

STUDENTS

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OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS

This series of the board policy manual is devoted to the board's goals and objectives for assisting the students of the school district in obtaining an education. Each student shall have an opportunity to obtain an education in compliance with the policies in this series.

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students attending school within the school district. Each student attending school will have the opportunity to use it and its educational program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunities.

The board supports the delivery of the educational program and services to students free of discrimination on the basis of race, color, national origin, gender, sexual orientation, gender identity, marital/parental/familial status, socioeconomic status, disability, religion, creed or genetic information. This concept of equal educational opportunity serves as a guide for the board and school district personnel in making decisions relating to school facilities, employment of personnel, selection of educational materials, equipment, curriculum, and regulations affecting students.

In the delivery of the educational program, students shall treat school district personnel with respect and students will receive the same in return. School district personnel have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other school district personnel.

This section of the board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual shall mean not only biological parents but it shall also mean legal guardians and students who have reached the age of majority or are otherwise considered to be adults according to law.

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

GOALS FOR STUDENTS

1. The majority of students will be able to achieve a mastery of the fundamental learning skills and establish personal standards of educational excellence.
2. The majority of students will be able to understand and believe in themselves; to accept personal responsibility for their education and personal development; and to build a system of moral standards and spiritual values which contribute to a democratic society.
3. The majority of students will be able to understand and respect ethnic and cultural differences and work effectively with other individuals and groups.
4. The majority of students will be able to understand and appreciate this country's democratic heritage and acquire the skills, knowledge, understanding, values, and attitudes necessary to participate in democratic self-government.
5. The majority of students will be able to develop understanding of the global nature of society and the interdependence of the world's people.
6. The majority of students will be able to develop a commitment to lifelong learning.
7. The majority of students will be able to develop and maintain sound physical and mental health.
8. The majority of students will be able to perceive, judge, and value cultural expressions of humankind and develop skills for personal expression and communication through the arts.
9. The majority of students will be able to understand and use technology and its related developments.
10. The majority of students will be able to develop the ability to use personal and public resources wisely.
11. The majority of students will be able to develop worthy leisure-time interests and activities.
12. The majority of students will be able to develop positive attitudes toward, skills for work, and an appreciation of the social value and dignity of work.

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

RESIDENT STUDENTS

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

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

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

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.

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

NON-RESIDENT STUDENTS

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

Resident students whose families move from the school district after the start of a semester and who wish to complete the semester in the school district may be permitted to attend without the payment of tuition at the discretion of the superintendent. These students, other than students in grades eleven and twelve, must have the recommendation of the superintendent.

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

Non-resident 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.

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

INTERNATIONAL STUDENTS IN FOREIGN EXCHANGE PROGRAMS

Qualified international students may be enrolled and attend school without charge for tuition if they are part of an approved Foreign Exchange Program. The principal must give final approval before any such student can enroll.

Upon enrollment, the following items are provided at no cost to the student, natural parent or host parent: Class Dues and Student Activity Pass. The student must pay for his/her own class ring, hot lunch, and cap and gown.

Before being able to participate in athletics, the student must have on file an approved physical examination. The examination form provided by the IHSAA and IGHSAU must be used.

Programs or activities for which foreign exchange students are not eligible are: Driver Education and National Honor Society.

For those items not specifically mentioned above, a foreign exchange student has the same rights and responsibilities of all other students.

Approved: 09-15-2014

Reviewed: 4-10-2017

Revised:

HOMELESS CHILDREN AND YOUTH

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

“Homeless child or youth” is defined as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camp grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has 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;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” through “3” above.

So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas are modified as follows:

School Records: For students transferring out of the district, records may be provided directly to the student or the student’s parents. In addition, students transferring into the school district may provide cumulative records directly to the district. The school district will not require that such records be forwarded from another school district before that student may enroll. The school will then request the official records from the previous school.

Immunization Requirements: Homeless students will not be denied enrollment for lack of immunization records if:

1. They have a statement signed by a physician stating that immunization would be injurious to the student;
2. They provide an affidavit stating such immunization would conflict with their religious beliefs;
3. They are in the process of being immunized; or
4. They are a transfer student from another school.

The school district will make a reasonable effort to locate immunization records from the information provided or will arrange for the student to receive immunizations.

Waiver of Fees and Charges: Fees and charges which may present a barrier to the enrollment or transfer of a homeless child or youth may be waived at the discretion of the superintendent.

Enrollment Requirements/Placement: Enrollment requirements which may constitute a barrier to the educations of the homeless child or youth may be waived in the discretion of the superintendent. If the school district is unable to determine the grade level of the student because of missing or incomplete records, the school district will administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

HOMELESS CHILDREN AND YOUTH

Residency: For purposes of a homeless child or youth, resident for the purpose of attending school is where the child actually resides or the child's school district of origin. A child's school district of origin is the school district where the child was last enrolled. The deciding factor is the welfare of the child. As much as possible, the child will not be required to change attendance centers within the school district every time the child changes residence unless that change results in the child no longer being classified as homeless.

Transportation: Policies or practices regarding transportation of students which might cause a barrier to the attendance of a homeless child or youth may be waived by the superintendent.

Special Services: All services which are available to resident students are made available to homeless children or youth enrolled in the school district. Services include special education, talented and gifted programs, vocational education, English as a second language programs, health services, and food and nutrition programs.

The contents of this policy will supersede any and all conflicting provisions in board policies dealing with the 7 policy areas discussed above.

Approved: 12-09-02 Reviewed: 4-10-2017

Revised: 09-15-2014

PREGNANT STUDENTS

The board encourages pregnant students to continue to attend the educational program as long as they are physically able to do so. The pregnant student may notify the building principal or the guidance counselor as soon as she is aware of the pregnancy. The school may require that a pregnant student provide the principal with a written note from her doctor relative to special conditions that might exist and specific suggestions as to how long the student may continue to attend classes. If the student is unable to attend school because of her physical condition, the student may be excused and arrangements made to continue her studies during her absence. The student shall resume classes upon the recommendation of her physician.

Approved: 12-11-89 Reviewed: 04-10-2017 Revised: 2-15-95

COMPULSORY ATTENDANCE

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board.

Students shall attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age shall attend school a minimum of 175 days or be referred to the county attorney. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited non-public school;
- are excused for sufficient reason by any court of record or judge; or,
- are receiving competent private instruction.

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

The building principal shall investigate the cause for a student's truancy. If the building principal is unable to secure the truant student's attendance, the building principal should discuss the next step with the school board. If, after school board action, the student is still truant, the building principal shall refer the matter over to the county attorney.

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

Approved: 12-11-89 Reviewed: 04-10-2017 Revised: 4-13-98

ENTRANCE - ADMISSIONS

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

The board shall require evidence of age in the form of a birth certificate or other evidence of the student's age before the student may enroll in the school district's educational program. It shall be within the discretion of the superintendent to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with their health and immunization certificate. Failure to provide this information within the time period set by the superintendent shall be reason for suspending, expelling, or denying admission to the student. An exception to this would be a homeless student.

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

ATTENDANCE CENTER ASSIGNMENT

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

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

Approved: 12-11-89 Reviewed: 04-10-2017 Revised:

STUDENT TRANSFERS INTO THE DISTRICT

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

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 shall determine the amount of credits to be transferred. If the student has not previously attended an accredited school, the superintendent may not accept credits. A student not attending grades 9 through 11 at an accredited school shall be unranked for class ranking purposes.

