionally equivalent non-dairy alternatives (as defined by the USDA);
 6. encourage serving of whole grain products; and
 7. accommodate alternatives for those students with allergies that meet the above guidelines as closely as possible.
- B. Breakfast
1. To ensure that all students have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, schools will notify parents and students of the availability of the district's breakfast program and encourage parents to provide a healthy breakfast for their children.
- C. Beverages
1. The district will seek to provide water access to all students. Beverages will meet school meal requirements and will be Smart Snack Compliant.
- D. Free and Reduced-Price Meals
1. The district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-priced meals. Toward this end, the district will utilize electronic identification and payment systems and promote the availability of meals to all students.
- E. Sharing of Food
1. The district prohibits students from sharing foods or beverages with one another during meal or snack times, given concerns about allergies, spreading of germs and communicable diseases, and other restrictions on student diets.
- F. Meal Times and Scheduling



WELLNESS POLICY – NUTRITION GUIDELINES

1. The district will do the following:
 - a. provide students with adequate and appropriate time for meals;
 - b. schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.;
 - c. provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
 - d. take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

G. Qualification of Food Service and Staff

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

Other Food Available at School

A. Food Sold Outside the Meal

1. All foods and beverages sold individually outside the reimbursable meal programs including those sold through a la carte lines, vending machines and food sales during the school day, will meet federal and state nutritional standards as part of Smart Snack Compliance.
2. Elementary Schools. The food service program will approve and provide all food and beverage sales to students in elementary schools.
3. Junior High and High School. The food service program and the school make available to junior high and high schools foods and beverages meeting federal and state nutritional standards regarding calorie, sodium, saturated fat, trans fat, total fat, sugar and dietary fiber content of food and the ingredients in beverages.

B. Snacks

1. Snacks served during the school day will make a positive contribution to students' diets and health. The district will disseminate a list of suggested snack items to teachers and parents. The district encourages parents and teachers to provide food that is commercially packaged or comes from a commercial bakery.



WELLNESS POLICY – NUTRITION GUIDELINES

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

C. Foods and Beverages at School-Sponsored Events

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

Food Safety

- A. All foods made available on campus will adhere to food safety and security guidelines.
- B. All foods made available through food service will comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.
- C. For the safety and security of the food and facility, access to the food service operations are limited to food service staff and authorized personnel.

Nutrition Promotion and Education

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

Other Aspects of Wellness Plan – Nutrition Guidelines

A. Fundraising Activities

1. Regulated fundraising groups' activities, which offer the sale of food and/or beverages on school property to students by students and/or student groups/organizations, must use foods



WELLNESS POLICY – NUTRITION GUIDELINES

and/or beverages that are compliant with the school’s wellness policies. These groups’ activities will be encouraged to promote physical activity.

2. To support student health and school nutrition-education efforts, non-regulated school fundraising groups’ activities will be encouraged to use foods and/or beverages that are compliant with the school’s wellness policies and promote physical activity. The District will make available a list of ideas for fundraising activities.

B. Rewards

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

Approved: June 24, 2013
Reviewed: February 28, 2022
Revised:



WELLNESS POLICY – NUTRITION GUIDELINES



WELLNESS POLICY – OTHER ACTIVITIES TO PROMOTE WELLNESS

Activities that Promote Student Wellness

- A. For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end, the District will:
1. Integrate physical activity into classroom settings, by doing the following:
 - a. Offering classroom health education that compliments physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities;
 - b. Discouraging sedentary activities, such as watching television, playing computer games, etc.;
 - c. Providing opportunities for physical activity to be incorporated into other subject lessons; and
 - d. Encouraging classroom teachers to provide short physical activity breaks between lessons or classes, as appropriate.
 2. Market food in school in a manner consistent with nutritional education and health promotion, by doing the following:
 - a. Limiting food and beverage marketing to the promotion of foods and beverages that meet the nutritional standards for meals or for foods and beverages sold individually;
 - b. Prohibiting school-based marketing of brands promoting predominantly low-nutrition foods and beverages;
 - c. Promoting healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products; and
 - d. Marketing activities that promote healthful behaviors.
 3. Communicate with parents regarding providing students with a healthy diet and daily physical activity, by doing the following:
 - a. Sending home nutrition information and post nutrition tips on a school web site;
 - b. Encouraging parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the established nutritional standards for individual foods and beverages;
 - c. Providing parents a list of foods that meet the school district's snack standards, ideas for healthy celebrations/parties, rewards, and fundraising activities;
 - d. Asking parents or guardians to notify the school if their student has any food allergies or special dietary requirements;
 - e. Providing information about physical education and other physical activity opportunities before, during, and after the school day;
 - f. Supporting parents' efforts to provide their children with opportunities to be physically active outside of school; and



