

MPCSD School Board Policy Series 500 Students

In order to align the MPCSD School Board Policy Series 500 with the IASB Policy Reference Manual 500 series numbering system, I recommend the following:

- Delete/Discard MPCSD's current 500 series
- Adopt the following IASB Policy Reference Manual Policies and Numbers:
 - 501.01: Resident Students
 - 501.02: Nonresident Students
 - 501.03: Compulsory Attendance
 - 501.04: Entrance – Admissions
 - 501.05: Attendance Center Assignment
 - 501.06: Student Transfers In
 - 501.07: Student Transfers Out or Withdrawals
 - 501.08: Student Attendance Records
 - 501.09: Chronic Absenteeism and Truancy
 - 501.09-R(1): Chronic Absenteeism and Truancy – Regulation
 - 501.13: Students of Legal Age
 - 501.14: Open Enrollment Transfers – Procedures as a Sending District
 - 501.15: Open Enrollment Transfers – Procedures as a Receiving District
 - 501.16: Homeless Children and Youth
 - 502.01: Student Appearance
 - 502.02: Care of School Property/Vandalism
 - 502.03: Student Expression and Student Publications Code
 - 502.03-R(1): Student Expression and Student Publications Code – Regulation
 - 502.04: Student Complaints and Grievances
 - 502.05: Student Lockers
 - 502.06: Weapons
 - 502.07: Student Substance Use
 - 502.08: Search and Seizure
 - 502.08-R(1): Search and Seizure – Regulation
 - 503.01: Student Conduct
 - 503.01-R(1): Student Conduct – Regulation
 - 503.03: Fines – Fees – Charges
 - 503.04: Good Conduct Rule
 - 503.05: Corporal Punishment, Mechanical Restraint and Prone Restraint
 - 503.06: Physical Restraint and Seclusion of Students
 - 503.06-R(1): Physical Restraint and Seclusion of Students – Regulation

- 503.07: Student Disclosure of Identity
- 503.08: Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence
- 503.09: Student Use of Personal Electronic Devices
- 504.01: Student Government
- 504.02: Student Organizations
- 504.04: Student Performances
- 504.06: Student Activity Program
- 505.01: Student Progress Reports and Conferences
- 505.02: Student Promotion – Retention – Acceleration
- 505.04: Testing Program
- 505.05: Graduation Requirements
- 505.06: Early Graduation
- 505.07: Commencement
- 505.08: Parent and Family Engagement District-Wide Policy (Formerly Parent Involvement)
- 505.08-R(1): Parent and Family Engagement District-Wide Policy (Formerly Parent Involvement) - Building-Level Regulation
- 506.01: Education Records Access
- 506.01-R(1): Education Records Access – Regulation
- 506.02: Student Directory Information
- 506.02-R(1): Student Directory Information – Use of Directory Information
- 506.04: Student Library Circulation Records
- 507.01: Student Health and Immunization Certificates
- 507.02: Administration of Medication to Students
- 507.08: Student Special Health Services
- 507.09: Wellness
- 508.02: Open Night

Policy 501.01: Resident Students**Status:** ADOPTED

Original Adopted Date: 03/10/2022 | Last Reviewed Date: 03/10/2022

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

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

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

NOTE: This policy reflects the current Iowa law regarding residency and payment of tuition.

Legal Reference:	<u>Lakota Cons. Ind. School v. Buffalo Center-Rake Comm. School</u> , 334 N.W.2d 704 (Iowa 1983). <u>Mt. Hope School Dist. v. Hendrickson</u> , 197 N.W. 47 (Iowa 1924). <u>Oshel v. Creston Comm. School Dist.</u> , DPI Admin. Doc. 570 (1981). 33 D.P.I. Dec. Rule 80 (1984). Iowa Code §§ 257.6; 282.2, .6, .7; 285.4.
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I.C. Iowa Code	Description
Iowa Code § 257.6	<u>Finance Programs - Enrollment</u>
Iowa Code § 282.2	<u>Attendance and Tuition - Offsetting Taxes</u>
Iowa Code § 282.6	<u>Attendance and Tuition - Tuition</u>
Iowa Code § 282.7	<u>Attendance and Tuition - Other School Corp./Payment</u>
Iowa Code § 285.4	<u>Transportation Aid - District Sending</u>
Case Law	Description

Policy 501.02: Nonresident Students

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 04/20/2023 | **Last Reviewed Date:** 04/20/2023

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

Resident students whose families move from the school district after the start of a semester and who wish to complete the semester in their former resident school district will be permitted to attend. Students who plan to open enroll to their former resident district for the next school year may do so without approval of the board.

Students in grades eleven or twelve who are no longer residents of the school district, but were residents in the preceding school year, may continue to attend school until they graduate without the payment of tuition. These students may be required to identify an adult, who resides in the school district, identified for purposes of administration.

Nonresident students who are eligible to attend an Iowa public school and who have evidence they will become legal residents of the school district prior to October 1 may be allowed to attend without the payment of tuition.

NOTE: This policy reflects current Iowa law. Iowa's open enrollment law has not eliminated the need for this policy. This policy affects nonresident students who do not qualify for open enrollment.

Legal Reference:	<u>Lakota Cons. Ind. School v. Buffalo Center-Rake Comm. School</u> , 334 N.W.2d 704 (Iowa 1983). <u>Mt. Hope School Dist. v. Hendrickson</u> , 197 N.W. 47 (Iowa 1924). <u>Oshel v. Creston Comm. School Dist.</u> , DPI Admin. Doc. 570 (1981). Iowa Code §§ 257.6; 282.1, .2, .6, .7, 11, .24.
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I.C. Iowa Code

Iowa Code § 257.6

Iowa Code § 282

Description

Finance Programs - Enrollment

Attendance and Tuition

Policy 501.03: Compulsory Attendance

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 06/17/2025 | **Last Reviewed Date:** 06/17/2025

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days or hours school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum 90% of the days in a semester. Students not attending the minimum days or hours must be exempted by this policy as listed below or referred to the county attorney. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving qualifying religious instruction in accordance with relevant laws;
- are unable to attend school due to legitimate medical reasons;
- has an individualized education program that affects the child's attendance;
- has a plan under Section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school;
- are receiving independent private instruction;
- are receiving competent private instruction;
- are a military applicant undergoing military entrance processing;
- are engaged in military service;
- are traveling to attend a funeral; or
- are traveling to attend a wedding.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above. Evidence may be shown in written or verbal communications with the building level administration. Reasonable travel time will be afforded for engaging in the exceptions listed above.

Note: This is a mandatory policy. The compulsory attendance law does not require school districts to have a truancy officer.

Legal Reference:	Iowa Code §§ 259A; 279.10-.11; 299; 299A.
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Policy 501.04: Entrance - Admissions

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

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 suspension, expulsion or denying admission to the student.

NOTE: This policy reflects current Iowa law. Only the state registrar has authority to make a copy of a birth certificate. Districts who utilize online registration platforms should be aware that birth certificates should not be uploaded on the online platform as proof of age, as that creates a copy of the birth certificate. Districts can either view a birth certificate in person then return it to the child's guardian; or utilize a variety of documents including but not limited to a certified statement from a treating medical provider, or an immunization record from the child's treating provider that lists the child's date of birth as sufficient proof of age.

Legal Reference:	Iowa Code §§ 139A.8; 144.45(5); 282.1, .3, .6.
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I.C. Iowa Code	Description
Iowa Code § 139A.8	<u>Immunization of Children</u>
Iowa Code § 144.45	<u>Vital Statistics</u>
Iowa Code § 282.1	<u>Attendance and Tuition - School Age-Nonresidents</u>
Iowa Code § 282.3	<u>Attendance and Tuition - Admission and Exclusion</u>
Iowa Code § 282.6	<u>Attendance and Tuition - Tuition</u>

Cross References

Policy 501.05: Attendance Center Assignment

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

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

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

It is the responsibility of the superintendent to make a recommendation to the board annually regarding the assigned attendance center for each student. In making the recommendation, the superintendent will consider the geographical layout of the school district, the condition and location of the school district facilities, the location of student population, possible transportation challenges, financial condition of the school district and other factors deemed relevant by the superintendent or the board.

Note: The requirement for the school principals to honor valid placement requests in paragraph two is a new legal requirement effective July 1, 2019.

Legal Reference:	Iowa Code §§ 279.11; 282.7-.8.
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I.C. Iowa Code

Iowa Code § 279.11

Iowa Code § 282

Description

Directors - Powers and Duties - Classroom Assignment

Attendance and Tuition

Policy 501.06: Student Transfers In

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll in the school district.

The school district will request the student's cumulative records from the previous school district. If the student cannot offer proof of grade level, the superintendent will make the grade level determination. The superintendent may require testing or other information to determine the grade level. Students expelled or suspended from their previous school district will only be enrolled after approval of the board.

The superintendent will determine the amount of credits to be transferred. If the student has not previously attended an accredited school, it is within the superintendent's discretion to accept or reject credits or grades.

