Iowa City Community School District

ELEMENTARY HANDBOOK

2026-2027

IOWA CITY COMMUNITY SCHOOL DISTRICT

All In for All Kids

Dear Elementary Parents/Guardians:

Welcome to the Iowa City Community School District's elementary school program. This handbook has been designed to provide information specifically for families with students in elementary school. Specific procedures and practices for elementary school as well as resources for obtaining additional information are included. We hope it will be of benefit to you.

We look forward to having your child(ren) attend our elementary schools and welcome your interest and participation in their education.

Sincerely,

Amy Kortemeyer

Interim Superintendent of Schools
Iowa City Community School District
2255 N. Dubuque Rd.
Iowa City, Iowa 52245
Phone: (319) 688-1000
Fax: (319) 688-1009
Website: www.iowacityschools.org

Iowa City Community School District Non-Discrimination Statement

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, or socioeconomic status in its educational programs, activities, or employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the Student Success Office at StudentSuccess@iowacityschools.org for programming, or the Human Resources Office at HR@iowacityschools.org for employment (2255 N. Dubuque Rd, Iowa City, IA 52245, 319-688-1000). If you are unsure how to proceed or would like assistance in discussing your options, you may also contact the Ombuds at ombuds@iowacityschools.org or 319-688-1312.

Table of Contents

Absence and Attendance 1
After Hours Use of School Grounds 2
Anti-Bullying/Harassment 2
Annual Notice of Nondiscrimination 3
Bicycles, Roller Blades, Scooters 4
Change of Address 4
Child Abuse 5
Communication 5
Dental Screening 5
Districtwide Parent Organization 6
Education Records Access 6
Emergency Early Dismissal 9
Emergency Plans and Drills 9
Enrollment and School Transfer 9
Entrance-Admissions 9
Fee Waiver and Reduction Procedures for Students 10
Food and Nutrition Services 10
Gun Safety 10
Hearing Screening 11
Illness 11
Immunization Law 11
Internet-Appropriate Use 11
Leaving the School Grounds 12
Medication at School 12
Nonparent Rights 12
Personal Property 15
Parent, Guardian, and Community Concerns 15
Pets / Animals in the School District 17
Resource People 17
Section 504 of the Rehabilitation Act of 1973 17
Student Appearance 17
Student Complaints and Grievances 17
Student Conduct 18
Student Directory Information 22
Student Field Trips and Excursions 22
Student Fundraising 23
Student Insurance 23
Student Instructional Technology Usage 23
Student Progress Reports and Conferences 25
Student Supports-Multi-Tiered System of Supports (MTSS) 25
Student Supports-Special Education 26
Teacher Qualifications 26
Transportation 27
Unsafe Play Equipment 27
Vision & Hearing Screening 27
Visitors to School District Buildings & Sites 27
Volunteers 27
Weather/Recess 28
Wellness 28

Principal's Message

It is with great pleasure that we take this opportunity to welcome you to the Iowa City Community School District. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

This information has been developed by our faculty and administrators to help you and your parents learn as much as possible about school policies and procedures and the services we offer students. It is a quick reference guide you will find extremely useful throughout the school year.

Whether you are joining us for the first time or have been with us for a number of years, we encourage you to become an active member of your school. In addition to an excellent academic foundation, we offer many education programs to help students become well-rounded, mature young adults.

We look forward to this school year with great excitement and hope all of our students will have a rewarding and successful year.

Iowa City Community School District Principals

All of the ICCSD board policies are located on the District website at:
https://www.iowacityschools.org/our-district/school-board/board-policies

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Absence and Attendance

Notification of Absences: The attendance office should be notified of a student's absence prior to the start of the school day by creating an Absence Request in the Infinite Campus Parent Portal, or by calling the school attendance office. When a student is expected to be in school but is not there, the school will call guardians out of concern for your student's safety.

Absence: A student is considered absent if they are not physically on school grounds, or are not participating in a required school-directed activity under the direction, supervision, or instructional guidance of educational staff at an approved off-grounds location (ie. a class field trip).

It is understood that students will be absent for a variety of reasons, including illness, family activities, vacations, dentist/medical appointments, funerals, etc. Parents should notify schools of the reason for the absence prior to the start of the school day. The school must be notified of the reason for absence no more than 48 hours from the beginning of the absence, and any required documentation must be provided within 5 school days in order to have the absence excused.

The following absence types will not count towards student absenteeism and will be coded as excused in Infinite Campus:

1. Absences related to illness or medical appointment
    a. After a student reaches the equivalent of eight (8) days of excused absences, parents will be required to provide documentation for medical absences to be excused.
    b. Families are encouraged to provide documentation for ongoing health concerns to the school so that we can proactively work with your family to best serve your student
2. Absences related to a family medical emergency
3. Absences while attending religious services or receiving religious instruction
    a. Religious services may include but are not limited to holiday services, weddings,

funerals or other celebrations of life, and other rite of passage religious services.

b. For religious instruction:
    - A parent must submit a notification informing the school that the child will be attending religious instruction during the day, indicating the days and times that the student will be absent.
    - The student cannot be absent for more than 5 hours a week for religious instruction.
    - The organization providing religious instruction must maintain attendance records and provide to the school upon request
    - The student must make up any school work not completed while attending religious instruction.

4. Absences excused for sufficient reason by any court of record or judge
5. Absences related to an Individualized Education Program (IEP) that affects attendance
6. Absences related to a Section 504 plan under the Federal Rehabilitation Act that affects attendance
7. Absences related to the student's military service, or the student's military entrance processing
8. Absences related to reasonable travel time for attendance at a wedding or funeral as determined by the building administrator based on the travel distance.
9. Absences for college visits for high school students, as these are considered part of our educational program.