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

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

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

STUDENT TRANSFERS OUT OF THE DISTRICT OR WITHDRAWALS

If a student's parents wish to withdraw or transfer the student from school prior to completing and graduating from the educational program, they shall notify the administration in writing as soon as possible of the decision to withdraw or transfer the student from the educational program. The parent's notice shall state the student's final day of attendance. The student should present this written notice at the office and receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch money, etc. No clearance slip will be issued or refunds made until all fees or fines have been paid.

If the student is not enrolling in another school district, the school district shall maintain the student's records in the same manner as the records of students who have graduated from the school district.

If the student wishes to have the student's cumulative record sent to the new school district, the student or the parents shall notify the administration in writing. This notice shall include the name of the school district and the person at the new school district to whom the student's cumulative records should be sent. If the new school district requests the student's cumulative records, the school district will forward the cumulative records and notify the parents the records have been sent. The notice 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 non-public school, the parents shall notify the superintendent that the student is receiving competent private instruction and file the necessary competent private instruction reports.

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

STUDENT ATTENDANCE RECORDS

As part of the school district records of students, the daily attendance of each student shall be recorded and maintained on file with the permanent records of the board secretary. Absences caused by school-sponsored activities will not be recorded as absence on a permanent record card.

It shall be the responsibility of the principals to ensure that such reports are filed with the board secretary, the custodian of school records.

Approved: 12-11-89 Reviewed: 04-10-2017 Revised: _____

STUDENT ABSENCES

EXCUSED ABSENCES

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

Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to: illness; family emergencies; recognized religious observances; appointments that cannot be scheduled outside the school day; school-sponsored or approved activities; court appearance if validated by the assigned time on the ticket, and the appearance is validated by the Clerk of Court; for high school students only, college visits with the recommendation of the guidance counselor; and family trips or vacation approved by the principal and provided that the student's work is finished based upon the agreement with the principal.

Students whose absences are approved shall make up the work missed and receive full credit for the missed school work. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed. Any make-up work handed in past the deadline established by the student's teacher will receive zero credit.

Students who wish to participate in school-sponsored activities must arrive at school by 12:29 the day of the activity unless permission has been given by the principal or the principal's designee for the student to be absent.

It shall be the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The building principal may request evidence or written verification of the student's reason for absence.

UN-EXCUSED ABSENCES; TRUANCY

Any absence which occurs without parental knowledge, or without a reasonable excuse, will be classified as truancy. Absences constituting truancy shall include, but not be limited to: tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations, and employment. Parents will be notified anytime a student is truant from school. The immediate consequence for truancy shall be determined by the building principal and may include without limitation: supervised study hall, detention, early bird school, Saturday school, in-school suspension, or other appropriate disciplinary sanction as determined by the building principal. If the building principal is nevertheless unable to secure the truant student's attendance, the building principal should discuss the next step with the school board. If after school board action, the student remains truant, the building principal shall refer the matter to the county attorney.

It shall be within the discretion of the building principal to determine, in light of all relevant circumstances, whether a student may make up work missed because of truancy.

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

STUDENT RELEASE DURING SCHOOL HOURS

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

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

Approved: 12-11-89 Reviewed: 04-10-2017 Revised:

OPEN ENROLLMENT TRANSFERS - PROCEDURES AS SENDING
DISTRICT

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

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

Parents of children who will begin kindergarten in the school district are exempt from the open enrollment March 1 deadline. Parents of children who will begin transitional kindergarten or kindergarten shall 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 30 unless another deadline applies.

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

The board may approve a student's request to allow the receiving district to enter the school district for the purposes of transportation.

An open enrollment request out of the school district from parents of a special education student shall be 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 shall determine whether the program is appropriate. The special education student shall remain in the school district until the final determination is made.

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

Approved: 12-11-89 Reviewed: 04-10-2017 Revised: 8-08-05

OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A RECEIVING DISTRICT

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

The superintendent will approve applications due to the sending district by June 1; incoming transitional kindergarten or kindergarten applications; good cause applications; or continuation of an educational program application filed by September 1.

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

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Insufficient classroom space exists when conditions adversely affect the implementation of the educational philosophy and program of the board. The board shall determine insufficient classroom space on a case by case basis. Criteria to be used by the board in its determination may include, but not be limited to, available personnel, grade level, educational program, instructional method, physical space, equipment and materials available, finances available, facilities either being planned or currently under consideration, sharing agreements in force, and district goals and objectives.

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

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

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

Parents of students whose open enrollment requests are approved by the superintendent shall be responsible for providing transportation to and from the receiving school district without reimbursement unless the parents qualify for transportation assistance. Upon a parent's request, the board may approve transportation into the sending district. The transportation is limited to within two miles of the district boundary/current bus route. The board's approval is subject to the sending district's approval.

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A RECEIVING
DISTRICT

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

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

COMPETENT PRIVATE INSTRUCTION

In the event a child of compulsory attendance age does not attend public school or an accredited non-public school, the child must receive competent private instruction or independent private instruction.

A parent choosing competent private instruction for a student by or under the supervision of a licensed practitioner, competent private instruction for a student by a non-licensed individual or independent private instruction must meet the requirements outlined under Iowa law.

A parent choosing competent private instruction for a student by or under the supervision of a licensed practitioner shall notify the District prior to the first day of school on forms provided by the district. The forms are available in the central administration office. One copy of the completed forms will be kept by the district and another copy will be forwarded to the appropriate Area Education Agency.

A parent choosing competent private instruction for a student by a non-licensed individual may notify the District prior to the first day of school on forms provided by the district. The forms are available in the central administration office. One copy of the completed forms will be kept by the district and another copy will be forwarded to the appropriate Area Education Agency.

A parent choosing independent private instruction for a student may be asked to provide a report identifying the primary instructor, location, name of the authority responsible for the independent instruction, and the names of the students enrolled to the district.

The superintendent or superintendent's designee will determine whether the completed form or report is in compliance with the law. The district shall report non-compliance with the reporting, immunization, attendance, instructor qualifications, and assessment requirements of the compulsory attendance law to the county attorney of the county of residence of the student's parent, guardian, or custodian.

Students receiving competent private instruction or independent private instruction are eligible to request open enrollment to another district. The receiving district shall not bill the resident district unless the receiving district complies with the reporting requirements. If the parent, guardian, or custodian fails to comply with the compulsory attendance requirements, the receiving district shall notify the resident district. The resident district shall then report the non-compliance to the county attorney of the county of residence of the parent, guardian, or custodian.

Students receiving competent private instruction by or under the supervision of a licensed practitioner must make adequate progress. Students receiving competent private instruction by or under the supervision of a licensed practitioner shall be monitored for progress by the supervising teacher. Students receiving competent private instruction by or under the supervision of a licensed practitioner may be assessed annually. The district will provide any optional assessments at no cost.

Students receiving competent private instruction by a non-licensed individual must make adequate progress. Students receiving competent private instruction by a non-licensed individual shall be evaluated annually by the parent, guardian or legal custodian to ensure adequate progress is being made. Students receiving competent private instruction from a non-licensed individual may be assessed annually. The district will provide any optional assessments at no cost.

Approved: 7-9-90

Reviewed: 4-10-2017

Revised: 09-15-2014

COMPETENT PRIVATE INSTRUCTION

Students receiving competent private instruction by or under the supervision of a licensed practitioner and students receiving competent private instruction from a non-licensed individual may dual enroll with the district. Students receiving individual private instruction may not dual enroll with the district.