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

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

Iowa Code § 139A.8

Description

Immunization of Children

Iowa Code § 282.1

Attendance and Tuition - School Age-Nonresidents

Iowa Code § 282.3

Attendance and Tuition - Admission and Exclusion

Iowa Code § 282.4

Attendance and Tuition - Suspension-Expulsion

Iowa Code § 299A

Private Instruction

U.S.C. - United States Code

20 U.S.C. § 1232g

Description

Education - FERPA

Cross References

Code

Description

Policy 501.07: Student Transfers Out or Withdrawals

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

If the student's parents wish to withdraw or transfer the student from school prior to completing and graduating from the education program, they should notify the superintendent in writing as soon as possible of the decision to withdraw or transfer the student from the education program. The student or parent should present this written notice at the office and receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc.

The notice should state the student's final day of attendance. If the student is not enrolling in another school district, the school district will maintain the student's records in the same manner as the records of students who have graduated from the school district.

If the parents wish to have the student's cumulative record sent to the new school district, the parents must notify the superintendent in writing. This notice will include the name of the school district and the person at the new school district to whom the student's cumulative records should be sent. If the new school district requests the student's cumulative records, the school district will forward the cumulative records and notify the parents the records have been sent. The notice will inform the parents of their right to review the records sent.

If the student is of compulsory education age and not transferring to another public school district or an accredited nonpublic school, the parents will notify the superintendent that the student is receiving competent private instruction and file the necessary competent private instruction reports.

NOTE: The third paragraph is a reflection of federal law regarding the forwarding of student records.

Legal Reference:	20 U.S.C. § 1232g. Iowa Code §§ 274.1; 299.1-.1A; 299A.11
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I.C. Iowa Code

Iowa Code § 274.1

Iowa Code § 299.1

Iowa Code § 299.1A

Iowa Code § 299A.11

Description

Legal Status

Compulsory Education - Attendance Requirements

Compulsory Attendance Age

Private Instruction - Student Records

Policy 501.08: Student Attendance Records

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 03/25/2025 | **Last Reviewed Date:** 03/25/2025

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

It is the responsibility of the principals to ensure that such reports are filed with the board secretary or their designee as the custodian of district records.

This is a mandatory policy.

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

Iowa Code § 294.4

Description

Teachers - Daily Register

Iowa Code § 299

Compulsory Education

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3

Description

Administration

Policy 501.09: Chronic Absenteeism and Truancy

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 06/17/2025 | **Last Reviewed Date:** 06/17/2025

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take greater ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

Chronic absenteeism/absences means any absence from school for more than ten percent of the days in the semester, as established by the district.

Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least twenty percent of the days in the semester.

Chronic absenteeism and truancy do not apply to the following students who:

- have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving qualifying religious instruction in accordance with relevant laws;
- are unable to attend school due to legitimate medical reasons;
- have an individualized education program that affects the student's attendance;
- have a plan under section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- are attending a private college preparatory school accredited or probationally accredited;
- are excused under *Iowa Code* §299.22;
- are exempt under *Iowa Code* §299.24;
- are a military applicant undergoing military entrance processing;
- are engaged in military service;
- are traveling to attend a funeral; or
- are traveling to attend a wedding.

Evidence may be shown in written or verbal communications with the building level administration. Reasonable travel time will be afforded for engaging in the exceptions listed above. Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, considering the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to supervised study hall or in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

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

This is a mandatory policy.

Legal Reference:	34 C.F.R. sec. 300 28 C.F.R. Pt. 35 Iowa Code §§ 294.4; 299. 281 I.A.C. 12.3(4).
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I.C. Iowa Code

Iowa Code § 294.4

Description

Teachers - Daily Register

Iowa Code § 299

Compulsory Education

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3

Description

Administration

C.F.R. - Code of Federal Regulations

28 C.F.R. 35

Description

Judicial - Disability - Nondiscrimination

34 C.F.R. Pt. 300

Education - Disabilities/Children/Assistance to States

Regulation 501.09-R(1): Chronic Absenteeism and Truancy - Regulation Status: ADOPTED

Original Adopted Date: 06/18/2024 | **Last Revised Date:** 06/17/2025 | **Last Reviewed Date:** 06/17/2025

Daily, punctual attendance is an integral part of the learning experience. The education that goes on in the classroom builds from day to day and absences can cause disruption in the educational progress of the absent student. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and the school.

This regulation is divided into two sections: Section I addresses legal requirements related to chronic absenteeism and truancy and Section II addresses additional academic, disciplinary and extracurricular consequences students face due to chronic absenteeism and truancy. It is important for students to recognize that chronic absenteeism and truancy impacts all these facets of their educational experience.

SECTION I – Legal Requirements

Chronic Absenteeism

When a student meets the threshold to be considered chronically absent, the school official will send notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor, the student's parent, guardian or legal or actual custodian via U.S. mail, electronic mail, electronic message or in person delivery that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.

School Engagement Meeting

If a student is absent from school for at least fifteen percent of the days in a semester, the school official will attempt to find the cause of the absences. If the school official determines that the child's absences are negatively affecting the child's academic progress, the school official will start and participate in a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian or legal or actual custodian if the student is an unemancipated minor; and
- A school official.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

Absenteeism Prevention Plan

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

SECTION II – Academic and Disciplinary Requirements

Students are required to be in attendance, pursuant to board policy, for 90% of the days per semester unless their absences have been excused by the principal for illness (absences of five or more consecutive days due to illness requires a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations approved by the building principal if the student's work is finished prior to the trip or vacation. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. Parents are expected to telephone the school office to report a student's absence prior to 8:15a.m. on the day of the absence.

If a student accumulates five unexcused absences in a class, he or she may lose credit for the class. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing. If a student loses credit, this will be recorded a "WD" (Administrative Withdrawal).

A student who loses credit due to excessive absences is assigned to study hall for the period(s) in which the course(s) meets or the student may be reassigned to another class or location.

I.C. Iowa Code	Description
Iowa Code § 294.4	<u>Teachers - Daily Register</u>
Iowa Code § 299	<u>Compulsory Education</u>
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	<u>Administration</u>
C.F.R. - Code of Federal Regulations	Description
28 C.F.R. 35	<u>Judicial - Disability - Nondiscrimination</u>
34 C.F.R. Pt. 300	<u>Education - Disabilities/Children/Assistance to States</u>

Policy 501.13: Students of Legal Age

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

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

Parents will be allowed to access and view the student's records without written permission from the student if the student is still a dependent for tax purposes. In most cases, with the discretion of the principal or the superintendent, the student will be able to make decisions and sign documents rather than requiring parental permission or signature.

Legal Reference:	20 U.S.C. § 1232g Iowa Code §§ 22; 282.2, .6, .7; 285.4; 599.1; 622.10. 281 I.A.C. 12.3(6).3.
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I.C. Iowa Code	Description
Iowa Code § 22	<u>Open Records</u>
Iowa Code § 282.2	<u>Attendance and Tuition - Offsetting Taxes</u>
Iowa Code § 282.6	<u>Attendance and Tuition - Tuition</u>
Iowa Code § 282.7	<u>Attendance and Tuition - Other School Corp./Payment</u>
Iowa Code § 285.4	<u>Transportation Aid - District Sending</u>
Iowa Code § 599.1	<u>Minors - Period of Minority</u>
Iowa Code § 622.10	<u>Evidence - Communications in Professional Confidence</u>
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	<u>Administration</u>
U.S.C. - United States Code	Description
20 U.S.C. § 1232g	<u>Education - FERPA</u>

Policy 501.14: Open Enrollment Transfers - Procedures as a Sending District **Status: ADOPTED**

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 06/18/2024 | **Last Reviewed Date:** 06/18/2024

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

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

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

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

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

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

This is a mandatory policy.

Policy 501.15: Open Enrollment Transfers - Procedures as a Receiving District Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 06/18/2024 | **Last Reviewed Date:** 06/18/2024

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

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

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

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Open enrollment requests into the school district will also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated into the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met. The district reserves the right to deny continued open enrollment to any students who meet the definition of truant. The district will notify the truant student's parent or guardian and district of residence of the decision to deny enrollment in the future in accordance with applicable laws.

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

Students in grades nine through twelve open enrolling into the school district will be eligible for participation in interscholastic athletics, at the varsity level, in accordance with applicable law.

Parents of students whose open enrollment requests are approved by the board are responsible for providing transportation to and from the receiving school district without reimbursement.

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

class size to exceed the maximum allowed. The area education agency director of special education serving the school district will determine whether the program is appropriate. The special education student will remain in the sending district until the final determination is made. For children requiring special education, the receiving district will complete and provide to the resident district the documentation needed to seek Medicaid reimbursement for eligible services.

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

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

This is a mandatory policy.