Any absence that does not fall into one of the above categories, will appear as unexcused in Infinite Campus and per State law, will count toward student absenteeism as explained below.

Process for addressing absenteeism:

- Schools will send notifications to guardians when a student has reached the 5%, 10%, and 15% absenteeism threshold for the grading period (See chart below).
    - Notifications are sent when a student has accumulated the number of absences that will result in the percentage of unexcused absenteeism at the end of the grading period. For example, if an elementary student has missed 6 unexcused days of school in a term, the student will be at 10% absenteeism at the end of the grading period, so the 10% notification is sent after the 6th day is missed.
- State law requires notifying a guardian when a student has reached 10% unexcused absenteeism in a grading period. In addition the school is required by law to notify the county attorney.
- When a student reaches 15% unexcused absenteeism in a grading period, a School Engagement meeting is required by Iowa law if the school has determined that the student's absences are negatively impacting academic progress. An Absenteeism Prevention Plan will be created at the School Engagement meeting. The goal of this plan is to work together to resolve absenteeism, address attendance barriers, and assist the student in attending school.
- If the student and/or the student's guardian fails to attend a School Engagement Meeting, fails to enter into an Absenteeism Prevention Plan, or does not meet the terms of the Absenteeism Prevention Plan, Iowa law provides that the county attorney may initiate a legal proceeding if the school determines that the student's absences are negatively affecting academic progress.

	Grading Period	5% Absenteeism	10% Absenteeism	15% Absenteeism
Elementary	Term (60 days)	3 Days	6 Days	9 Days
Middle School	Trimester (60 days)	3 Days	6 Days	9 Days
High School	Trimester (60 days)	3 Days	6 Days	9 Days

* Please see the Iowa City School District Website for additional clarification

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After Hours Use of School Grounds

Students who choose to play on the school grounds before or after the regular school day, unless supervised by parents, should first report home and receive parental permission. The school does not supervise the grounds at this time and does not accept responsibility for students.

Students are not to climb on the roof to get errant objects - kites, balls, Frisbees, etc. Instead, they should report these items to the school office to be retrieved by the custodian during routine maintenance work.

Anti-Bullying/Harassment

The Iowa City Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

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

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. "Harassment" and "bullying" shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual's actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  (1) Places the student in reasonable fear of harm to the student's person or property.
  (2) Has a substantial detrimental effect on the student's physical or mental health.
  (3) Has the effect of substantially interfering with a student's academic performance. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- "Volunteer" means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail themselves of this procedure may do so by filing a complaint with the superintendent or designee. An alternate will be designated in the event it is claimed that the superintendent or designee committed the alleged discrimination, or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials

- Inclusion on the school or school district's web site,
- (other)

Board Policy 104 is located on the District website at:
104 - Anti-Bullying/Anti-Harassment

Annual Notice of Nondiscrimination

The Iowa City Community School District offers career and technical programs in the following areas of study:

- Business Education
- Family and Consumer Sciences Education
- Industrial Education
- Health Occupations Education

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Laura Cottrell for programming at cottrell.laura@iowacityschools.org or Nick Proud for employment at proud.nick@iowacityschools.org, 2255 N. Dubuque Rd., Iowa City, Iowa 52245, (319) 688-1000. If you are unsure how to proceed or would like assistance in discussing your options, you may also contact Janet Abejo-Parker, Ombuds, ombuds@iowacityschools.org or (319) 688-1312.

Board Policy 102.E1 is located on the District website at:
102.E1 - Annual Notice of Nondiscrimination

Bicycles, Roller Blades, Scooters

Students may ride bicycles to school. Adult supervision is always recommended. Helmet use is strongly recommended, and all bikes must be parked in the bike racks. Students are strongly encouraged to lock their bikes and the school assumes no responsibility for bicycles while on school property.

Students are discouraged from bringing roller blades, roller shoes, scooters, and any other wheeled equipment to school. Students must walk all wheeled transportation equipment when on school property. If wearing roller blades or roller shoes, regular shoes are to be worn on school property. These items should be safely stowed in the school during the day. The school is not responsible for lost, damaged or stolen equipment.

Change of Address

The school office must be informed if a change in home address, email address, name, or telephone number occurs during the school year or is planned during non-school months. A new proof of address should be presented to the school office either in person or by email to the school secretary.. The school should be notified if parents/guardians will be out of town for an extended period of time and names should be provided for emergency response situations. Parents are responsible to enter all updates and changes in Infinite Campus.

It is important that student information be current in Infinite Campus, especially when this is needed during emergencies.

Child Abuse

Child abuse is defined as any non-accidental physical injury suffered by a person under eighteen years of age resulting from acts or omissions of parents, guardians, or persons legally responsible for the child. All school employees, registered nurses, and licensed practical nurses are required by law to report all instances of suspected child abuse involving students to the Department of Human Services.

Chapter 102-Reporting Child Abuse

Chapter 102 of the Iowa Administrative Code establishes procedures for investigating incidents of abuse of students by school employees/volunteers.

Any person may file a Level One complaint against an Iowa City Community School District employee/volunteer by completing a Level One complaint form and turning it in to the building principal or to one of the below Level One Investigators.

ICCSD officials will promptly and fully investigate all Level One complaints.