Upon the request of a parent, guardian, or legal custodian of a student receiving competent private instruction or upon referral of a licensed practitioner who provides instruction or instructional supervision of a student under competent private instruction, the district shall refer a student who may require special education to the appropriate Area Education Agency, Division of Special Education, for evaluation.

DUAL ENROLLMENT

The parent of a student receiving competent private instruction by or under the supervision of a licensed practitioner or by a non-licensed individual may also enroll the student in the school district. The student shall be considered under dual enrollment. The parent requesting dual enrollment for the student should notify the superintendent prior to October 1st each year on forms provided by the Iowa Department of Education. On the form, the parent, guardian or custodian shall indicate the extracurricular and academic activities in which the student is interested in participating. The forms are available at the central administration office.

A dual enrollment student is eligible to participate in the school district's extracurricular and academic activities in the same manner as other students enrolled in the district. The policies and administrative rules of the school district shall apply to the dual enrollment students in the same manner as the other students enrolled in the district. These policies and administrative rules shall include, but not be limited to, athletic eligibility requirements, the good conduct rule, academic eligibility requirements, and payment of the fees required for participation.

Approved: 09-15-2014

Reviewed: 4-10-2017

Revised:

STUDENT APPEARANCE

While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. 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.

When, in the judgment of the 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.

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.

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

CARE OF SCHOOL PROPERTY/VANDALISM

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

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

USE OF BICYCLES

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

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

USE OF MOTOR VEHICLES

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

Students who drive to and park at their school attendance/activity center shall only drive to and park at their designated attendance center. Students may not loiter around or be in their vehicle during the school day without permission from the principal. Students shall leave their attendance/activity center when there is no longer a legitimate reason for them to be at their attendance/activity center. Students who drive shall enter and leave the parking lot by the routes designated by the principal.

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

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 12-09-02

FREEDOM OF EXPRESSION

Student expression, other than student expression in student-produced official school publications, made on the school district premises or under the jurisdiction of the school district premises or as part of a school-sponsored activity may be attributed to the school; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsibly done. The expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, contain obscenity or indecency, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, shall consider whether the activity in which the expression was made is school-sponsored and whether review or the prohibition of the student speech is related to an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that are not disruptive to the educational program of the school district.

Students who violate this policy may be subject to disciplinary measures. School district personnel shall be responsible for insuring students' expression is in keeping with this policy.

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

STUDENT COMPLAINTS AND GRIEVANCES

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

If the complaint cannot be resolved by the teacher or other member of the licensed personnel, the student may discuss the matter with the principal within five days. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

STUDENT LOCKERS

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

To ensure students are properly maintaining their assigned locker, 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.

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 10-13-97

POSSESSION OR USE OF WEAPONS

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

School district facilities are not an appropriate place for weapons, dangerous objects, look-a-likes, or any instrument used as a weapon. Weapons, other dangerous objects, look-a-likes, and any instrument used as a weapon shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within control of the school district. Students bringing a weapon, look-a-like, other dangerous object, or any instrument used as a weapon onto school property or onto property within the jurisdiction of the school may be suspended or expelled from school.

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

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

Any student bringing a weapon, look-a-like, other dangerous object, or any instrument used as a weapon onto district property or onto property within the jurisdiction of the district may be suspended or expelled from school.

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

Weapons, firearems, or other dangerous objects under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects, or look-a-likes for educational purposes. Such a display will also be exempt from this policy.

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

POSSESSION OR USE OF ILLEGAL AND/OR CONTROLLED SUBSTANCES

The district and the board recognize the following as serious violations of the school's disciplinary policy:

1. Possessing, drinking, or being under the influence of alcoholic beverages or "look-alikes" (substances that appear to be alcoholic beverages) on district property, on property within the jurisdiction of the district, while in district-owned and/or operated school or chartered vehicles; while attending or engaged in district activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management, and welfare of the district;
2. Possessing, distributing, dispensing, using, or being under the influence of illegal drugs or "look-alikes" (substances that appear to be illegal drugs) on district property, on property within the jurisdiction of the district, while in district-owned and/or operated school or chartered vehicles; while attending or engaged in district activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management, and welfare of the district;
3. Possessing, distributing, dispensing or using drug paraphernalia or "look-alikes" (substances that appear to be drug paraphernalia) on district property, on property within the jurisdiction of the district, while in district-owned and/or operated school or chartered vehicles; while attending or engaged in district activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management, and welfare of the district.

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

Each violation of this policy shall be reviewed by the appropriate administrator within a reasonable time after the alleged violation. Both the student and their parents shall have the opportunity to discuss the matter with the administrator before the administrator makes a decision.

The penalty for such violations may include suspension or expulsion. Participation in activities, including practices, shall also be prohibited during any period of suspension or expulsion. A student suspended or expelled under this policy will be allowed to return to classes upon completion of the suspension/expulsion period and enrollment in a program of substance abuse evaluation with an agency approved by the District. It shall be the responsibility of the student and/or their parent to enroll in the program of substance abuse evaluation.

School officials will notify law enforcement when a student is suspected of possessing, using, distributing or selling any illegal controlled substance on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools.

This policy does not affect nor rescind policies in effect for students who may also be disciplined through the activity policies of the athletic department or other departments.

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

SEARCH AND SEIZURE

School district property is held in public trust by the board. School officials may, without a search warrant, search a student, student lockers, desks, work areas, and student automobiles located on district property, in instances where the official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating the law and/or a school rule or regulation. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school district facilities.

School officials may also conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the district and provided as a courtesy to a student. The furnishing of a locker, desk, or other facility or space owned by the school district and provided as a courtesy to a student, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

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

The board believes that illegal, unauthorized, or contraband materials may cause material and substantial disruption to the school environment or 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.

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

SEARCH AND SEIZURE REGULATION

I. General Searches

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/cameras;
- (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 the 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 a 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.

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

SEARCH AND SEIZURE REGULATION

- (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

1. Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.
2. 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.

SEARCH AND SEIZURE CHECKLIST

I. What factors caused you to have a reasonable and articulable suspicion that the search of the student, the student's effects, or the student's 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. Student's past history? Explain.

E. Time of Search:

F. Location of Search:

G. Student told purpose of search:

H. Consent of student requested:

I. Student present during search:

J. Student told of search either prior to or as soon as is reasonably practicable after the search was conducted:

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

SEARCH AND SEIZURE CHECKLIST

- II. Was the search conducted 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 Emergency of the situation:
 - F. What type of search was being conducted:
 - G. Who conducted the search:
Position: _____ Sex:
 - H. Witness(s):
- III. Explanation of Search.
 - A. Describe the time and location of the search:
 - B. Describe exactly what was searched:
 - C. What did the search yield:
 - D. What was seized:
 - E. Were any materials turned over to law enforcement officials?
 - F. Were parents notified of the search including the reason for it and the scope:

Name of person completing this form:

Date:

Time:

QUESTIONING OF STUDENTS

District officials and employees may interview students during the school day. Generally, students may not be interrogated during the school day by persons other than parents and school district officials and personnel unless the principal or another delegated staff member is present and a parent or guardian's permission has been granted. For purposes of this policy, the school juvenile court officer shall be considered a school employee.

Requests from law enforcement officers and those other than parents, school district officials, and personnel to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. In making this determination, the principal shall consider the welfare of the students and directives to the principal from the courts. Generally, prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present.