Legal Reference:	Iowa Code §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1. 281 I.A.C. 17.
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I.C. Iowa Code	Description
Iowa Code § 139A.8	<u>Immunization of Children</u>
Iowa Code § 274.1	<u>Legal Status</u>
Iowa Code § 279.11	<u>Directors - Powers and Duties - Classroom Assignment</u>
Iowa Code § 282.1	<u>Attendance and Tuition - School Age-Nonresidents</u>
Iowa Code § 282.18	<u>Attendance and Tuition - Open Enrollment</u>
Iowa Code § 282.3	<u>Attendance and Tuition - Admission and Exclusion</u>
Iowa Code § 299.1	<u>Compulsory Education - Attendance Requirements</u>
Iowa Code § 282.8	<u>Attending School Outside State</u>
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 17	<u>Open Enrollment</u>

Cross References

Code	Description
501.06	<u>Student Transfers In</u>
501.07	<u>Student Transfers Out or Withdrawals</u>
501.14	<u>Open Enrollment Transfers - Procedures as a Sending District</u>
606.06	<u>Insufficient Classroom Space</u>

Policy 501.16: Homeless Children and Youth

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 03/11/2022 | **Last Reviewed Date:** 03/11/2022

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

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

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

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

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

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

NOTE: This is a mandatory policy.

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

Description
Homeless Children and Youth

U.S.C. - United States Code
20 U.S.C. § 6301

Description
Education - Elementary and Secondary Improvement

42 U.S.C. § 11302

Public Health - Homeless Assistance

42 U.S.C. § 11431

Public Health - Education for Homeless Children

Cross References

Code

Description

503.03

Fines - Fees - Charges

503.03-R(1)

Fines - Fees - Charges - Student Fee Waiver and
Reduction Procedures

503.03-E(1)

Fines - Fees - Charges - Standard Fee Waiver
Application

507.01

Student Health and Immunization Certificates

603.03

Special Education

711.01

Student School Transportation Eligibility

Policy 502.01: Student Appearance

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

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

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

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

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

NOTE: *This policy reflects the current status of the law regarding student appearance*

Legal Reference:	<u>Hazelwood School District v. Kuhlmeier</u> , 484 U.S. 260 (1988). <u>Bethal School District v. Fraser</u> , 478 U.S. 675 (1986). <u>Tinker v. Des Moines Ind. Comm. Sch. Dist.</u> , 393 U.S. 503 (1969). <u>Bystrom v. Fridley High School</u> , 822 F.2d 747 (8th Cir. 1987). <u>Torvik v. Decorah Community School</u> , 453 F.2d 779 (8th Cir. 1972). <u>Turley v. Adel Community School District</u> , 322 F.Supp. 402 (S.D. Iowa 1971). <u>Sims v. Colfax Comm. School Dist.</u> , 307 F.Supp. 485 (Iowa 1970). Iowa Code § 279.8
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I.C. Iowa Code

Iowa Code § 279.8

Description

Directors - General Rules - Bonds of Employees

U.S. Supreme Court

393 U.S. 503

Description

Tinker v Des Moines Ind. Comm. Sch. Dist. (1969)

Policy 502.02: Care of School Property/Vandalism

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

Students will treat school district property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities.

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

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

Iowa Code § 279.8

Description

Directors - General Rules - Bonds of Employees

Iowa Code § 282.4

Attendance and Tuition - Suspension-Expulsion

Iowa Code § 282.5

Attendance and Tuition - Readmission

Iowa Code § 613.16

Parental Responsibility for Actions of Children

Cross References

Code

802.01

Description

Maintenance Schedule

Policy 502.03: Student Expression and Student Publications Code

Status: ADOPTED

Original Adopted Date: 03/10/2022 | Last Reviewed Date: 03/10/2022

Student Expression

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

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

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

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

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

Student Publications

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

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

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

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

NOTE: This policy represents the current status of students' first amendment rights. This is a mandatory policy and accompanying regulation required by Iowa Code ch. 279.73

Legal Reference:	U.S. Const. amend. I. Iowa Const. art. I (sec. 7) <u>Morse v. Frederick</u> , 551 U.S. 393 (2007) <u>Hazelwood School District v. Kuhlmeier</u> , 484 U.S. 260 (1988). <u>Bethel School District v. Fraser</u> , 478 U.S. 675 (1986). <u>New Jersey v. T.L.O.</u> , 469 U.S. 325 (1985). <u>Tinker v. Des Moines Ind. Comm. Sch. Dist.</u> , 393 U.S. 503 (1969). <u>Bystrom v. Fridley High School</u> , 822 F.2d 747 (8th Cir. 1987). Iowa Code §§ 279.8, .73; 280.22
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I.C. Iowa Code

Iowa Code § 279.73

Iowa Code § 279.8

Iowa Code § 280.22

U.S. Supreme Court

393 U.S. 503

469 U.S. 325

478 U.S. 675

Description

Directors - Powers and Duties - Intellectual Freedom

Directors - General Rules - Bonds of Employees

Student Exercise of Free Expression

Description

Tinker v Des Moines Ind. Comm. Sch. Dist. (1969)

New Jersey T.L.O

Bethel School District v Fraser (1986)

Regulation 502.03-R(1): Student Expression and Student Publications Status: ADOPTED
Code - Regulation

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

- A. **Student Expression defined:** Student Expression is speech, action or other forms of expression which convey a student's beliefs, views or opinions.
- B. **Official school publications defined:** An "official school publication" is material produced by students in journalism, newspaper, yearbook, or writing classes and distributed to students either free or for a fee.
- C. **Limitations to Student Expression**
 - 1. No student will express, publish or distribute publication material which is:
 - a. obscene;
 - b. libelous;
 - c. slanderous; or
 - d. encourages students to:
 - 1. commit unlawful acts;
 - 2. violate lawful school regulations;
 - 3. cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - 4. disrupt or interfere with the education program;
 - 5. interrupt the maintenance of a disciplined atmosphere; or
 - 6. infringe on the rights of others.
- D. **Responsibilities of students for official school publications.**
 - 1. Students writing or editing official school publications will assign and edit the news, editorial and feature contents of the official school publications subject to the limitations of the student publications code and the law.
 - 2. Students will strive to achieve professional standards of accuracy, fairness, objectivity and thoroughness in each and every aspect of official school publications.
 - 3. Students will strive to achieve professional standards of grammar, usage, punctuation and spelling for clarity and accuracy of official school publications.
- E. **Responsibilities of faculty advisors for official school publications.**

Faculty advisors will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. Official school publications are produced under the supervision of a faculty advisor. Faculty advisors to students producing official school publications shall supervise the production of the student staff in order to maintain professional standards of English journalism. District employees acting within the scope of their professional ethics will not suffer adverse employment action or retaliated against for acting to protect a student for engaging in authorized student expression or for refusing to infringe on protected student expression.
- F. **District employee rights**

Any District employee or official, acting within the scope of that person's professional ethics, if any, shall not be dismissed, suspended, disciplined, reassigned, transferred, subject to termination or nonrenewal of a teaching contract or extracurricular contract, or otherwise

retaliated against for acting to protect a student for engaging in expression protected by law, or refusing to infringe upon student expression that is protected by law.

G. Liability

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

H. Appeal procedure

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

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

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

I.C. Iowa Code

Iowa Code § 279.73

Description

Directors - Powers and Duties - Intellectual Freedom

Iowa Code § 279.8

Directors - General Rules - Bonds of Employees

Iowa Code § 280.22

Student Exercise of Free Expression

U.S. Supreme Court

393 U.S. 503

Description

Tinker v Des Moines Ind. Comm. Sch. Dist. (1969)

469 U.S. 325

New Jersey T.L.O

478 U.S. 675

Bethel School District v Fraser (1986)

484 U.S. 260

Hazelwood School District v Kuhlmeier (1988)

551 U.S. 393

Morse v Frederick (2007)

Case Law

Bethal School Dist. v. Fraser

Description

478 U.S. 675 (1986)

Policy 502.04: Student Complaints and Grievances

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

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 or 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. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent.

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.

Legal Reference:	Iowa Code § 279.8
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I.C. Iowa Code
Iowa Code § 279.8

Description
Directors - General Rules - Bonds of Employees

Cross References

Code	Description
210.08	<u>Board Meeting Agenda</u>
210.08-E(1)	<u>Board Meeting Agenda - Example</u>
210.08-E(2)	<u>Board Meeting Agenda - Example (with closed session)</u>
213	<u>Public Participation in Board Meetings</u>

Policy 502.05: Student Lockers

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

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

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

Legal Reference:	Iowa Code §§ 279.8; 280.14; 808A.
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I.C. Iowa Code

Iowa Code § 279.8

Iowa Code § 280.14

Iowa Code § 808A

Description

Directors - General Rules - Bonds of Employees

Uniform School Requirements - Administrators

Student Searches

Cross References

Code

802.01

Description

Maintenance Schedule

Policy 502.06: Weapons

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 06/18/2024 | **Last Reviewed Date:** 06/18/2024

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

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

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

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

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. Students and individuals approved in writing by the Superintendent who are actively engaging in a school district approved firearms safety course, hunter education course or shooting sports activity are exempt from this policy. The superintendent will develop an administrative process or procedures to implement the policy and communicate with law enforcement relevant exemptions to this policy as appropriate.

NOTE: This is a mandatory policy.

Legal Reference:	18 U.S.C. § 921 Iowa Code §§ 279.8; 280.21B; 483A.27(11), 724 281 I.A.C. 12.3(6)
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Policy 502.07: Student Substance Use

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 09/18/2025 | **Last Reviewed Date:** 09/18/2025

The board believes it is imperative to promote the health and well-being of all students in the district. The district will provide a substance use prevention program and set restrictions on substance use by students in accordance with applicable law.