Level One Child Abuse Complaint forms may be obtained in:

- Any school's main office.
- At the Educational Services Center of the ICCSD, 2255 N. Dubuque Rd., Iowa City, Iowa 52245.
- On the ICCSD website at: District Complaint Process

A person(s) may call the ICCSD office at 319-688-1000 for assistance in filing a Level One child abuse complaint.

Level One Investigators/Alternates

ICCSD Director of Student Services
ICCSD Director of Student Supports

Level Two Investigators

(If a case is designated as "founded" at Level I, it is turned over to the Level II Investigator).
Lynch Dallas, P.C.
526 Second Ave.
PO Box 2457
Cedar Rapids, IA 52406-2457

Contact the Investigative Commander from the Appropriate Jurisdiction:
Coralville Police Department
Iowa City Police Department
Johnson County Sheriff's Office
North Liberty Police Department
University Heights Police Department

Communication

Whenever a parent/guardian has a concern regarding the school system, the following is recommended:

- Address yourself to the person closest to the situation or concern to you.
- Be positive and optimistic that there will be a rational response to you-a listening ear, an answer, or a solution.
- Contact teachers, coaches, and advisors if things are unclear, if you have questions or need help

solving problems within their area of activity.
- Contact the principal if you do not believe the school is serving its population as effectively as possible. They are responsible for the overall management of the school.
- Contact the Educational Services Center if there are areas of suggestions, inquiry, or problem solving that affects the District. Staff will help direct you to school personnel that can address the concern.

Some final words that may help you work through school problems with your child.
- Please listen to your child carefully and ask clarifying questions. Be sure of the situation in the student's view.
- Remember that your child is learning from the model of behavior that you show as an example. If you want to shape and help your child, this is a "golden moment" to illustrate the way a rational person responds to situations.
- Give the school personnel the benefit of the doubt. Assume they want to help you and will try if they understand the situation. The teacher's perspective and additional information often helps make the situation clear. Use their experience and advice whenever possible.
- Build bridges and attitudes for your children and the school whenever possible. Explain who they should have asked or what they might have done differently. The goal is for them to learn to handle things better the next time.

Dental Screening

All children newly enrolling in an Iowa elementary and all kindergarten students are required by law to have a dental screening. A kindergarten screening is valid from age three years to four months after their enrollment date. The screening for kindergarten may be performed by a licensed dentist, dental hygienist, physician, Registered Nurse, advanced registered nurse practitioner, or physician assistant. The dental screening certificates are available in the school office, from the school nurse, on the District website, at the Johnson County Health Department, or through your child's dentist or other health care provider. Please contact the District Health Services Staff with questions at 319-688-1000.

Districtwide Parent Organization

The Iowa City Districtwide Parents Organization (DPO) is an independent organization led by an executive board and composed of voting members that represent parent organizations across the district. The DPO promotes active engagement and awareness at the school and district level through monthly open meetings that include speakers on matters related to education as well as opportunities to interact directly with the ICCSD administration, foundation, and school board.

For more information about the DPO, please see the DPO link located on the ICCSD website at: Board Committees

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Education Records Access

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

Definitions

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

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

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

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

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

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

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

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

- To school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the education records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- To the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;

- In connection with a student's application for, or receipt of, financial aid;
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted;
- To accrediting organizations;
- To parents of a dependent student as defined in the Internal Revenue Code;
- To comply with a court order or judicially issued subpoena;
- In connection with a health or safety emergency;
- As directory information; or
- In additional instances as provided by law.

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

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

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

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

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy. It is the responsibility of the superintendent to annually notify parents and eligible students that they have the right to:

(1) Inspect and review the student's education records.

(2) Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.

(3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent; and
(4) File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the law.

The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-8520.

Board Policy 506.1 is located on the District website at:
506.1 - Education Records Access

Annual Notice Regarding Student Records

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

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

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

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights under FERPA.
    Parents or eligible students who wish to ask school district to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed.

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

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

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

committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

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

[Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment of transfer. **(Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)**

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

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

Board Policy 506.1E8 is located on the District website at:
506.1E8 - Annual Notice

Emergency Early Dismissal

Each family should have a plan arranged in advance for a possible school closure in response to an emergency, such as inclement weather, fire, loss of heat/water, etc. This will reduce the confusion that these unexpected happenings cause. Announcements will be on local media stations and posted on the District website as soon as decisions are made regarding emergency dismissals. You also may be contacted through the District's mass communication system. Please be alert to these announcements, particularly during the wintertime. Please be sure you have updated your Infinite Campus information in order to provide the school with up-to-date emergency contact information for your child(ren).

Emergency Plans and Drills

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

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

Board Policy 507.5 is located on the District website at: 507.5 - Emergency Plans and Drills

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Enrollment and School Transfer

In the fall of 2018, a new Elementary Voluntary Transfer policy was adopted by the Board of Directors. It restricts transfers but for a few exceptions.

Voluntary transfers are requests from parents for their student(s) to attend a school other than their designated home attendance area school. Transfer forms must be filled out for each student requesting a transfer. Families are required to provide their own transportation for the student(s) when voluntarily transferring. The Voluntary Transfer form and guidelines is located on the District website Voluntary Transfers

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Entrance-Admissions

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

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

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

Board Policy 501.4 is located on the District website at:
501.4 - Entrance - Admissions

Fee Waiver and Reduction Procedures for Students

A student who qualifies for free or reduced price meals may also be eligible for other benefits, including a reduction in some fees. In order to be eligible for free or reduced costs for the fees listed below and for participation in certain programs, a parent/guardian must (A) apply for free or reduced price meal status for his/her student (online applications are available at ApplyForLunch.com) or be approved through direct certification, (B) be approved for free or reduced price meal status for his/her student, and (C) must select "Yes" when completing their online enrollment in the summer prior to each school year. This waiver does not carry over from year to year and must be completed annually during student registration.