WELLNESS POLICY – OTHER ACTIVITIES TO PROMOTE WELLNESS

- g. Sharing information about physical activity and physical education through a web site and/or newsletter.
- B. The district will also provide instruction concerning cardiopulmonary resuscitation (CPR) to all students, so that each student has completed instruction in CPR prior to their high school graduation. The district may offer this instruction as it deems appropriate, including offering it through its physical education program.

Activities that Promote Staff Wellness

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

Approved: June 24, 2013
Reviewed: February 28, 2022
Revised:



WELLNESS POLICY – OTHER ACTIVITIES TO PROMOTE WELLNESS



WELLNESS POLICY

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

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, 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. In accordance with law and this belief, the board commits to the following:

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

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

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

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

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

- Reviewing the policy at least every three years and recommending updates as appropriate for board approval;
- Implementing a process for permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, administrators and the public to participate in the development, implementation, and periodic review and update of the policy;
- Making the policy and updated assessment of the implementation available to the public (e.g., posting on the website, newsletters, etc). This information shall include the extent to which the schools are in compliance with policy and a description of the progress being made in attaining the goals of the policy; and
- Developing administrative regulations, which shall include specific wellness goals and indicators for measurement of progress consistent with law and district policy.



WELLNESS POLICY

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

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

Approved: June 26, 2006
Reviewed: February 28, 2022
Revised: June 19, 2017



WELLNESS POLICY



CLASS OR STUDENT GROUP GIFTS

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

Legal Reference: Iowa Code §68B.1, .5, .8, .11(4), 722.1, .2

Cross Reference: 502 Student Rights and Responsibilities

Approved: December 10, 1990

Reviewed: February 28, 2022

Revised:



OPEN NIGHT

In keeping with good community relations, the following guidelines shall be observed:

- Student school activities will not take place in the North Scott Community Schools on Wednesday after 6:00 p.m. for grades K-8, and after 6:30 p.m. for grades 9-12.
- School-sponsored inter-scholastic activities shall be concluded by 6:30 p.m. Exceptions to this rule shall occur if events directed by the State Athletic or Activity Associations mandate Wednesday evening competition. Consideration shall be given for Wednesday evening events should an event be cancelled and other makeup dates are not available.

This policy will be enforced from the first day of school each year, until the final four weeks of the school year.

It shall be the responsibility of the building principal to oversee the scheduling of school activities for compliance with this policy.

Activities included in this policy, but not limited to, are:

- Sports
- Theatre
- Cheerleading
- Music/Arts

Legal Reference: Iowa Code §279.8

Cross Reference: 907 Other Interdistrict Relations

Approved: December 10, 1990

Reviewed: February 28, 2022

Revised: June 9, 2014



STUDENT TELEPHONE CALLS

Generally, students receiving telephone calls shall not be called to the phone. The administrative office in their attendance center will take a message and forward it to the student. Only in an emergency situation will a student be removed from the classroom or a school activity to receive a telephone call.

Students may, in an emergency situation, use the telephone in the administrative office of their attendance center to make a telephone call. Prior permission must be obtained from the principal or the principal's secretary.

Legal Reference: Iowa Code §§279.8, 280.14, 808A
281 Iowa Admin. Code 21.8.

Cross Reference: 502 Student Rights and Responsibilities

Approved: December 10, 1990
Reviewed: February 28, 2022
Revised:



SUPERVISION AFTER SCHOOL EVENTS

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

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

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

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

Approved: December 10, 1990
Reviewed: February 28, 2022
Revised: January 11, 1999