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of alcohol, tobacco/nicotine products, other controlled substances, or "look-alike" substances that appear to be tobacco/nicotine products, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district. "Controlled substances" in this policy refers to the misuse of both licit and illicit drugs.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of tobacco/nicotine products for those under the age of twenty-one, may be reported to the local law enforcement authorities. Possession, use or being under the influence of alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

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

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

NOTE: This policy is mandatory

Legal Reference:	34 C.F.R. Pt. 86 Iowa Code §§ 123.46; 124; 279.8, .9; 453A. 281 I.A.C. 12.3(6); .5(3)(e), .5(4)(e), .5(5)(e)
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Policy 502.08: Search and Seizure

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

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

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco/nicotine, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

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

This is a mandatory policy.

Legal Reference:	U.S. Const. amend. IV. <u>New Jersey v. T.L.O.</u> , 469 U.S. 325 (1985). <u>Cason v. Cook</u> , 810 F.2d 188 (8th Cir. 1987), cert. den., 482 U.S. 930 (1987). Iowa Code ch. 808A 281 I.A.C. 12.3(6).
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Regulation 502.08-R(1): Search and Seizure - Regulation

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

I. Searches, in general.

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

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

1. eyewitness observations by employees;
 2. information received from reliable sources;
 3. suspicious behavior by the student; or,
 4. the student's past history and school record. although this factor alone is not sufficient to provide the basis for reasonable suspicion.
- B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:
1. the age of the student;
 2. the sex of the student;
 3. the nature of the infraction; and
 4. the emergency requiring the search without delay.

II. Types of Searches

A. Personal Searches

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

safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker and Desk Inspections

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

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

C. Automobile Searches

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

I.C. Iowa Code Iowa Code § 808A	Description <u>Student Searches</u>
I.A.C. Iowa Administrative Code 281 I.A.C. 12.3	Description <u>Administration</u>
U.S. Supreme Court 469 U.S. 325	Description <u>New Jersey T.L.O</u>
Case Law Cason v. Cook	Description 810 F.2d 188 (8th Cir. 1987), cert. den., 482 U.S. 930 (1987).
New Jersey v. T.L.O.	469 U.S. 325 (1985)
Cross References	
Code 905.02	Description <u>Nicotine/Tobacco-Free Environment</u>

SEARCH AND SEIZURE CHECKLIST

- I. What factors caused you to have a reasonable and articulable suspicion that the search of this student or the student's effects or automobile would turn up evidence that the student has violated or is violating the law, school policy, rules or regulations affecting school order?

A. Eyewitness account.

1. By whom: _____
2. Date/Time: _____
3. Place: _____
4. What was seen: _____

B. Information from a reliable source.

1. From whom: _____
2. Time received: _____
3. How information was received: _____
4. Who received the information: _____
5. Describe information: _____

C. Suspicious behavior? Explain. _____

D. Time of Search: _____

E. Location of Search: _____

F. Student told purpose of search: _____

G. Consent of student requested: _____

SEARCH AND SEIZURE CHECKLIST

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

A. What were you searching for: _____

B. Where did you search? _____

C. Sex of the student: _____

D. Age of the student: _____

E. Exigency of the situation: _____

F. What type of search was being conducted: _____

G. Who conducted the search: _____

Position: _____ Sex: _____

Signature: _____

H. Witness(s): _____

III. Explanation of Search.

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

B. Describe exactly what was searched: _____

C. What did the search yield: _____

D. What was seized: _____

E. Were any materials turned over to law enforcement officials? _____

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

Policy 503.01: Student Conduct

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 10/26/2023 | **Last Reviewed Date:** 10/26/2023

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.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Assigning detention, and the length of the detention, is within the discretion of the licensed employee or the building principal, disciplining the student.

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.

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 unless due process is provided as required by federal and state law. 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.

This policy is not intended to address the use of therapeutic classrooms or seclusion rooms for students.

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

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

NOTE: This is a mandatory policy

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

Iowa Code § 279.8

Description

Directors - General Rules - Bonds of Employees

Iowa Code § 282.3

Attendance and Tuition - Admission and Exclusion

Iowa Code § 282.4

Attendance and Tuition - Suspension-Expulsion

Iowa Code § 282.5

Attendance and Tuition - Readmission

Iowa Code § 708.1

Assault - Defined

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3

Description

Administration

U.S. Supreme Court

419 U.S. 565

Description

Goss v Lopez (1975)

Case Law

Description

Regulation 503.01-R(1): Student Conduct - Regulation

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 10/26/2023 | **Last Reviewed Date:** 10/26/2023

Administrative Action

A. Probation

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

B. In-School Suspension

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

C. Out-of-School Suspension

1. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.
2. A student may be suspended out of school for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:
 - a. Oral or written notice of the allegations against the student, and
 - b. The opportunity to respond to those charges.

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

3. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents. A reasonable effort is made to personally notify the student's parents and such effort is documented by the person making or attempting to make the contact. Written notice to the parents

will include the circumstances which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

D. Suspensions and Special Education Students

1. Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.
2. Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

I.C. Iowa Code	Description
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 282.3	<u>Attendance and Tuition - Admission and Exclusion</u>
Iowa Code § 282.4	<u>Attendance and Tuition - Suspension-Expulsion</u>
Iowa Code § 282.5	<u>Attendance and Tuition - Readmission</u>
Iowa Code § 708.1	<u>Assault - Defined</u>
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	<u>Administration</u>
U.S. Supreme Court	Description
419 U.S. 565	<u>Goss v Lopez (1975)</u>
Case Law	Description
Brands v. Sheldon CSD	671 F. Supp. 627 (N.D. Iowa 1987)
Bunger v. Iowa HS Athletic Assoc.	197 N.W.2d 555 (Iowa 1972)
Goss v. Lopez	419 U.S. 565 (1975)
Sims v. Colfax CSD	307 F.Supp. 485 (Iowa 1970)
Waterloo ISD Board v. Green	259 Iowa 1260, 147 N.W.2d 854 (1967).
Cross References	
Code	Description
603.03	<u>Special Education</u>
903.05	<u>Distribution of Materials</u>
903.05-R(1)	<u>Distribution of Materials - Regulation</u>

IASB Policy Reference Manual
IASB Policy Management Console

Policy 503.03: Fines - Fees - Charges

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

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

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

NOTE: *This is a mandatory policy.*

Legal Reference:	Iowa Code §§ 256.7(20); 279.8; 280.10, .11; 282.6; 285.1; 301.1. 281 I.A.C. 18.2.
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I.C. Iowa Code	Description
Iowa Code § 256.7	<u>DE - Duties of State Board</u>
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 280.10	<u>Uniform School Requirements - Eye-protective devices</u>
Iowa Code § 280.11	<u>Uniform School Requirements - Ear Protective Devices</u>
Iowa Code § 282.6	<u>Attendance and Tuition - Tuition</u>
Iowa Code § 285.1	<u>Transportation Aid - Entitlement</u>
Iowa Code § 301.1	<u>Textbooks - Adoption, Purchase, Sale</u>
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 18.2	<u>School Fees - Policy</u>

Cross References

Code	Description
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Policy 503.04: Good Conduct Rule

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

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

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

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

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

NOTE: This is a mandatory policy

Legal Reference:	<i>Bunger v. Iowa High School Athletic Assn.</i> , 197 N.W.2d 555 (Iowa 1972). <i>In re Jason Clark</i> , 1 D.P.I. App. Dec. 167 (1978). Iowa Code §§ 280.13, .13A. 281 I.A.C. 12.3(6); 36.15(1).
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I.C. Iowa Code

Iowa Code § 280.13

Description

Uniform School Requirements - Athletics

Iowa Code § 280.13A

Uniform School Requirements - Sharing Interscholastic Activities

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3

Description

Administration

281 I.A.C. 36.15

Interscholastic Competition - Eligibility

Case Law

Description

Policy 503.05: Corporal Punishment, Mechanical Restraint and Prone Restraint **Status: ADOPTED**

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

The use of corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools. Corporal punishment is defined as the intentional physical punishment of a student. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from any of the following which are not considered corporal punishment:

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
 - To quell a disturbance or prevent an act that threatens physical harm to any person.
 - To obtain possession of a weapon or other dangerous object(s) within a student's control.
 - For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.03.
 - For the protection of property as provided for in IOWA CODE section 704.04 or 704.05.
 - To remove a disruptive student from class or any area of school premises or from school-sponsored activities off school premises.
 - To protect a student from the self-infliction of harm.
 - To protect the safety of others.
- Using incidental, minor, or reasonable physical contact to maintain order and control.

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

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

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

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

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

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

This is a mandatory policy.