You do not have to complete this fee waiver to get free or reduced meals.

Fees and programs eligible for free or reduced costs (if applicable to your student) include:

- Textbook fee/rental
- Student planner (initial purchase)
- Eye/ear protection
- Workbooks
- Pay-to-Ride transportation
- Driver's education provided by Kirkwood Community College
- Food backpack program
- School Children's Aid program

Food and Nutrition Services

School lunch is offered in all elementary buildings for students in grades K-5 and students enrolled in full-time District pre-school programs. Lunches consist of five components (meat/meat alternate, bread/grain, fruit, vegetable and milk). Students must take at least three components, one of which must be a fruit or vegetable. Breakfast is also served in all schools and consists of four components (bread/cereal/grain or protein, fruit or juice and milk). Students must take at least three components, one of which must be a fruit.

It is recommended that all families who feel they will qualify for free or reduced meals, should complete the Iowa Eligibility Application. Information and applications will be available online usually by mid-July on the Nutrition Services Department page of the District website at:
Free & Reduced Application.

Milk can be purchased separately for those students who bring lunch from home or want extra milk. Students must bring money or have money in their meal account to purchase milk a la carte. If a student takes three components, one being a fruit or vegetable, plus a milk and one other item, that is considered a meal and therefore free.

Choices are offered for each component to provide a variety of options. Additional items are available for vegetarian diets or students with special dietary needs. If a student has food allergies and requires substitutions or modifications, a signed physician's statement is required. School nurses and the Nutrition Services Director are available to help families with this process. Needed forms can be found at the District website under Health Services. This request must be renewed each school year. A copy of this statement should be given to both the Nutrition Services Office (1135 S. Riverside Drive, Iowa City, IA 52246) and the child's school.

For information on menus, nutritional analysis, special diet request forms, student accounts, meal prices and payment options, please visit the Nutrition Services Department page of the District website at:
Nutrition Services.

Gun Safety

The Iowa City Community School District Board of Education directs the superintendent to explain the importance of secure gun storage and legal obligations to protect minors from accessing irresponsibly stored guns. Iowa Code § 724.22(7) makes it a crime to store or leave a loaded but unlocked or unsecured firearm where the person storing or leaving the gun knows or has reason to believe that a child under the age of 14 is likely to gain access to the gun without the permission of the child's parent or guardian. Please find the entire Iowa Code section here:
724.22 Persons under twenty-one--sale, loan, gift, making available--possession.

Hearing Screening

Grant Wood Area Education Agency (GWAEA) screens all students in Preschool, Alternative Kindergarten (AK), Kindergarten, and grades 1, 2, and 5. Students in grades 3, 4, middle, and high school, who are new to the school, that don't have a documented hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parent/guardians not wishing their child's hearing tested should notify the health office in

writing at the beginning of the year. Parents/guardians with concerns about their child's hearing may contact their school nurse or Grant Wood Area Education Agency to schedule a hearing test at any time, (319)399-6700..

Illness

To protect the health of students and staff, the district has in place the following protocol regarding student illness:

- Keep your child home from school when he/she has a fever of 100.4 (F) or greater and for 24 hours after the fever has gone away, without taking medication that would reduce the fever, such as Tylenol (acetaminophen) or ibuprofen. Your child should stay home from school when he/she has diarrhea and/or vomiting for 24 hours after these symptoms have occurred.
- If students become ill at school with fever, diarrhea, vomiting or other symptoms that prevent them from being able to participate in the classroom, they will be sent to the school office and parent/guardian will be contacted. No student will be permitted to go home alone unless a parent/guardian or authorized person is notified. It is very important that the school have up-to-date work and emergency phone numbers available in case of illness or injury. If the school is unable to reach the parent/guardian, the person listed as an emergency contact will be called. To ensure that an ill child gets home safely, it is desirable that a parent/guardian or other adult accompany the child home.
- For information regarding communicable (infectious or contagious) diseases, refer to the Communicable Diseases Policy (Board Policy 507.3 located on the District website at: 507.3 - Communicable Diseases - Students)
- When your child returns to school after an illness, he/she should be able to participate in the total school program including outdoor recess and physical education. Your child will be excused from outside recess and physical education after an illness only by a written recommendation from your family doctor or primary health care provider.

Immunization Law

Iowa law requires all students present a valid immunization record before they can enroll in school. Proof of immunizations must include submission of one of the following immunization records:

- Iowa HHS completed immunization record,
- Iowa HHS religious exemption record or
- Iowa HHS medical exemption record signed by a prescribing doctor specifying that the immunizations required would be injurious to the student or to any household member.
    - Please note: Exemptions do not apply when the Iowa Council of Health and Human Services has determined and the Director of Iowa Health and Human Services has declared an emergency or epidemic exists.

Immunization forms are available in your school health office, on the District website, at the Johnson County Health Department, or through your child's health care provider. Please contact the District Health Services Staff with questions at 319-688-1000.

Leaving the School Grounds

Students are required to remain on the school grounds during school hours. Students are not permitted to leave the school grounds unless permission has been obtained from the principal and the parent/guardian. The parent/guardian will be contacted before a student is allowed to go home during the school day.