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

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

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

QUESTIONING OF STUDENTS REGULATION

- I. Investigation Conducted in the Educational Environment
 - A. Interviews Initiated by School Administrators
 - 1. Conducted by Administrators
 - a. Principals shall have the authority to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law.
 - 2. Conducted by Law Enforcement Officers
 - a. The principal/designee shall determine when the necessity exists that law enforcement officers be contacted to conduct an investigation of alleged criminal behavior.
 - b. The principal/designee may request that law enforcement officers conduct an investigation of alleged criminal behavior during school hours. A reasonable attempt shall be made to contact the student's parents, guardian, or representative prior to questioning of students by law enforcement officers. Such contacts or attempted contacts with parents, guardian, or representative shall be documented by the administrator involved. In the absence of a student's parents, guardian, or representative during any questioning of such students, the principal or other designated licensed school staff person shall be present.
 - c. If the investigation has centered on any particular student suspected of such alleged criminal activity, the procedure of taking students into custody by the police set forth in Section II shall be followed to the extent that they do not interfere with reasonable law enforcement procedures.
 - B. Interviews Initiated by Law Enforcement Officers
 - 1. Although cooperation with law enforcement officers will be maintained, it should not normally be necessary for law enforcement officers to initiate and conduct any investigation and questioning on the school premises during school hours pertaining to criminal activities unrelated to the operation of the school. Only in demonstrated emergency situations, when law enforcement officers find it absolutely necessary, will they be voluntarily permitted to conduct such an investigation during school hours. These circumstances should ordinarily be limited to those in which delay might result in danger to any person, or flight from the jurisdiction of a person reasonably suspected of a crime or destruction of evidence.

Approved: 09-15-2014 Reviewed: 4-10-17 Revised:

QUESTIONING OF STUDENTS REGULATION

2. In such cases, the officers shall be requested to obtain prior approval of the principal/designee before beginning such an investigation on school premises. The administrator shall document the circumstances of such investigations as soon as practicable. Alleged criminal behavior related to the school environment brought to the principal's attention by law enforcement officers shall be dealt with under Iowa law.

C. Questioning of Students During Investigation

1. Violations of School Rules

- a. In instances where school rules have allegedly been violated, the principal/designee may contact the suspected rule violator or potential witness to the infraction.
- b. The suspected student shall be advised orally or in writing of the nature of the alleged offense and of the evidence, if any, against the student.
- c. In questioning a potential student witness to an alleged disciplinary infraction, care should be taken by the administrator to insure that there is a reasonable likelihood that the student was indeed a witness.

2. Violations of Criminal Law

- a. During an investigation of violation of school rules, it may come to the attention of the administrator that the investigated activity may also be a violation of criminal law. In proceeding with the investigation, the principal/designee can attempt to ascertain whether there is sufficient justification to believe that a criminal offense was committed that warrants contacting law enforcement officials.
- b. Where a suspected violation of criminal law has occurred on the school grounds, involving the operation of the school or during a school-sponsored activity, law enforcement officials may be notified and their presence requested for the questioning of suspected students. Unless circumstances dictate otherwise, questioning of the student shall not begin or continue until the law enforcement officers arrive. Reasonable attempts shall be made to contact a student's parents, guardian, or representative who, unless an emergency exists, shall be given the opportunity to confer with the student and to be present with the student during such questioning. The administrator shall document the contact or attempted contact with the student's parents, guardian, or representative. The law enforcement officers may wish to advise the student of his/her legal rights.

QUESTIONING OF STUDENTS REGULATION

- II. Taking a Student into Custody
- A. Students may not be released to law enforcement authorities voluntarily by school officials unless the student has been placed under arrest or unless the parent, guardian, or representative and the student agrees to the release. Administrators shall make reasonable objections to law enforcement authorities who attempt to remove students from school without placing them under arrest or without the acquiescence of the parent, guardian, or representative and the student. When students are removed from school for any reason by law enforcement authorities, reasonable efforts will be made to contact the student's parents, guardian, or representative immediately. Such effort shall be documented. The superintendent's office shall be notified immediately of any removal of a student from school by law enforcement officers under any circumstances.
 - B. Where it is necessary to take a student into custody on school premises, and the time permits, the law enforcement officer shall be requested to contact the school principal/designee and relate the circumstances necessitating such action. When possible, the principal/designee shall have the student summoned to the principal's office where the student may be taken into custody.
 - C. When an emergency exists, the school principal/designee may summon law enforcement officials to the school to take a student into custody.
 - D. When a student has been taken into custody or arrested on school premises without prior notification to the principal/designee, the school staff present shall encourage the law enforcement officers to notify the principal/designee of the circumstances as quickly as possible. In the event that the officers decline to notify the principal/designee, the school staff members present shall immediately notify the principal/designee.
 - E. If possible, parents, guardian, or representative of the student shall be notified by the principal or other school administrator before the student is taken into custody by law enforcement officers or as quickly thereafter as can be accomplished. The administrator shall document such notification or attempted notification.
- III. Disturbance of School Environment
- A. Law enforcement officers may be requested to assist in controlling disturbances of the school environment which the principal or other school administrator has found to be unmanageable by school personnel or has the potential of causing harm to students and other persons or to property. Such potential of possible harm includes members of the general public who have exhibited inappropriate or illegal conduct on school premises or at a school event held on school property and who have been requested to leave by an administrator, but have refused or failed to do so.

QUESTIONING OF STUDENTS REGULATION

IV. Disseminating and Reviewing Policies

- A. This policy shall regularly be disseminated to staff members. School staff members shall be apprised of the contents of these provisions as they are updated, and at least annually.
- B. School administrators are encouraged to meet at least annually with local law enforcement officials to discuss the school district's policy and rules regarding law enforcement contacts with the district. Law enforcement officials will be asked to instruct their staffs as to the terms of the school's policy and rules.

STUDENT ADVISORY COMMITTEE

High school students shall have a formal process for involvement in the decisions affecting the school district. The Student Advisory Committee may be appointed annually by the superintendent. In making the appointments, the superintendent will strive to represent the many facets of the student population.

Recommendations from the committee to the superintendent or to the board shall be advisory in nature. The recommendations will be received for consideration. Recommendations representing a major change from the current educational program and school district operations may be brought to the board through a recommendation by the superintendent. Recommendations representing little change in the educational program or school district operations may be approved by the superintendent.

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

STUDENT ANTI-BULLYING/ANTI-HARASSMENT POLICY

Harassment and bullying of students is against federal, state, and local policy and is not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

This policy is in effect while students are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to and including suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to and including termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to and including exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying are defined as any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Approved 9-15-2014

Reviewed 4-10-2017

Revised 09-15-2014

ANTI-BULLYING/ANTI-HARASSMENT POLICY

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which may include, but are not limited to the following behaviors and circumstances:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to and including suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to and including termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including exclusion from school grounds.

ANTI-BULLYING/ANTI-HARASSMENT POLICY

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,

Furthermore, a copy shall be made to any person at the district's central administrative office.

STUDENT ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURE

I. General Procedures

Students who feel that they have been bullied or harassed should follow this process:

1. Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student wants assistance communicating with the harasser, the student should ask a teacher, counselor, principal, or another appropriate school employee to help.
2. If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
 - tell a teacher, counselor, principal, or another appropriate school employee; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor, principal, or another appropriate school employee including the following details:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

II. Complaint Procedure

A student who believes that the individual has been harassed or bullied will notify the appropriate building principal or designee, who will be the designated Level 1 Investigator. The alternate investigator shall be designated by the building principal. The investigator may request that the student complete the Harassment/Bullying Complaint form and turn over evidence of the harassment including but not limited to letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator has the authority to initiate an investigation in the absence of a written complaint.