Legal Reference:	<u>Ingraham v.Wright</u> , 430 U.S. 651 (1977). <u>Goss v. Lopez</u> , 419 U.S. 565 (1975). <u>Tinkham v. Kole</u> , 252 Iowa 1303, 110 N.W.2d 258 (1961). Iowa Code §§ 279.8; 280.21. 281 I.A.C. 12.3(6); 103.
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I.C. Iowa Code

Iowa Code § 279.8

Description

Directors - General Rules - Bonds of Employees

Iowa Code § 280.21

Corporal Punishment

I.A.C. Iowa Administrative Code

281 I.A.C. 103

Description

Corporal Punishment, Physical Restraint, Seclusion

281 I.A.C. 12.3

Administration

U.S. Supreme Court

419 U.S. 565

Description

Goss v Lopez (1975)

430 U.S. 651 (1977)

Ingraham v Wright (1977)

Case Law

Goss v. Lopez

Description

419 U.S. 565 (1975)

Ingraham v. Wright

430 U.S. 651 (1977)

Tinkham v. Kole

252 Iowa 1303, 110 N.W.2d 258 (1961)

Cross References**Code**

402.03

Description

Abuse of Students by School District Employees

503.06

Physical Restraint and Seclusion of Students

503.06-R(1)

Physical Restraint and Seclusion of Students - Regulation

Policy 503.06: Physical Restraint and Seclusion of Students

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

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

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

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

Physical restraint or seclusion is reasonable or necessary only:

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

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

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

NOTE: This is mandatory policy.

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

Iowa Code § 279.8

Description

Directors - General Rules - Bonds of Employees

Iowa Code § 280.21

Corporal Punishment

I.A.C. Iowa Administrative Code

281 I.A.C. 103

Description

Corporal Punishment, Physical Restraint, Seclusion

Cross References**Code**

402.03

Description

Abuse of Students by School District Employees

503.05

Corporal Punishment, Mechanical Restraint and Prone Restraint

Regulation 503.06-R(1): Physical Restraint and Seclusion of Students - Status: ADOPTED Regulation

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

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

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

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

I.C. Iowa Code

Iowa Code § 279.8

Description
Directors - General Rules - Bonds of Employees

Iowa Code § 280.21

Corporal Punishment
I.A.C. Iowa Administrative Code

281 I.A.C. 103

Description
Corporal Punishment, Physical Restraint, Seclusion
Cross References
Code

402.03

Description
Abuse of Students by School District Employees

503.05

Corporal Punishment, Mechanical Restraint and Prone Restraint

Policy 503.07: Student Disclosure of Identity

Status: ADOPTED

Original Adopted Date: 06/07/2023 | **Last Reviewed Date:** 06/07/2023

It is the goal of the district to provide a safe and supportive educational environment in which all students may learn. As part of creating that safe educational environment, no employee of the district will provide false or misleading information to the parent/guardian of a student regarding that student's gender identity or intention to transition to a gender that is different from their birth certificate or certificate issued upon adoption.

If a student makes a request to a licensed employee to accommodate a gender identity, name, or pronoun that is different than what was assigned to the student in the student's registration forms or records, the licensed employee is required by Iowa law to report the request to an administrator. The school administrator receiving the report is required by Iowa law to report the request to the student's parent/guardian. This requirement also applies to all nicknames.

To maintain compliance with Iowa law and also provide efficiency in the reporting requirements listed above, the Superintendent will provide the opportunity for parents and guardians to list in the student's registration paperwork any and all nicknames used for students.

Legal Reference: §279.78

I.C. Iowa Code

Iowa Code § 279.78

Description

Parental Rights in Ed

Policy 503.08: Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence **Status: ADOPTED**

Original Adopted Date: 09/21/2023 | **Last Reviewed Date:** 09/21/2023

The Board believes inappropriate student conduct, including threats of violence, causing 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.

The Board supports the use of video cameras to prevent inappropriate student conduct on school premises. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The video tapes are student records subject to school district confidentiality, board policy and administrative regulations.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for 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 obtain their education or participation; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, and expulsion.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day or on a non-school day. Assigning detention, and the length of the detention, is within the discretion of the licensed employee or the building principal disciplining the student.

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.

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 unless due process is provided as required by federal and state law. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

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.

Placement in an alternate learning environment means placement of a student in an environment established apart from the regular educational program that includes rules, staff and resources designed to accommodate student needs and to provide a comprehensive education consistent with the student learning goals and content standards established by the school district.

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

District Response to a Threat or Incident of Violence by a Student

Reporting a Threat of Violence or Incidence of Violence

In the case of any threat of violence or incident of violence that results in injury, property damage or assault by a student, the teacher will report to the school principal or lead administrator within 24 hours of the incident. The principal or lead administrator will notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence and the student(s) who the threatened or perpetrated act of violence was made against within 24 hours after receipt of the teacher's report and complete an investigation of the incident as soon as possible. The classroom teacher may also notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed.

An investigation will be initiated by the principal or lead administrator upon learning of an incident of violence or threat of violence through any credible means. If the principal or lead administrator finds that an incident of violence or threat of violence did occur, the administrator will determine the level of threat or incident by considering all aspects of the situation, including the student's intent and knowledge of the impact of their actions, their developmental level and context of the incident. The resolution will focus on identifying the cause behind the behavior and appropriate corrective action.

A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence.

Threat of Violence

Threat of violence means a written, verbal, electronic or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

Incident of Violence

Incident of violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

Injury

Injury means "physical pain, illness or any impairment of physical condition.

Property Damage

Property damage means any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property.

Assault

Assault means 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.

Escalating Responses by Grade Band - Grades PK-2

Escalating Response Level 1

- Requires parent or guardian notification
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Responses may include any of the following:
 - Parent or guardian conference that includes the student, when appropriate;
 - When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention; and/or
 - Temporary removal from class.
 - Unless the first offense is unusually serious, the administrator will avoid permanent removal from a class.

Escalating Response Level 2

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Responses to the incident may include the following:
 - Parent or guardian conference that includes the student, when appropriate;
 - When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention;
 - Temporary or permanent removal from extracurricular activities;
 - Temporary or permanent removal from class;
 - In-school suspension;
 - Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or
 - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.

Escalating Response Level 3

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Responses to an incident may include the following:
 - Parent or guardian conference that includes the student, when appropriate;
 - When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s).
 - Detention;
 - Temporary or permanent removal from extracurricular activities;
 - Temporary or permanent removal from class;
 - In-school suspension;
 - Out-of-school suspension;
 - Suspension of transportation privileges, if misconduct occurred in a school vehicle;
 - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or
 - Recommendation for expulsion.

Escalating Responses by Grade Band - Grades 3-5

Escalating Response Level 1

- Requires parent or guardian notification.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
 - Responses to an incident may include the following:
 - Parent or guardian conference that may include the student, when appropriate;
 - When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention; and/or

- Temporary removal from class.
 - Unless the first offense is unusually serious, the administrator will avoid permanent removal from a class.

Escalating Response Level 2

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Response to an incident may include, but are not limited to, the following:
 - Parent or guardian conference that includes the student, when appropriate;
 - When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention;
 - Temporary or permanent removal from extracurricular activities;
 - Temporary or permanent removal from class;
 - In-school suspension;
 - Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or
 - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.

Escalating Response Level 3

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Response to an incident may include the following:
 - Parent or guardian conference that includes the student, when appropriate;
 - When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention;
 - Temporary or permanent removal from extracurricular activities;
 - Temporary or permanent removal from class;
 - In-school suspension;
 - Out-of-school suspension;
 - Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or
 - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or o Recommendation for expulsion.

Escalating Responses by Grade Band - Grades 6-8

Escalating Response Level 1

- Requires parent or guardian notification.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Responses to an incident may include the following:
- Parent or guardian conference that may include the student, when appropriate;

- When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;
- Behavior intervention student agreement coupled with another response(s);
- Restitution or opportunities to repair relationships coupled with another response(s);
- Detention; and/or
- Temporary removal from class

Escalating Response Level 2

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Responses to an incident may include, but are not limited to, the following:
 - Parent or guardian conference that includes the student, when appropriate;
 - When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention;
 - Temporary or permanent removal from extracurricular activities;
 - Temporary or permanent removal from class;
 - In-school suspension;
 - Out-of-school suspension;
 - Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or
 - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.

Escalating Response Level 3

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Response to an incident may include the following:
 - Parent or guardian conference that may include the student, when appropriate;
 - When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention;
 - Temporary or permanent removal from extracurricular activities;
 - Temporary or permanent removal from class;
 - In-school suspension;
 - Out-of-school suspension; o Suspension of transportation privileges, if misconduct occurred in a school vehicle;
 - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or
 - Recommendation for expulsion.

Escalating Responses by Grade Band - Grades 9-12

Escalating Response Level 1

- Requires parent or guardian notification.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Responses to an incident may include, but are not limited to, the following:
 - Parent or guardian conference that includes the student, when appropriate;
 - When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention;
 - Temporary removal from extracurricular activities;
 - Temporary removal from class;
 - In-school suspension; and/or
 - Suspension of transportation, if misconduct occurred in a school vehicle

Escalating Response Level 2

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Response to an incident may include the following:
 - Parent or guardian conference that includes the student, when appropriate;
 - When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention;
 - Temporary or permanent removal from extracurricular activities;
 - Temporary or permanent removal from class;
 - In-school suspension;
 - Out-of-school suspension;
 - Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or
 - Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.