Medication at School

Parents are encouraged to give their child any required medications before and/or after school when possible. If your child needs to take medication at school, Iowa law requires that parents provide written consent before any medication will be given to your child. Prescription medications must have a current prescription label on the bottle. A physician or other health care provider must give written consent for students to carry an inhaler with them during the school day. District policy requires that a physician or other health care provider give written consent for a non-prescription (over the counter) medication to be given to an elementary student.

Medication permission forms are available from the school and on the District website at: Medication Administration

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Nonparent Rights

There are situations where adults who are not actual parents or legal guardians play a parent role in a child's life. It will be our policy to cooperate with those adults for the good of the child as long as doing so does not violate legal precept or writ.

Personal Device Policy

For the purposes of this policy, "personal devices" includes, but is not limited to, cell phones, personal laptops, smart glasses, and gaming devices.

Student cell phones shall not be seen, heard, or in use during the school day.

Cell phones must be detached from the student's body during the school day by being placed in a backpack or the student's assigned locker/cubby (if applicable). Ringers must be silenced.

Students are not allowed to have headphones/earbuds on or in their ears during instructional time. Headphones and earbuds must be detached from the student's body by being placed in a backpack or the student's assigned locker/cubby (if applicable).

Students will be allowed to wear smartwatches during the school day. If the smartwatch distracts the classroom environment, teachers will follow the sequence of consequences below. Students can wear smartwatches, but smartwatches shall not be used for communication purposes during instructional time.

Students who refuse to comply will be subject to school consequences. The district will not be held accountable for lost or stolen items brought to school by a student.

Consequences for Policy Infractions

1. Student-owned devices may be confiscated if a student violates school policies such as displaying a cell phone at a time when cell phones are not permitted.
2. A school official may search student-owned technology when they have a reasonable suspicion that a search will reveal evidence that the student has violated or is violating school rules, school policies, or the law. Students may be subject to discipline for content found on student-owned technology.
3. If a school official finds content that violates school rules, policies, or the law while searching for another reason (trying to determine the owner of a lost phone, suspected cheating on a test, etc.), students may be subject to disciplinary action.

4. If a school official finds a student is in possession of child pornography, which includes nude photos or partially nude photos of minors, staff will confiscate technological devices. Law enforcement will be contacted to determine if a further investigation is warranted. Staff members will not place potentially pornographic materials on their school or personal devices to retain as evidence.

Content (on student personal device off school grounds):

1. If inappropriate content/message from student technology has caused or is likely to cause a "substantial disruption" or "material interference" at school, the school may take action, regardless of when or where the message was sent.
2. If content is considered a credible threat to persons or property, school officials may take disciplinary action regardless of when and where the message was sent. Law enforcement will be contacted to determine if further investigation is warranted.

Action:

1. Students should have their phones put away and/or not in use (backpack or the student's assigned locker/cubby (if applicable).
2. If a student fails to comply, a reminder will be given to the student, and expectations will be reviewed.
3. If the device continues to be used, the device will be confiscated by the supervising staff and returned at the end of the school day. The teacher/office will notify the student's parent/guardian of the incident, and expectations will be reviewed.
4. If the problem persists, the device will be stored in the office, and the parent/guardian must come to the school to pick up the device. A conference will be held between the teacher, administrator, student, and parent/guardian to review the expectations and determine a plan to best support the student in following the policy.
5. If the above practices are unsuccessful, the student may be subject to disciplinary action up to and including:
   a. Whole-day removal of the device
   b. Multiple-day removal of the device
   c. Trimester-length removal of the device

Personal Property

The presence of toys, games, and cards that have been brought to school often present difficulties in a school setting and may cause a disruption to instruction. Some examples of such items may include: cards, electronic devices, cell phones, skateboards, roller skates, scooters, and other artifacts.

Students are encouraged to leave expensive items at home. If students decide to bring expensive items to school, the school will not be responsible for lost, damaged, or stolen equipment.

Parent, Guardian, and Community Concerns

For concerns about school districts or governing boards the Iowa Department of Education has made available this website for Parent, Guardian, and Community Concerns:
https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns

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Pets / Animals in the School District

Live animals will not be allowed in school district facilities except under special circumstances and only for an educational purpose. Permission from the principal or deputy superintendent will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities.

Board Policy 606.3 is located on the District website at: 606.3 - Animals in the School District

Guidance for use of Service Animals and Therapy Animals is contained in Policy 105.

Resource People

Parents will communicate most often with the teacher or principal of their child. When the situation calls for additional expertise, the following people may be called: Instructional Coach, school psychologist, social worker, special education personnel, or teacher librarian. The District employs people in various coordinating roles who can be called as needed for assistance or information. Call 319-688-1000 and give a brief description of your concern and the call will be directed to the proper person: curriculum, student supports, health services, human resources, learning supports, special education, student services, superintendent, technology, transportation, etc.

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 is a federal civil rights law that prohibits discrimination based on disability in any program that receives federal funding. All schools in the Iowa City Community School District must comply with this law. Section 504 defines disability as a physical or mental impairment which substantially limits one or more major life activities. Under Section 504, schools must provide students with disabilities the accommodations needed to access and benefit from education equally with their peers. If you have any questions regarding 504 eligibility and reasonable accommodations for your child, please contact your Building Principal, Guidance Counselor, or the Director of Student Services (319-688-1000) for additional information.

A Parent Guide to Section 504 and more information is also available on the District website at: Student Accommodations.

Student Appearance

Please refer to Board policy 502.1.
502.1 - Student Appearance

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 regulations, or other matters should first be addressed to the student's teacher or another licensed employee, other than 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 three (3) days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five (5) days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy. The board retains discretion as to whether to consider or take action on any complaint.