III. Investigation Procedure

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the superintendent. The investigator will provide a copy of the findings of the investigation to the superintendent.

Approved 09-15-2014 Reviewed 4-10-2017 Revised _____

ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURE

Remember the following points:

- Evidence uncovered in the investigation is confidential;
- Complaints must be taken seriously and investigated;
- No retaliation will be taken against individuals involved in the investigation process; and
- Retaliators will be disciplined up to and including suspension and expulsion.

IV. Conflicts with Investigation

If the Level 1 Investigator is a witness to the incident, the alternate investigator shall investigate.

V. Resolution of the Complaint

Following receipt of the investigator's report, the superintendent may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and the alleged harasser. The superintendent will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser, and the investigator will receive notice as to the conclusion of the investigation. The superintendent will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

Approved 09-15-2014

Reviewed 4-10-2017

Revised

ANTI-BULLYING/ANTI-HARASSMENT POLICY COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident or incidents: _____

Description of incident or incidents: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

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

Signature: _____

Date: ____ / ____ / ____

Approved 09-15-2014

Reviewed 4-10-2017

Revised

ANTI-BULLYING/ANTI-HARASSMENT POLICY WITNESS FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

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

Signature: _____

Date: / /

Approved 09-15-2014 Reviewed 4-10-2017 Revised

ANTI-BULLYING/ANTI-HARASSMENT STUDENT HANDBOOK PROVISION

I. Initiations, Hazing, Bullying, or Harassment

Harassment, bullying, and abuse are violations of school district policies, rules, and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when the following occurs:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Approved 09-15-2014

Reviewed 04-10-2017 Revised

ANTI-BULLYING/ANTI-HARASSMENT STUDENT HANDBOOK PROVISION

Harassment and bullying includes any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

II. Procedures

Students who feel that they have been harassed or bullied should follow these steps:

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, principal or another appropriate school employee to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should follow these steps:
 - tell a teacher, counselor, principal, or another appropriate school employee;
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor, principal, or another appropriate school employee including the following details:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded; and
 - Complete and file an anti-bullying and anti-harassment complaint form available in the building principal's office.

STUDENT CODE OF CONDUCT

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

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

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for any of the following:

1. Conduct which disrupts or interferes with the education program;
2. Conduct which disrupts the orderly and efficient operation of the school district or school activity;
3. Conduct which disrupts the rights of other students to participate in or obtain their education;
4. Conduct that is violent or destructive; or
5. 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.

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

Impermissible Conduct

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

1. Open and/or persistent defiance of authority, school rules, and regulations (including extracurricular rules);
2. Assault or threatened assault on another person;
3. Extortion, intimidation or coercion;
4. Inciting others to violate the law or school rules;
5. Vandalism;
6. Gambling;
7. Theft or possession of stolen goods/property;
8. Sale, manufacture or distribution of illegal drugs, controlled substances, imitation controlled substances, or drug paraphernalia;

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

STUDENT CODE OF CONDUCT

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

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

STUDENT CONDUCT

Sanctions for Misconduct

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

A restriction from school activities means a student will attend school, classes, and practice, but will not participate in other school activities.

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

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

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.

A record of suspension or expulsion will be provided to a receiving school district upon request when a student transfers school districts.

STUDENT CODE OF CONDUCT - SUSPENSION

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

Probation

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

The building principal shall conduct an informal investigation of the allegations against the student prior to imposition of probation. The investigation shall include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice of probation and the reasons therefore shall be sent to the student and the student's parents.

In-School Suspension

In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the building principal for infractions of school rules which are serious but which do not warrant the necessity of removal from school. An in-school suspension will not exceed ten consecutive school days.

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

Out-of-School Suspension

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

A student may be suspended for up to ten school days by a building principal for a commission of gross or repeated infractions of school rules or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The building principal may suspend a student after conducting an investigation of the charges against the student which shall include giving the student the following: (1) oral or written notice of the allegations against the student; (2) the basis in fact for the charges; and (3) the opportunity to respond to the charges.

Approved 09-15-2014

Reviewed 04-10-2017 Revised

STUDENT CODE OF CONDUCT - SUSPENSION

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

Suspension of Special Education Students

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The student's Individual Education Program (I.E.P.) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension. If a special education student's suspensions, either in-school or out-of-school, equal ten days (10) on a cumulative basis, a staffing team shall meet to determine whether the student's I.E.P. is appropriate.

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.

STUDENT CODE OF CONDUCT - EXPULSION

Students may be expelled for violations of board policy, school rules, or the law. The long-term removal of a student from the school environment, which includes but is not limited to classes and activities, is an expulsion from school. It shall be within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

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

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

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

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

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

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

STUDENT CODE OF CONDUCT - EXPULSION

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

1. Determine whether the student actually participated in the misconduct;
2. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded;
3. If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the district's expulsion hearing procedures;
4. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district;
5. If a change in placement is not recommended, a determination must be made within the student's IEP and the law as to how to manage the student's behavior to prevent the student's possible future misconduct.

FINES, FEES, AND CHARGES

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

Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

Approved: 12-11-89 Reviewed: 04-10-2017 Revised: 7-22-96

STUDENT FEE WAIVER AND REDUCTION PROCEDURES

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

- A. Waivers -
 - 1. Full Waivers - A student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
 - 2. Partial Waivers - A student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. (A partial waiver is based on the same percentage as the reduced price meals.)
 - 3. Temporary Waivers - A student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.
- B. Application - Parents or students eligible for a fee waiver shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.
- C. Confidentiality - The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.
- D. Appeals - Denials of a waiver may be appealed to the superintendent..
- E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.
- F. Notice - The school district will annually notify parents and students of the waiver. The following information will be included in registration materials and printed in the school newsletter.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees completely or partially waived. This waiver does not carry over from year to year and must be completed annually. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees.

Approved: 7-22-96 Reviewed: 4-10-2017 Revised: 09-15-2014

STANDARD FEE WAIVER APPLICATION

Date _____

School year _____

All information provided in connection with this application will be kept confidential.

Name of student: _____

Grade in school

Name of student: _____

Grade in school

Name of student: _____

Grade in school

Attendance Center/School:

Name of parent, guardian:
or legal or actual custodian

Please check type of waiver desired:

Full waiver _____ Partial waiver _____ Temporary Waiver _____

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

Full Waiver

- _____ Free meals offered [Children Nutrition Program]
- _____ The Family Investment Program (FIP)
- _____ Supplemental Security Income (SSI)
- _____ Transportation assistance under open enrollment
- _____ Foster care

Partial waiver

- _____ Reduced priced meals offered under the Children Nutrition Program

Temporary waiver

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

Signature of parent, guardian: _____
or legal or actual custodian

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

Approved: 7-22-96 Reviewed: 4-10-2017 Revised: 10-13-97

GOOD CONDUCT CODE (GRADES 7 – 12)
GUIDELINES FOR PARTICIPATION IN EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Student Eligibility for Extra-Curricular Activities

The Board of Directors of the GARNER-HAYFIELD-VENTURA Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extra-curricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extra-curricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participating in activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal/activities director shall keep records of violations of the Good Conduct Code.

The following extra-curricular activities are covered by the board's policy and these rules: Athletics, cheerleading, vocal music performances, drama productions, musical productions, speech contests, FFA, FCCLA, National Honor Society, all clubs, all honorary and elected offices (e.g., Homecoming King/Queen court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, or any other activity where the student represents the school outside the classroom in an extra-curricular activity or co-curricular activity that is not an extension of the classrooms graded activities.