Escalating Response Level 3

- Requires parent or guardian notification.
- Review of response to prior offense, if applicable, to inform increased level of response.
- Requires individualized educational program (IEP) meeting, if the student has an IEP.
- Response to an incident may include the following:
 - Parent or guardian conference that includes the student, when appropriate;
 - When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention;
 - Temporary or permanent removal from extracurricular activities;
 - Temporary or permanent removal from class; o In-school suspension;
 - Out-of-school suspension; o Suspension of transportation privileges, if misconduct occurred in a school vehicle;

- Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or
- Recommendation for expulsion.

Legal Reference: (Code of Iowa) Chapter 279.8, 282.4, 282.5; Code of Iowa Administrative Rules: Chapter 281 – 41.71 (1) (2) (3) (4), 281 - 41.72 (1) (2), 281 – 41.73 (1) (2) (3) (4) (5) Goss V. Lopez 95 S. Ct. 729 (1975)

2023 Iowa Acts, chapter 96 (House File 604)

Iowa Code section 279.79

I.C. Iowa Code	Description
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 282.4	<u>Attendance and Tuition - Suspension-Expulsion</u>
Iowa Code § 282.5	<u>Attendance and Tuition - Readmission</u>
Iowa Code § 282.5	<u>Attendance and Tuition - Readmission</u>
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 41.71	281 I.A.C. 41.71
281 I.A.C. 41.72	281 I.A.C. 41.72
281 I.A.C. 41.73	281 I.A.C. 41.73
Case Law	Description
Goss v. Lopez	419 U.S. 565 (1975)

Policy 503.09: Student Use of Personal Electronic Devices

Status: ADOPTED

Original Adopted Date: 08/11/2025 | **Last Reviewed Date:** 08/11/2025

In order to promote the best educational experience, students should feel connected to their educational environment and to others in the school community. Building meaningful connections can occur in a variety of ways. Technology has advanced peoples' ability to connect with one another across a variety of virtual platforms, and when used appropriately, adds value to the learning environment. However, it is vital to the developmental health and growth of students that the district provides opportunities for students to connect with peers and other members of their school community in-person whenever possible. In-person learning and interactions teach vital life and social skills that students will need for their continued success in the community.

For this reason, student use of personal electronic devices during instructional time is prohibited. Students have access to district-owned electronic devices as appropriate for the instructional needs of the learning environment and authorized by the classroom teacher. Parents or guardians who need to communicate with students during instructional time may contact the school building administrative office.

Instructional time is defined to [mean periods of classroom instruction from the beginning of class bell until the end of class bell; include lunch, recess, and passing periods.]

Personal electronic devices means any device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. This may include but is not limited to electronic communication equipment, mobile phones, smart phones, video game devices and portable media players. Students may wear smart or electronic watches but may not use any communication applications or features that are prohibited from use on other electronic devices and all notifications must be turned off. Personal electronic devices that have been specifically authorized under a current individual education plan (IEP), a Section 504 plan, or an Individual Health Plan (IHP) are exempt from this policy.

Parents or guardians of students may request to building level administration that a student retain access to the student's personal electronic device during instructional time if the parent or guardian can establish there is a legitimate reason related to the student's mental or physical health for the student to retain access during instructional time. This reason must be tied to the student's multi-tiered system of support framework. Any denials may be appealed to the Superintendent, who will be the final decisionmaker on the request.

Students who choose to use personal electronic devices outside instructional time but while on school property, at school-sponsored events, or in a manner that may impact the educational environment must use these devices in accordance with all applicable laws and board policies. Students who violate this policy may face disciplinary consequences up to and including suspension or expulsion. The Superintendent, in conjunction with building level administration, will develop administrative regulations in accordance with this policy.

Note: *This policy is mandatory. Language should be adapted to suit the needs of individual districts. While*

districts can make policy language that is more restrictive than the language in this policy and regulation, districts cannot include language that is less restrictive than the language offered in this sample policy. Districts should determine what definition of instructional time is appropriate and include it in this policy. The definition of personal electronic devices includes cell phones, headphones and other Bluetooth devices. Smartwatches have been specifically exempted if the settings are appropriately configured. However, individual districts should decide whether to exempt smartwatches. Instructional time is defined to include lunch, recess, and passing periods in this policy. However, districts should adapt this language to suit the needs of their individual communities.

Legal References:

16 C.F.R. 312

34 C.F.R. pt. 99

47 C.F.R. 54.520

Iowa Code 279.8

I.C. Iowa Code	Description
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
C.F.R. - Code of Federal Regulations	Description
16 C.F.R. 312	<u>Children's Online Privacy Protection Rule</u>
34 C.F.R. Pt. 99	<u>Education - Family Rights and Privacy</u>
47 C.F.R. 54.520	<u>Communications - Children's Internet Protection Act</u>

Cross References

Code	Description
401.12	<u>Employee Use of Cell Phones</u>
401.12-R(1)	<u>Employee Use of Cell Phones - Regulation</u>

Policy 504.01: Student Government

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

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

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

Legal Reference:	Iowa Code § 279.8
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I.C. Iowa Code

Iowa Code § 279.8

Description

Directors - General Rules - Bonds of Employees

Policy 504.02: Student Organizations

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

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

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

Curriculum-Related Organizations

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

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

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

Noncurriculum-Related Organizations

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

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

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

It is the responsibility of the superintendent, in conjunction with the principal, to develop

administrative regulations regarding this policy.

This is a mandatory policy.

Legal Reference:	<u>Westside Community Board of Education v Mergens</u> , 496 U.S. 226 (1990). <u>Bender v. Williamsport Area Community School District</u> , 741 F.2d 538 (3d Cir. 1984), <i>vacated and remanded on other grounds</i> , 475 U.S. 534 (1986). 20 U.S.C. §§ 4071-4074 Iowa Code §§ 287; 297.9.
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Policy 504.04: Student Performances

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

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

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

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

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

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

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

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

Iowa Code § 280

Description

Uniform School Requirements

I.A.C. Iowa Administrative Code

281 I.A.C. 12.6

Description

General Accreditation Standards - Activity Program

Policy 504.06: Student Activity Program

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

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

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

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

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

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

Note: *This is a mandatory policy*

Legal Reference:	20 U.S.C. §§ 1681-1683; 1685-1686. 34 C.F.R. Pt. 106.41 Iowa Code §§ 216.9; 280.13-.14. 281 I.A.C. 12.3(6), 12.6., 36.8.
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Policy 505.01: Student Progress Reports and Conferences

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

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

Parent-teacher conferences will be held twice a year to keep parents informed of student progress.

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

NOTE: This is a mandatory policy.

Legal Reference:	Iowa Code §§ 256.11, 41; 280, 284.12. 281 I.A.C. 12.3(4), 12.3(6), .5(16).
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I.C. Iowa Code	Description
Iowa Code § 256.11	<u>DE - Educational Standards</u>
Iowa Code § 256.41	<u>DE - Online Learning Requirements</u>
Iowa Code § 280	<u>Uniform School Requirements</u>
Iowa Code § 284.12	<u>Teacher Performance, Compensation, Development - Rules</u>
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	<u>Administration</u>
281 I.A.C. 5	<u>Public Records - Fair Access</u>

Policy 505.02: Student Promotion - Retention - Acceleration

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 06/18/2024 | **Last Reviewed Date:** 06/18/2024

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

The district shall adhere to the following:

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

For students in grades kindergarten through sixth, if a student is not reading at a proficient level, the district will notify a student's parent or guardian of the student's reading level, and the option for parents to request that the student be retained in the student's current grade level for the subsequent school year. The district is prohibited from promoting a student to the next grade level if the student is not reading proficiently, and the student's parent or guardian requests the student be retained at their current grade level for the next year.

Any student or parent who is not satisfied with the decision of the district's professional staff may seek recourse through policy 502.4 – Student Complaints and Grievances.

NOTE: School districts that use specific steps or processes for determining retention or acceleration should reference the applicable criteria or where to locate the criteria in the bulleted information above.

Policy 505.04: Testing Program

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 06/07/2023 | **Last Reviewed Date:** 06/07/2023

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

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

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

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

Prior to an employee or contractor of the district providing information on a student enrolled in the district on any survey related to the social or emotional abilities, competencies or characteristics of the student; the district will provide the parent/guardian of the student detailed information related to the survey and obtain written consent of the parent/guardian of the student. This includes the person who created the survey, the person who sponsors the survey, how the information generated by the survey is used and how information generated by the survey is stored. This requirement will not prohibit a district employee from answering questions related to a student enrolled in the district as part of developing or implementing an individualized education program for the student.

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

This is a mandatory policy.

Legal Reference:	20 U.S.C. § 1232h Iowa Code §§ 279.79; 280.3
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Policy 505.05: Graduation Requirements

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 06/17/2025 | **Last Reviewed Date:** 06/17/2025

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

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 48 credits prior to graduation. The following credits will be required for graduation:

- English/Language Arts: 8 credits
- Mathematics: 6 total credits
- American History: 2 credits
- Human Geography: 2 credits
- US Government: 1 credit
- Social Studies Elective: 1 credit
- Science: 6 total credits
- Financial Literacy: 1 credit
- Exercise Science: 4 credits
- Electives: 17 credits

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

Prior to graduation, the district will advise students on how to successfully complete the free application for federal student aid.