Board Policy 502.4 is located on the District website at:
502.4 - Student Complaints and Grievances

Student Conduct

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

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

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

Classroom Behavior and Removal Under Iowa Senate File 2428

The Iowa City Community School District is committed to maintaining safe, supportive, and productive learning environments where all students have the opportunity to learn. In accordance with Iowa Senate File 2428, teachers may request the removal of a student from the classroom when student behavior meets the criteria for violent or nonviolent classroom disruption established by state law.

Nonviolent Classroom Disruptions: When a student's behavior substantially disrupts the learning environment, a teacher may request that the student be removed from the classroom in accordance with state law and district procedures. Before returning to the classroom, the student will participate in a process designed to address the behavior, review classroom expectations, and support a successful return to learning.

Violent Classroom Disruptions: When a student engages in behavior that meets the statutory criteria for a violent classroom disruption, the student will be removed from the classroom and the district will follow applicable safety, disciplinary, review, and readmission procedures.

Students with Disabilities: Classroom removals involving students with disabilities will be handled in accordance with applicable state and federal laws, including the Individuals with Disabilities Education Act (IDEA) and Section 504. The district will consider applicable individualized supports, services, and procedural protections.

The district recognizes the importance of balancing student and staff safety, instructional continuity, accountability, and opportunities for students to repair harm and successfully reengage in learning. Classroom removal procedures will be implemented in accordance with Iowa law, Board Policy 503.1, 503.11, and 503.11R1, as well as applicable district administrative regulations.

For qualifying classroom removals, students in kindergarten through grade five may return after the required principal-teacher discussion, while students in grades six through twelve may not return to the affected classroom until at least the following school day, subject to applicable procedures and legal protections.

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

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

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

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student. 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 for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal, disciplining the student.

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

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

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

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

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

Board Policy 503.1 is located on the District website at:
503.1 - Student Conduct

Multi-Tiered System of Supports (MTSS)-Positive Behavior Interventions & Supports (PBIS)
Supported by the Iowa Department of Education, Positive Behavioral Interventions and Supports (PBIS) provides schools with the framework and organizational plan to promote and maximize academic achievement and create a positive culture and climate for all students. PBIS are a multi-tiered continuum of supports for all students in the school environment. PBIS places importance on fostering positive relationships in our schools. Every student has the right to learn in an environment that teaches, recognizes, and encourages positive school behavior. PBIS emphasizes prevention, instruction, and research-based practices for:

- Establishing and teaching clear expectations for all students in all settings.
- Establishing and teaching clear expectations for all staff.
- Modeling and acknowledging these expectations.
- Helping students, families, staff and community members understand and support the diversity of students, including those with the most intense support needs.

The PBIS framework provides a sustainable, multi-tiered system of support focusing on equitable, safe, healthy, and caring learning environments that include well-defined systems, practices, and data at each tier, resulting in improved behavioral and academic outcomes.

Due Process Rights of Students
When violations of statutes, regulations or school rules require the disciplining of a student, the following elements of procedural due process will be present:

1. The student will be provided with accurate information regarding rules and regulations, either in written form or through verbal instruction by teachers or administrators;
2. The student will be made aware of the specific behaviors giving arise to any proposed penalty or disciplinary action; AND
3. The student will be offered an opportunity to express their views to the decision-making authority regarding the incident.

Annual Notice of Chapter 103
Rules Prohibiting Corporal Punishment and Regulating the Use of Reasonable and Necessary Physical Force, Including Physical Restraint and Seclusion

Notice: Corporal Punishment, Physical Restraint, and Seclusion *Amendments to the Department's administrative rules on corporal punishment, physical restraint, and seclusion require annual notice to parents of the terms of those administrative rules, as well as any other policies or procedures on corporal punishment, restraint, or seclusion adopted by an AEA, a public school district, or an accredited nonpublic school.*

Chapter 103 forbids school employees from using corporal punishment, which means the intentional physical punishment of a student, against any student. Certain actions by school employees are not considered corporal punishment, which includes verbal redirection; actions consistent with the rules of Chapter 103 and a student's IEP, Behavior Intervention Plan, Health Plan, or Safety Plan; and the use of reasonable and necessary physical force where necessary to prevent harm to persons or property or to remove a disruptive student.

Chapter 103 imposes additional limitations and requirements on school employees' use of physical restraint or seclusion on any student. Chapter 103 limits why, how, where, and for how long a school employee may physically
restrain or seclude a child. If a child is restrained or secluded, the school must maintain documentation, provide certain types of notice to the child's parent, and convene a debriefing meeting with the parent and school staff as required by Chapter 103. If you have any questions about Chapter 103, the District's practices, or if you would like to make a complaint about possible violations of Chapter 103, please contact the Director of Special Education at 319-688-1000.

The complete text of the Iowa Department of Education's Chapter 103 Rules is available at: https://www.legis.iowa.gov/docs/iac/chapter/281.103.pdf.

Additional information and guidance from the Iowa Department of Education can be found on their website at: https://educateiowa.gov/pk-12/learner-supports/seclusion-and-restraint.

Additional information on Policy 503.5 is located on the District website at: https://www.iowacityschools.org/domain/80.

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 home schooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

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

Board Policy 506.2R1 is located on the District website at: 506.2R1 - Use of Directory Information

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Student Field Trips and Excursions

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The school district will provide transportation for field trips and excursions.

In authorizing field trips and excursions, the principal will consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent or designee. Written parental permission will be required prior to the student's participation in field trips and excursions. The superintendent or designee’s approval will be required for field trips and excursions outside the state. The superintendent

or designee's approval will be required for field trips and excursions which involve unusual length or expense.