General Definitions

Co-Curricular – Student is graded and earns credit for this class and certain activities/performances outside the classroom. If the activity is a graded extension of the classroom, the Good Conduct Code would not be enforced.

Extra-Curricular in a Co-Curricular Activity – Activities/performances over and above expectation of the student in this class.

Extra-Curricular – (may be yearly or season) includes activities that a student chooses to participate in where the student publically represents the school.

Law Violation – commission of any act which results in any of the following:

- issuance of a citation or complaint;
- arrest or detention;
- filing of a delinquency petition;
- entering into an Informal Adjustment Agreement or agreement for deferred prosecution;
- finding of adjudication;
- granting of a consent decree, deferred judgment or deferred sentence; and
- entry of conviction.

A law violation does not include traffic violations punishable by a scheduled fine, non-simple misdemeanor, and hunting or fishing offenses.

Academic Eligibility

To be eligible for an activity, students participating must

- be enrolled or dual-enrolled in school;
- have earned passing grades in at least four full-time classes the previous semester;
- be earning passing grades in at least four full-time classes in the current semester;
- for students in athletics, music, or speech activities, be under 20 years of age;

Approved: 7-22-96 Reviewed: 4-10-2017 Revised: 09-15-2014

GOOD CONDUCT CODE (GRADES 7 – 12)
GUIDELINES FOR PARTICIPATION IN EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

- for students in athletics, music, or speech activities, be enrolled in high school for eight semesters or less;
- for students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally; and
- have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.

Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress towards the goals and objectives on the student's IEP or 504 plan, as determined by the student's team.

Good Conduct Code

To retain eligibility for participation in High School or Middle School extra-curricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Code will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Code for any of the following behaviors:

- possession, use, or purchase of tobacco or nicotine products, regardless of the student's age;
- possession, consumption, or purchase of alcoholic beverages, including beer and wine;
- possession use, purchase, attempt to purchase, delivery or attempted delivery of illegal drugs, or the unauthorized possession, use, purchase attempted purchase, delivery or attempted delivery of any drug;
- committing a Law Violation;
- inappropriate or offensive conduct, including but not limited to, assaulting staff or students, gross insubordination, disrespect to or refusing to cooperate with authorities, hazing or harassment (even if it does not constitute a violation of the anti-bullying/harassment policy) inappropriate or disparaging comments to or about others, threats, inappropriate comments about a trait of an individual or group, creating parodies to make fun of others, posting or otherwise sharing potentially embarrassing photographs, drawings, video or depictions of others without their permission, whether done verbally, in writing, electronically (e.g. text messages, electronic mail, instant messaging, chats or social networking sites) or otherwise. A Code violation may result from group conduct.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Code in the previous school, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.

First Offense:

Alcohol or Other Substances: Students will be expected to have scheduled for or participated in the Saturday Diversion Program through Prairie Ridge (or an alternative prevention/educational program as approved by the school's administration) prior to them resuming competition.

GOOD CONDUCT CODE (GRADES 7 – 12)
GUIDELINES FOR PARTICIPATION IN EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Tobacco or Nicotine Product: For a tobacco/nicotine violation, an educational/prevention program will need to be completed or scheduled. Completion of these educational/prevention programs needs to be done in a timely manner. If a student does not complete the program within a timely manner as decided by the school's administration, the student may be declared ineligible for extra-curricular activities until the program has been completed.

Other Misconduct That Violates Code: Completes activities (such as community service, education, or restitution) as assigned in the criminal or juvenile court system, or activities such as this assigned by the high school principal, middle school principal or activities director. Other education/prevention programs may also be accepted with the approval of the administration.

If a student chooses to not participate in the "Buy Down Option", ineligibility is 40%.

"Buy Down Option" - Student will be declared ineligible for 10% of all scheduled events in every extra-curricular activity he/she is currently competing/participating and/or the next seasonal activity or activities in which they compete/participate.

Second Offense:

Alcohol or Other Substances: Students will also be expected to complete an evaluation/education program at Prairie Ridge (or another evaluation/education program that has been approved by the school administration) along with any counseling that may be deemed necessary. Prior to a student becoming eligible again, there needs to be proof of completion of the evaluation/education program or an agreement needs to be made with the school's administration on a time to have the evaluation/education process completed. If a student does not complete the evaluation/education process within a timely manner as decided by the school's administration, the student may be declared ineligible for extra-curricular activities until the program has been completed.

Tobacco or Nicotine Product: For a tobacco/nicotine violation, an educational/prevention program will need to be completed or scheduled. Completion of these educational/prevention programs needs to be done in a timely manner. If a student does not complete the program within a timely manner as decided by the school's administration, the student may be declared ineligible for extra-curricular activities until the program has been completed.

Other Misconduct That Violates Code: Completes activities (such as community service, education, restitution as assigned in the criminal or juvenile court system, or activities such as this assigned by the high school principal, middle school principal or activities director. Other education/prevention programs may also be accepted with the approval of the administration.

If a student chooses to not participate in the "Buy Down Option", ineligibility is 80%.

"Buy Down Option" - Student will be declared ineligible for 40% of all scheduled events in every extra-curricular activity he/she is currently participating and/or the next seasonal activity or activities in which they participate.

GOOD CONDUCT CODE (GRADES 7 – 12)
GUIDELINES FOR PARTICIPATION IN EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Third or Subsequent Offense:

Upon a third offense within a 15-month period, the student will be declared ineligible to participate in all extra-curricular activities for the following 12 months. After a one-month period of ineligibility, the student may make an application to the Administration/Athletic Director to consider possible reinstatement to eligibility. This application will include positive actions taken and/or to be taken by the student to reconstitute and/or improve their situation. If the Administration/Athletic Director rejects the first application for eligibility reinstatement, the student may reapply a month later for his application to be reviewed. Any reinstatement could not occur prior to completing an ineligibility period of 50% of each extra-curricular activity that he/she participates in within the next 12 months. For example, if a student participates in football, wrestling, and track within the 12 months, he/she would be ineligible for 50% of each activity.

Violations Occurring During Ineligibility:

If a student is ineligible at the time of a violation of the Good Conduct Code, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a quarter (or “semester”) is found to have been in possession of tobacco, a Good Conduct Code violation. When the student is again academically eligible, the penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible for three weeks. While ineligible, the student again violates the Code. The second penalty attaches when the first penalty is completed.

Academic Consequences:

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Code occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

Appeals:

Any student who is found by the administration to have violated the Good Conduct Code may obtain review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed.

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 72 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Code; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's records.

GOOD CONDUCT CODE (GRADES 7 – 12)
GUIDELINES FOR PARTICIPATION IN EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Special Notes:

A. Each student must be in school the last half of the day in order to participate in an activity or practice session. Any exceptions to this regulation are at the discretion of the building principal. The student shall communicate with the building principal as to why he/she plans to be absent. The last half of the school day will be defined as after 12:18 p.m.

B. A violation is a first offense if the student has not previously had a Good Conduct Code violation, or if the student has not had any Good Conduct Code violation findings with the 15 months before the instant violation. A violation is a second offense if the student has had one Good Conduct Code violation finding within the 15 months before the instant violation. A violation is a third or subsequent offense if the student has had two or more Good Conduct Code violation findings within the 15 months before the instant violation.

C. Multiple offenses committed around the same time are all treated as first offenses, but are still treated individually, ex. A tobacco and alcohol violation would have two first offenses going at once. If next month another violation occurs, it would be his/her third offense.