Graduation requirements for special education students include successful completion of four years of English, three years of math, three years of social studies and three years of science.

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

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

Beginning with the school year starting July 1, 2026, students must receive a passing score on the civics test as set forth by the Iowa Department of Education and required by relevant laws.

NOTE: This is a mandatory policy.

Policy 505.06: Early Graduation

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

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

NOTE: *This is a mandatory policy.*

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

Iowa Code § 279.8

Description

Directors - General Rules - Bonds of Employees

Iowa Code § 280.3

Education Program - Attendance Center Requirements

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3

Description

Administration

281 I.A.C. 12.5

General Accreditation Standards - Education Program

Policy 505.07: Commencement

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

Students who have met the requirements for graduation will be allowed to participate in the commencement proceedings provided they abide by the proceedings organized by the school district.

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

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

Iowa Code § 279.8

Description

Directors - General Rules - Bonds of Employees

Iowa Code § 280.3

Education Program - Attendance Center Requirements

I.A.C. Iowa Administrative Code

281 I.A.C. 12.5

Description

General Accreditation Standards - Education Program

Policy 505.08: Parent and Family Engagement District-Wide Policy **Status: ADOPTED**
(Formerly Parental Involvement)

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

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

- Involve parents and families in the development of the Title I plan, the process for school review of the plan and the process for improvement by gathering feedback at the Title I Family Night and the building-level School Improvement Advisory Committee.
- Provide coordination, technical assistance and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance by hosting family night at each building and receiving programming feedback from parents.
- To the extent feasible, coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies outlined in other relevant Federal, State, and local laws and programs.
- Conduct with the involvement of parents and family members an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the school served including identifying: barriers to greater participation by parents in Title I activities (with particular attention to low income parents, Limited English Proficient (LEP) parents, parents of any racial or ethnic minority, parents with disabilities and parents with limited literacy); needs of parents and family to assist their children's learning; and strategies to support successful school and family interactions by hosting events throughout the year to garner parent feedback, including Title I Family Night and building-level School Improvement Advisory Committees.
- Use the findings of the annual evaluation to design strategies for more effective parent and family involvement and to revise, as necessary, the parent and family involvement policies.
- Involve parents and families in Title I activities by hosting an annual Title I Family Night

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

The board will review this policy annually. The superintendent is responsible for notifying parents and families of this policy annually or within a reasonable time after it has been

amended during the school year. The superintendent may develop an administrative process or procedures to implement this policy.

NOTE: *This is a mandatory policy and accompanying regulation.*

Legal Reference:	20 U.S.C. §6318
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U.S.C. - United States Code

20 U.S.C. §6318

Description

Education - Parent and Family Engagement

Cross References

Code

903.02

Description

Community Resource Persons and Volunteers

Regulation 505.08-R(1): Parent and Family Engagement District-Wide Policy (Formerly Parental Involvement) - Building-Level Regulation **Status: ADOPTED**

Original Adopted Date: 03/10/2022 | Last Reviewed Date: 03/10/2022

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

1. **Policy Involvement:** The district will host an annual meeting and invite all parents to attend; and inform parents of their rights and the district's requirements under Title I. This meeting will also invite parents to become involved in the planning, review and improvement of a building policy and in developing the district plan. The district will inform parents of:
 - programs under this policy,
 - curriculum and assessment used for students,
 - the opportunity to meet with administration to participate in decisions related to their children's education,
 - a description and explanation of curriculum used in the school forms of academic assessment used to measure student progress, and
 - achievement levels of the challenging State academic standards.
2. **Accessibility:** Provide opportunities for informed participation of parents and family members in understandable formats and languages. This includes participation by parents and family members who may have disabilities, limited English proficiency, and migratory children. Offer a flexible number of meetings during the day, evening and weekends to facilitate parent involvement. The superintendent has discretion to allow schools to provide childcare for families of students during these meetings through Title I funds.
3. **High Student Academic Achievement:** Each Title I school in the district will jointly develop with parents and family members a school-parent compact that outlines how parents, staff and students share responsibility for improving student academic achievement; and how a partnership will be built to achieve this. The compact will describe the responsibility of the school to provide high quality curriculum and instruction, and the parents' responsibility to support their children's learning. This will also address the importance of communication between schools and parents through parent teacher conferences, regular reports to parents on their children's progress, and ensuring regular meaningful communication between family and school staff.
4. **Building Capacity for Involvement:** Each school within the district will include in their plan ways to achieve the following:
 - Assist parents and families to understand topics including academic standards and assessments and how to monitor student progress;
 - Provide materials and training to help parents work with students to improve achievement;
 - Educate teachers and staff in how to communicate with parents and build ties to foster academic success;
 - Coordinate and integrate other federal, state and local programs to support parents in more fully participating in students' education;
 - Ensure information related to programs is sent to parents and families in understandable formats; and

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

U.S.C. - United States Code

20 U.S.C. §6318

Description

Education - Parent and Family Engagement

Cross References**Code**

903.02

Description

Community Resource Persons and Volunteers

Policy 506.01: Education Records Access

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 03/25/2025 | **Last Reviewed Date:** 03/25/2025

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. Education records may be maintained in the central administration office or administrative office of the student's attendance center. Education records requests should be directed to the board secretary as custodian of district records, or their designee.

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 a special education student's education records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

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

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

be maintained electronically with a secure backup file.

When personally identifiable information, other than permanent education records, is no longer needed to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records, except for permanent records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. For purposes of policy, "no longer needed to provide educational 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 the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-8520.

NOTE: This is a mandatory policy.

Legal Reference:	20 U.S.C. § 1232g, 1415. 34 C.F.R. Pt. 99, 300, .610 <i>et seq.</i> Iowa Code §§ 22; 279.9B, 280.24, .25, 622.10. 281 I.A.C. 12.3(4); 41
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Regulation 506.01-R(1): Education Records Access - Regulation

Status: ADOPTED

Original Adopted Date: 03/10/2022 | Last Reviewed Date: 03/10/2022

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

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

A. Access to Records

1. Parents, eligible students, and other individuals authorized in accordance with law will have access to the student's education records during the regular business hours of the school district. Parents and eligible students will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. An eligible student or parent, upon written request to the board secretary, shall receive an explanation and interpretation of the education records. A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.
2. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

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

C. Procedures for Requesting a Record Amendment

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

2. The school district will decide whether to amend the education student records within a reasonable time after receipt of the request.
3. If the school district determines an amendment is made to the education student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.
4. If the school district determines that amendment of the student's education record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. The hearing officer may be an employee of the school district, so long as the employee does not have a direct interest in the outcome of the hearing.
5. Upon parental request, the school district will hold a hearing regarding the content of a student's education records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
6. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
7. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.
8. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
9. The parents may appeal the hearing officer's decision to the superintendent within five business days if the superintendent does not have a direct interest in the outcome of the hearing.
10. The parents may appeal the superintendent's decision or the hearing officer's decision if the superintendent was unable to hear the appeal, to the board within five business days. It is within the discretion of the board to hear the appeal.
11. If the parents' and the eligible student's request to amend the education student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the education student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's education records will become a part of the education student record and be maintained like other education student records. If the school district discloses the education student records, the explanation by the parents will also be disclosed or the eligible student of the decision in writing.

I.C. Iowa Code

Iowa Code § 22

Description

Open Records

Iowa Code § 279.9B

Directors - Powers and Duties - Reports to Juvenile Authorities

Iowa Code § 280.24

Drug & Alcohol Possession Reporting

Iowa Code § 280.25

Information Sharing

Iowa Code § 622.10

Evidence - Communications in Professional Confidence

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3

Description

Administration

Policy 506.02: Student Directory Information

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

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

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.

NOTE: This is a mandatory policy.

Legal Reference:	20 U.S.C. § 1232g. 34 C.F.R. § 99. Iowa Code § 22; 622.10. 281 I.A.C. 12.3(4); 41.
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**Regulation 506.02-R(1): Student Directory Information - Use of
Directory Information**

Status: ADOPTED

Original Adopted Date: 03/10/2022 | Last Reviewed Date: 03/10/2022

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

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

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

Parents/guardians who do not want Mount Pleasant Community School District to disclose directory information from a student's education records without y prior written consent must notify the District in writing. Mount Pleasant Community School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing

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

Policy 506.04: Student Library Circulation Records

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

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

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

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

NOTE: *This is a mandatory policy*

Legal Reference:	20 U.S.C. § 1232g 34 C.F.R. Pt. 99 Iowa Code §§ 22 281 I.A.C. 12.3(4).
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I.C. Iowa Code
Iowa Code § 22

Description
Open Records

I.A.C. Iowa Administrative Code
281 I.A.C. 12.3

Description
Administration

U.S.C. - United States Code
20 U.S.C. § 1232g

Description
Education - FERPA

Policy 507.01: Student Health and Immunization Certificates

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 06/17/2025 | **Last Reviewed Date:** 06/17/2025

Students desiring to participate in athletic activities will have a physical examination by a licensed healthcare provider and provide proof of such an examination to the school district.

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

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy. The district will include information related to immunization requirements as well as exemption requirements in the district's registration documentation as well as on the district's website.