Field trips and excursions are to be arranged with the principal well in advance. A detailed schedule and budget must be submitted by the employee. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher may be required to submit a written summary of the event.

Board Policy 606.5 is located on the District website at: 606.5 - Student Field Trips and Excursions

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Student Fundraising

It is the practice of the District to discourage the use of students in fundraising activities in any way that exploits or endangers students. This includes practices that send younger children door-to-door to solicit.

Student Insurance

Student health and accident insurance will be offered to all students with a plan selected by the district. The cost of this specific insurance plan is the responsibility of the student and their family/guardian. Purchase of this student plan is a contract between the insurance carrier and the student and not a contract for the coverage with the district.

Board Policy 507.6 is located on the District website at:
507.6 - Student Insurance

Student Instructional Technology Usage

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access necessary resources.

Individual student accounts and electronic mail addresses will be issued to students. If a student already has an electronic mail address, the student will not be permitted to use the address to send and receive mail on school devices.

The Internet provides a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors, and implement content filtering that complies with federal law.

The school district will monitor the online activities of students using school issued devices and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age-appropriate training for all students. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
    - safety on the Internet;
    - appropriate behavior while on online, on social networking Web sites, and
    - in chat rooms; and
    - cyberbullying awareness and response.
- Compliance with the requirements of the Children's Internet Protection Act

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

Board Policy 605.6 is located on the District website at: 605.6 - Internet - Appropriate Use

The board supports the use of innovative methods and the use of technology in the delivery of the education program in accordance with applicable state instructional technology requirements. The board encourages employees to investigate economical ways to utilize instructional technology which includes laptops, tablets, computers, smart devices, software platforms and other technologies as part of the curriculum. Industrial technology shall support, and not supplant, foundational learning.

For grades kindergarten through five, the district limits digital instruction to no more than sixty (60) minutes per school day. Digital instruction means the use of instructional technology to deliver lessons, assignments, assessments, or instructional activities. A student's parent or guardian may request additional reductions in the student's digital instruction. Students in these grades will not have access to and use digital devices during recess.

The school board will adopt or renew any district one-to-one digital device program for all participating grade levels. Prior to adoption or renewal, the board shall complete a technology adoption checklist in accordance with applicable laws. The checklist must be retained by the district and made available to the Iowa Department of Education for audit purposes.

This policy will not apply in the following circumstances:

- Use required pursuant to in individualized education plan (IEP) or plan developed pursuant to section 504
- Assistive or adaptive technology used to provide a student access to instruction or to accommodate differing student abilities
- Teacher directed demonstrations using a projector, smartboard, or similar display device when students are not individually operating a digital device
- State assessments, screenings, progress mentoring, and local diagnostic assessments that require the use of one-to-one digital devices.
- Dedicated computer science and technology curriculum. Students enrolled in an online learning program operating pursuant to Iowa Code 256.43

It is the responsibility of the superintendent or designee to develop a plan for the use of instructional technology in the curriculum and to evaluate it annually. The superintendent or designee will report the results of the evaluation and make a recommendation to the board annually regarding the use of instructional technology in the curriculum

Board Policy 605.4 is located on the District website at: 605.4 - Technology and Instructional Materials

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Student Progress Reports and Conferences

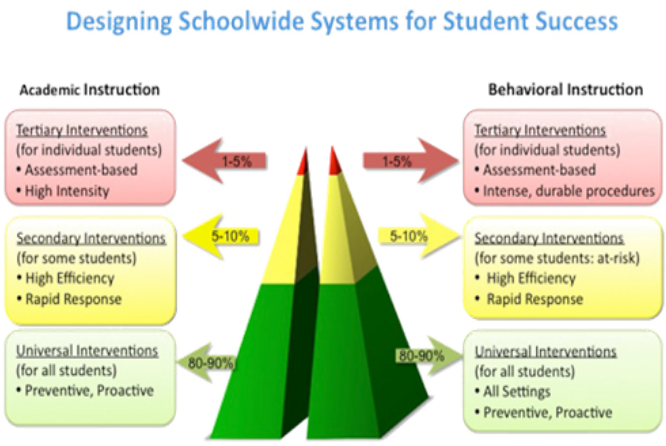
Students will receive a progress report at the end of each grading period to communicate the students' progress towards mastery on each standard.

Parent-teacher conferences will be held during the first and second term at all levels to keep parents informed.

Parents or guardians, teachers, or principals may request a conference for students in grades kindergarten through twelve in addition to the scheduled conference time. Parents or guardians and students are encouraged to discuss the student's progress or other matters with the student's teacher.

Board Policy 505.1 is located on the District website at:
505.1 - Student Progress Reports and Conferences

Student Supports-Multi-Tiered System of Supports (MTSS)



Academic & Social/Emotional/Behavioral Supports

Multi-Tiered System of Supports (MTSS) in Iowa, also known as Response to Intervention or RtI, is an every-education decision-making framework of evidence-based practices in instruction and assessment that addresses the needs of all students. As an every-education process, MTSS allows educators to judge the overall health of their educational system by examining data on the educational system as well as identifying students who need additional supports. Those supports are provided in both small group and individual settings, and are monitored to ensure they support all learners to demonstrate proficiency in the Iowa Core standards and leave school ready for life.

The Iowa MTSS framework is made up of five components.

- Evidence-based curriculum and instruction provided at the universal level.
- Universal screening of all students.
- Evidence-based, instructional interventions at the targeted and intensive levels shall be provided to each student who needs them.
- Progress monitoring for learners below expectations.
- Data-based decision making throughout the system.