D. "Honesty" Clause: Any student who denies violation of any rules outlined in this policy, but for whom there is evidence clearly indicating guilt, or any student who refuses to cooperate or is not completely honest with the administration during investigation of possible violation, shall not be given the "buy down" option. Student must report violation, or potential violating to his/her coach, activity director or principal within seven calendar days to qualify for the "buy down option."

E. If a student does not complete substance abuse evaluation/counseling or such activities or projects as directed by the administration in the time limit allowed, the administration/athletic director may deem the student ineligible for all extra-curricular activities until the student completes the requirements or may rescind the "buy down option."

F. Any student who, on his/her own accord, admits to a school staff member a substance abuse problem will not be ruled in violation of this policy. The student will remain eligible contingent upon completion of an approved evaluation and recommended treatment program. This provision may not be used following a violation of the above policy.

G. Any student serving out a period of ineligibility must successfully complete that activity season in full or that sanction will be carried over to the next activity of participation. To serve an ineligibility period a student must begin the activity during the first week of practice.

H. Any student declared ineligible shall not participate or be in uniform in any public performances, games or contests, or participate in any other school-sponsored extra-curricular activity. Students are expected to practice in any scrimmage or dress rehearsal type activity during the period of ineligibility.

I. In addition to the Good Conduct Code, each coach or sponsor may have additional rules and guidelines. These rules should be reviewed with the students at the beginning of each season or periodically.

J. Refer to attached Ineligibility Sheet to determine extra-curricular activities.

GOOD CONDUCT CODE INELIGIBILITY SCHEDULE

Name of Activity: National Honor Society
Seasonal or Yearly: Yearly

<u>Extra-Curricular Dates in Season</u>	<u>20%</u>	<u>40%</u>	<u>80%</u>
Fall Induction	1	1	1
Winter Dance - set up/tear down	1	1	2
Spring Induction	1	1	3
Blood Drive - set up/running/tear down	1	2	3
<i>NHS Constitution has different guidelines</i>			

Name of Activity: FCCLA
Seasonal or Yearly: Yearly

<u>Extra-Curricular Dates in Season</u>	<u>20%</u>	<u>40%</u>	<u>80%</u>
Fall Rally	1	1	1
District Meeting	1	1	2
Cluster Meeting	1	1	3
State Leadership	1	2	3

Name of Activity: Marching Band
Seasonal or Yearly: Seasonal

<u>Extra-Curricular Dates in Season</u>	<u>20%</u>	<u>40%</u>	<u>80%</u>
*North Iowa Band Fest is graded	1	1	1
* Local Concerts are graded	1	1	2
* Halftime performances are graded	1	1	3
* Algona Band Days and State Competition are graded	1	2	3

Name of Activity: Jazz Band
Seasonal or Yearly: Seasonal

<u>Extra-Curricular Dates in Season</u>	<u>20%</u>	<u>40%</u>	<u>80%</u>
Jazz Band to Mall	1	1	1
State Jazz	1	1	2
All State	1	1	3
State Solo and Ensemble	1	2	3
State Large Group	1	2	4

Name of Activity: Vocal Jazz
Seasonal or Yearly: Seasonal

<u>Extra-Curricular Dates in Season</u>	<u>20%</u>	<u>40%</u>	<u>80%</u>
October Concert/Performance	1	1	1
December Concert/Performance	1	1	2
February Concert/Performance	1	1	3
May Concert/Performance	1	2	3

* Number of Concerts will depend on number of students involved

Approved: 7-22-96 Reviewed: 09-15-2014 Revised: 08/08/2011

GOOD CONDUCT CODE INELIGIBILITY SCHEDULE

<u>Name of Activity:</u>	Cheerleading			
<u>Seasonal or Yearly:</u>	Seasonal			
	<u>Extra-Curricular Dates in Season</u>	<u>20%</u>	<u>40%</u>	<u>80%</u>
	Iowa Honor Squad	1	1	1
	State Competition (November)	1	1	2
	All-State Cheer	1	1	3

* These events are in addition to the games that the cheerleaders will cheer at

<u>Name of Activity:</u>	Fall Drama			
<u>Seasonal or Yearly:</u>	Seasonal			
	<u>Extra-Curricular Dates in Season</u>	<u>20%</u>	<u>40%</u>	<u>80%</u>
	Fall Drama Performance # 1	1	1	1
	Fall Drama Performance # 2	1	1	2

<u>Name of Activity:</u>	Spring Drama			
<u>Seasonal or Yearly:</u>	Seasonal			
	<u>Extra-Curricular Dates in Season</u>	<u>20%</u>	<u>40%</u>	<u>80%</u>
	Spring Drama Performance # 1	1	1	1
	Spring Drama Performance # 2	1	1	2

<u>Name of Activity:</u>	Musical			
<u>Seasonal or Yearly:</u>	Seasonal			
	<u>Extra-Curricular Dates in Season</u>	<u>20%</u>	<u>40%</u>	<u>80%</u>
	Musical Performance # 1	1	1	1
	Musical Performance # 2	1	1	2

<u>Name of Activity:</u>	Large Group Speech			
<u>Seasonal or Yearly:</u>	Seasonal			
	<u>Extra-Curricular Dates in Season</u>	<u>20%</u>	<u>40%</u>	<u>80%</u>
	District Large Group Speech	1	1	1
	State Large Group Speech	1	1	2
	All-State Large Group Speech	1	1	3

<u>Name of Activity:</u>	Individual Speech			
<u>Seasonal or Yearly:</u>	Seasonal			
	<u>Extra-Curricular Dates in Season</u>	<u>20%</u>	<u>40%</u>	<u>80%</u>
	District Individual Speech	1	1	1
	State Individual Speech	1	1	2
	All-State Individual Speech	1	1	3

<u>Name of Activity:</u>	F.F.A.			
<u>Seasonal or Yearly:</u>	Yearly			
	<u>Extra-Curricular Dates in Season</u>	<u>20%</u>	<u>40%</u>	<u>80%</u>
	Fun Summer Activity/Canoe Trip (June)	1	1	1
	Ag Mechanic, Agronomy, Food Science (June)	1	1	2
	Horse (June)	1	1	3
	WLC Conference (June)	1	2	3
	County Fair (July)	1	2	4
	District Livestock Judging (July)	1	3	5

GOOD CONDUCT CODE INELIGIBILITY SCHEDULE

State Fair (Aug)	2	3	6
State Livestock and Meats (Aug)	2	3	6
Dairy Foods (Sept)	2	4	7
Soils (Oct)	2	4	8
National Convention (Oct)	2	4	9
District Leadership Contest (March)	2	5	10
District Convention (March)	3	5	11
State Leadership Convention (April)	3	6	11

** Not all students will participate in all of the above listed activities*

Name of Activity: Percussion

Seasonal or Yearly: Seasonal

<u>Extra-Curricular Dates in Season</u>	<u>20%</u>	<u>40%</u>	<u>80%</u>
Percussion Performance # 1	1	1	1
Percussion Performance # 2	1	1	2
Percussion Performance # 3	1	1	3

Name of Activity: Mock Trial

Seasonal or Yearly: Seasonal

<u>Extra-Curricular Dates in Season</u>	<u>20%</u>	<u>40%</u>	<u>80%</u>
* All events are graded	1	1	1