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

Iowa Code § 139A.8

Description

Immunization of Children

Iowa Code § 280.13

Uniform School Requirements - Athletics

I.A.C. Iowa Administrative Code

281 I.A.C. 33.5

Description

Homeless Children and Youth - Immunizations

641 I.A.C. 7

Public Health - Immunizations

Cross References

Code

402.02

Description

Child Abuse Reporting

Policy 507.02: Administration of Medication to Students

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Revised Date:** 09/18/2025 | **Last Reviewed Date:** 09/18/2025

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

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by licensed health personnel working under the auspice of the school with collaboration from the parent or guardian, individual's health care provider or education team pursuant to 281.14.2(256) . Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma, airway constricting diseases, respiratory distress or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency.

Persons administering medication shall include authorized practitioners, such as licensed registered nurses and physician, and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course conducted by a registered nurse or pharmacist that is provided by the department of education). The medication administration course is completed every five years with an annual procedural skills check completed with a registered nurse or a pharmacist. A record of course completion shall be maintained by the school.

A written medication administration record shall be on file including:

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

Medication shall be stored in a secured area unless an alternate provision is documented. The development of emergency protocols for medication-related reactions is required. Medication information shall be confidential information as provided by law.

Disposal of unused, discontinued/recalled, or expired abandoned medication shall be in compliance with federal and state law. Prior to disposal school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications needs to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

NOTE: This is a mandatory policy.

Legal Reference:	Disposing on Behalf of Ultimate Users, 79 Fed. Reg. 53520, 53546 (Sept. 9, 2014). Iowa Code §§124.101(1); 147.107; 152.1; 155A.4(2); 280.16; 280.23. 481 IAC 620. 281 IAC §14.1, 2
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I.C. Iowa Code	Description
Iowa Code § 124	<u>Controlled Substances</u>
Iowa Code § 147.107	<u>Drug Dispensing/Supplying</u>
Iowa Code § 152	<u>Nursing</u>
Iowa Code § 155A.4	<u>Dispensing/Distributing Prescription Drugs - Exceptions</u>
Iowa Code § 280.16	<u>Asthma - epi-pens</u>
Iowa Code § 280.23	<u>Student Health Services</u>

I.A.C. Iowa Administrative Code	Description
281 I.A.C. 14	<u>Special Health Services</u>
281. I.A.C 14.1	<u>Medication Administration</u>
481. I.A.C. 620	<u>Nursing Practice for Registered Nurses/LPNs</u>

Cross References

Code	Description
603.03	<u>Special Education</u>
607.02	<u>Student Health Services</u>
607.02-R(1)	<u>Student Health Services - Regulation</u>
804.05	<u>Stock Prescription Medication Supply</u>

Policy 507.08: Student Special Health Services

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

The board recognizes that some special education students need special health services during the school day. These students will receive special health services in conjunction with their individualized health plan.

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

This is a mandatory policy.

Legal Reference:	<u>Board of Education v. Rowley</u> , 458 U.S. 176 (1982). <u>Springdale School District #50 v. Grace</u> , 693 F.2d 41 (8th Cir. 1982). <u>Southeast Warren Comm. School District v. Dept. of Public Instruction</u> , 285 N.W.2d 173 (Iowa 1979). 20 U.S.C. §§ 1400 <i>et seq.</i> 34 C.F.R. Pt. 300 <i>et seq.</i> Iowa Code §§ 256.11(7); 256B; 273.2, .5, .9(2)-(3); 280.8. 281 I.A.C. 14.2
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I.C. Iowa Code	Description
Iowa Code § 256.11	<u>DE - Educational Standards</u>
Iowa Code § 256B	<u>Special Education</u>
Iowa Code § 273.2	<u>AEA's Powers, Services, Programs</u>
Iowa Code § 273.5	<u>AEA's -Special Education</u>
Iowa Code § 273.9	<u>AEA's - Funding</u>
Iowa Code § 280.8	<u>Uniform School Requirements - Special Education</u>
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 14	<u>Special Health Services</u>
U.S.C. - United States Code	Description
20 U.S.C. §§ 1400	<u>IDEA - General Provisions</u>
U.S. Supreme Court	Description
480 U.S. 279	<u>School Board of Nassau Cnty. V Arline (1987)</u>

Policy 507.09: Wellness

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

The Mount Pleasant 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;
- The District child nutrition program will accommodate students with special dietary needs.
- 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 and vending machines;
- Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks In School nutrition standards.
- Snacks provided to students during the school day without charge (e.g., class parties) will aim to meet standards set by the district in accordance with law. The district will provide parents a list of foods and beverages that meet nutrition standards for classroom snacks and celebrations.

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.
- The principal will ensure compliance with the Wellness Policy that pertains to their building.

The Board of Directors of the Mount Pleasant Community School District promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. An important aspect is that the district is 'peanut/tree nut aware.' We work with students, parents and staff to ensure those affected by a peanut or tree nut allergy will have a plan in place to ensure safety at school.

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

Goal 1 – Nutrition Education and Promotion: Schools will provide nutrition education and engage in nutrition promotion that help students develop lifelong healthy eating behaviors. The goal(s) for addressing nutrition education and nutrition promotion include, but are not limited to the following:

- Provide students with the knowledge and skills necessary to promote and protect their health;
- Ensure nutrition education and promotion are not only part of health education classes, but also integrated into other classroom instruction;
- Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits, and school gardens;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy foods;
- Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Link with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods, and nutrition-related community services;

- **Concessions:** The Mount Pleasant Community School District encourages concessions that are sold outside of the instructional day to offer nutritious options for sale including but not limited to; fresh fruits, vegetables, yogurt, granola bars and string cheese. Water should also be offered wherever beverages are sold.

Goal 2 – Physical Activity: Schools will provide students and staff with appropriate opportunities to engage in physical activity that meet federal and state guidelines, including the Iowa Healthy Kids Act. The goal(s) for addressing physical activity include, but are not limited to, the following:

- Promote the benefits of a physically active lifestyle and help students develop skills to engage in lifelong healthy habits;
- Engage students in moderate to vigorous activity during at least 50 percent of physical education class time;
- Encourage classroom teachers to provide short physical activity breaks (3-5 minutes), as appropriate;
- Encourage teachers to incorporate movement and kinesthetic learning approaches into core subject instructions when possible;
- Offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle;
- Afford elementary students with recess according to the following:
 - At least 20 minutes a day;
 - Outdoors as weather and time permits;
 - Encourages moderate to vigorous physical activity; and
 - Scheduled to avoid extended periods of inactivity (i.e., periods of two or more hours).
- Staff will not use physical activity (running laps, push-ups, sit ups, etc) or routinely withhold opportunities for physical activity (i.e. recess, physical education) as punishment.

Goal 3 – Other School-Based Activities that Promote Student Wellness: Schools will support student, staff, and parents' efforts to maintain a healthy lifestyle, as appropriate. The goal(s) for addressing other school-based activities that promote student wellness include, but are not limited to, the following:

- Provide parents a list of foods and beverages that meet nutrition standards for classroom snacks and celebrations;
- Food and beverage items that are utilized as an incentive shall adhere to the Mount Pleasant School District Nutritional Standards.

- Share information about the nutritional content of meals with parents and students through the Food Service tab on the District Website;
- Strive to provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- Drinking water will be available during mealtimes;
- Discourage students from sharing foods or beverages during meal or snack times, given concerns about allergies and dietary needs, except from school sanctioned sharing table;
- Students will have access to hand washing or hand sanitizing before and after meals or snacks.

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

- The district has a local wellness policy committee to advise the district on the development, implementation, and improvement of the school wellness policy;
- The superintendent or superintendent's designee invites suggestions or comments concerning the development, implementation, and improvement of the school wellness policy. As such, interested persons are encouraged to contact the superintendent or superintendent's designees

NOTE: This is a mandatory policy.

Legal Reference:	42 U.S.C. §§ 1758(b) <i>et seq.</i> 42 U.S.C. §§ 1771 <i>et seq.</i> Iowa Code §§ 256.7(29); 256.11(6). 281 I.A.C. 12.5; 58.11.
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I.C. Iowa Code	Description
Iowa Code § 256.11	<u>DE - Educational Standards</u>
Iowa Code § 256.7	<u>DE - Duties of State Board</u>
I.A.C. Iowa Administrative Code	Description
281 I.A.C 58.11	<u>General Accreditation Standards - Nutrition</u>
281 I.A.C. 12.5	<u>General Accreditation Standards - Education Program</u>
U.S.C. - United States Code	Description
42 U.S.C. § 1771	<u>Public Health - Child Nutrition</u>

Policy 508.02: Open Night

Status: ADOPTED

Original Adopted Date: 03/10/2022 | **Last Reviewed Date:** 03/10/2022

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6:30p.m. whenever possible. It is the responsibility of the principal to oversee the scheduling of school activities for compliance with this policy.

Legal Reference:	Iowa Code § 279.8
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I.C. Iowa Code
Iowa Code § 279.8

Description
Directors - General Rules - Bonds of Employees

Cross References

Code
900

Description
Principles and Objectives for Community Relations