District staff are responsible for providing quality instruction for all students, identifying those students who need additional supports, and implementing interventions based upon student need. If you feel that your child needs additional supports to attain the District's Standards and Benchmarks, please contact your child's teacher, guidance counselor, and/or principal. Together we will work with you to ensure that your child is successful.

Student Supports-Special Education

Special education services and supports are offered in the Iowa City Community School District with ongoing support through the Grant Wood Area Education Agency. The Iowa City Community School District provides a full continuum of special education services for children with identified disabilities.

Eligibility for special education is determined through approved identification procedures under the Individuals with Disabilities Education Act. Permission for eligibility determination requires parent or guardian approval. The Individuals with Disabilities Education Act (IDEA) entitles every student to a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE) through their local school district from age 3 to age 21. To ensure a FAPE, a team of professionals from the local educational agency meet with the student's parents to identify the student's unique educational needs, to develop annual goals for the student, and to determine the placement, program modification, testing accommodations, counseling, and other special services that the student needs. These choices are recorded in a written Individualized Educational Program (IEP). The school is required to develop and implement an IEP that meets the standards of federal and state educational agencies.

Teacher Qualifications

Parents/Guardians in the Iowa City Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree.

You may also request the qualifications of an instructional paraprofessional who may serve your student in a Title I program or if your school operates a school-wide Title I program. Parents/Guardians may request this information from the Office of the Superintendent by calling 319-688-1000 or by sending a letter of request to the following address: Iowa City Community School District, Office of the Superintendent, 2255 N. Dubuque Rd., Iowa City, IA 52245.

The Iowa City Community School District ensures that parents will be notified in writing if their child has been assigned or has been taught by a teacher for four or more consecutive weeks who is not considered highly qualified. If you would like to receive information regarding your child's teacher, please contact your school's principal.

In addition, parents have the right to:

- Information on student's performance level on state assessment.
- Knowledge of their child being placed in a Limited English Proficiency program.

Transportation

The District shall provide transportation as required by the State of Iowa. Students in grades K-8 shall be entitled to transportation only if they live more than 2.0 miles from the school designated for attendance.

For more information regarding Bus Transportation and the Transportation Handbook, please visit the District website at: Transportation.

Unsafe Play Equipment

Due to the numbers of students who play on the playground at recess, certain play items or activities are banned. This includes throwing snowballs, the use of skateboards, roller skates, rollerblades, scooters, and hard balls. If other items or activities deemed unsafe are brought from home, they too will be held for students to use only at home.

Vision & Hearing Screening

All kindergarteners and third graders are required by law to have a vision screening performed no earlier than one year prior to enrollment and no more than six months after the date of the child's enrollment. The vision screening certificates are available in the school office, from the school nurse, on the District website, or at your child's eye doctor's office. Please contact the District Health Services Staff with questions at 319-688-1000.

Vision Screening

Hearing Screening

Visitors to School District Buildings & Sites

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or designee or principals are not available, a school district employee will act to cease the inappropriate conduct.

Board Policy 903.3 is located on the District website at:

903.3 - Visitors to School District Buildings & Sites

Volunteers
Volunteers are a valuable part of the education process. Many activities at school depend upon volunteers. Parents are encouraged to become an approved volunteer at the school.

For volunteer information contact your school or visit the District website at: Volunteer Opportunities.

Weather/Recess
Elementary schools will follow temperature guidelines from the Iowa Department of Health in regard to outdoor recess.

Cold
Outdoor recess is to be held when the wind chill or air temperature is 0 degrees or higher. Children are to wear proper outdoor winter clothing. District resources are available to obtain adequate winter outerwear if needed.

Heat
Outdoor recess is to be held when the heat index is under 100 degrees. Students should dress appropriately for the heat and be encouraged to drink water for adequate hydration.

All inclement weather decisions are broadcast on TV, radio, and via Blackboard. The district's inclement weather guidelines are posted on the District website. You can also access information at any of the following: Visit the District website at: Weather Guidelines

Sign up to receive ICCSD's Twitter feed at: https://twitter.com/IowaCitySchools

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Wellness
The Iowa City 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 the 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.

Board Policy 507.9 is located on the District website at: 507.9 - Wellness Policy

Birthday Celebrations

To promote student health and safety, birthday celebrations will be non-food based. Fun activities such as games, crafts, or special classroom experiences are encouraged. Please consult with your school to learn more about their specific practices.

Classroom and Building Snacks

The District is committed to providing a safe and healthy learning environment for our students. Due to the increase in food allergies and concerns with childhood obesity, changes are being made to the district's Wellness Policy regarding classroom snacks, birthday treats and classroom celebrations.

When food is served to students in the classroom, the following rules apply (Board Policy 507.9 is located on the District website at: 507.9 - Wellness Policy):

- Allow healthy snacks to be served in the classroom, especially at the primary level;
- Allow only fresh fruits/vegetables or purchased foods with the ingredients listed;
- Allow only foods that meet the Healthy Food Guidelines/ Smart Snacks which is posted on the district website;
- Not allow foods with peanuts or peanut butter, or food that were made in a factory where cross contamination may occur;
- All food should be removed from the classroom at the end of each day;
- Encourage celebrations that promote non-food related activities (example: play a game).

Some elementary schools are celebrating birthdays without food. Please check with your child's school to find out their practice.

The list of acceptable foods for classroom snacks and celebrations is located on the District website at: Classroom Snacks & Celebrations