Name of Activity: Vocal Music

Seasonal or Yearly: Yearly

<u>Extra-Curricular Dates in Season</u>	<u>20%</u>	<u>40%</u>	<u>80%</u>
All State	1	1	1
OPUS	1	1	2
Honor Choir	1	1	3
District Solo Contest	1	2	3
State Solo Contest	1	2	4
District Ensemble Contest	1	3	5
State Ensemble Contest	2	3	6
Vocal Trips	2	3	6

* Local concerts and performances are graded

Name of Activity: Instrumental Music

Seasonal or Yearly: Yearly

<u>Extra-Curricular Dates in Season</u>	<u>20%</u>	<u>40%</u>	<u>80%</u>
All State	1	1	1
District Honor Band	1	1	2
State Honor Band	1	1	3
District Solo Contest	1	2	3
State Solo Contest	1	2	4
District Ensemble Contest	1	3	5
State Ensemble Contest	2	3	6
Band Trips	2	3	6

* Local concerts and performances are graded

GOOD CONDUCT CODE INELIGIBILITY SCHEDULE

<u>Name of Activity:</u>	Athletics		
<u>Seasonal or Yearly:</u>	Seasonal		
<u>Extra-Curricular Dates in Season</u>	<u>20%</u>	<u>40%</u>	<u>80%</u>
* All Contests are considered Extra Curricular	1	1	1
* Ineligible Dates depend on the number of games/meets scheduled	1	1	2
			3

* Cheerleaders are bound to the schedule of the team that they cheer for

<u>Name of Activity:</u>	Student Council		
<u>Seasonal or Yearly:</u>	Yearly		
<u>Extra-Curricular Dates in Season</u>	<u>20%</u>	<u>40%</u>	<u>80%</u>
Homecoming Activities	1	1	1
Adopt-a-Highway	1	1	2
Teacher Appreciation	1	1	3
Christmas Projects	1	2	3
Blood Drive w/ NHS	1	2	4
Monthly Meetings	1	3	5
NIC Dodgeball	2	3	6
Middle School Fun Night	2	3	6
Help at Booster Club Tournament	2	4	7
Cardinals for a Cure	2	4	8
MS "Mix it up" Day	2	4	9
NIC Day of Service	2	5	10
Prairie View Cleanup	3	5	11
Veteran's Day	3	6	11
8th grade transition night	3	6	12

<u>Name of Activity:</u>	Honorary Elected		
<u>Seasonal or Yearly:</u>	Seasonal		
<u>Extra-Curricular Dates in Season</u>	<u>20%</u>	<u>40%</u>	<u>80%</u>
Homecoming King/Queen/Court	1	1	1
* Ineligibility period needs to be served before a student may participate			

STUDENT CONDUCT ON SCHOOL TRANSPORTATION

Students utilizing school transportation shall conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the bus driver and the passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The school vehicle driver shall have the authority to maintain order on the school vehicle. It shall be the responsibility of the driver to report misconduct to the building administrator. Once an infraction occurs, the following bus discipline procedure shall be used to maintain an orderly atmosphere on the school vehicle:

Bus Discipline Procedure

In the event a general education student's conduct is inappropriate while being transported to and from school, the following actions could result:

- Step 1) A student/driver conference will be held centering around the student's behavior, the rule that was violated, and the expectations for the future. The parents of the student will be contacted by the driver. A written report will be filed with the building principal of the student and a copy forwarded to the parents along with a copy of the bus policy.
- Step 2) A student/driver/principal conference will be held concerning the incident. A written report will be filled out by the driver and principal. The building principal will contact the parents of the student and an accompanying letter will be sent to the parents along with a copy of the bus policy. The student will be suspended from bus privileges from one to five days.
- Step 3) A student/driver/principal conference will be held concerning the incident. A written report will be filled out by the driver and principal. The building principal will contact the parents of the student and an accompanying letter will be sent to the parents along with a copy of the bus policy. The student will be suspended from bus privileges from five to ten days. A parent/student/driver/principal conference will be held prior to the return of the student to bus privileges.
- Step 4) A student/driver/principal conference will be held concerning the incident. A written report will be filled out by the driver and principal. The building principal will contact the parents of the student and an accompanying letter will be sent to the parents. At this time the bus policy and the due process hearing procedure will be presented to the parent/guardian. The student will be suspended from bus privileges pending the result of a hearing by the board.

In the event a special education student's conduct is inappropriate while being transported to and from school, the following actions could result:

- Step 1) A student/driver conference will be held centering around the student's behavior, the rule that was violated, and the expectations for the future. The parents of the student will be contacted by the driver. A written report will be filed with the building principal of the student and a copy forwarded to the parents along with a copy of the bus policy.

Approved: 09-15-2014 Reviewed: 4-10-2017 Revised:

STUDENT CONDUCT ON SCHOOL TRANSPORTATION

Step 2, 3, & 4) A student/driver/principal conference will be held concerning the incident. In addition, the student's IEP Team will meet to determine appropriate educational options and transportation for the student. A written report will be filled out by the driver and principal. The building principal will contact the parents of the student and an accompanying letter will be sent to the parents along with a copy of the bus policy.

Those student riders whose privileges have already been suspended by the board during one academic year could start on step 2 or 3 of this procedure the next academic year. If the offense jeopardizes the safety of other students and the bus driver, action may be processed at step 3.

SURVEILLANCE MONITORS ON SCHOOL BUSES REGULATION

The board supports the use of video cameras on school buses as a means to monitor and maintain the safe environment for students and employees. The video cameras may be used on buses used for transportation to and from school, field trips, curricular events, and extracurricular events. The contents of the videotapes may be used as evidence in a student and/or employee disciplinary proceeding.

The content of the videotapes is a student and/or employee record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the videotapes. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, transportation director, bus driver and special education staffing team. A videotape recorded during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the videotape becomes the subject of a student disciplinary proceeding, it may be treated like other evidence in the proceeding.

Notice

The school district will annually provide the following notice to students and parents:

The board has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior, to maintain order on the school buses, and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

The school district will annually provide the following notice to employees:

The board has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student and employee behavior, to maintain order on the school buses, and to promote and maintain a safe environment. Employees are hereby notified that the content of the videotapes may be used in an employee disciplinary proceeding. The content of the videotapes are confidential employee records and will be retained with other employee records. Videotapes will only be retained if necessary for use in an employee disciplinary proceeding or other matter as determined necessary by the administration. Employees may request to view videotapes of the employee if the videotapes are used in a disciplinary proceeding involving the employee.

The following notice will also be placed on all school buses equipped with a video camera:
This bus is equipped with a video monitoring system.

Video Monitoring System

Approved: 09-15-2014 Reviewed: 4-10-2017 Revised:

SURVEILLANCE MONITORS ON SCHOOL BUSES REGULATION

Students are prohibited from tampering with the video cameras on the school buses. Students found in violation of this regulation shall be disciplined in accordance with the school district discipline policy and Good Conduct Rule and shall reimburse the school district for any repairs or replacement necessary as a result of the tampering.

Review of Videotapes

The school district shall review videotapes when necessary as a result of an incident reported by a bus driver, employee or student. The videotapes may be recirculated for erasure after ten (10) days. Viewing of videotapes is limited to the individuals having a legitimate educational purpose. A written log will be kept of those individuals viewing the videotapes stating the time, name of individual viewing and the date the videotape was viewed.

STUDENT GOVERNMENT

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

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

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

STUDENT ORGANIZATIONS

No student organization shall exist which is not approved by the board. The superintendent shall determine qualifications and regulations for student groups and make recommendations to the board for groups seeking approval. Applications for organizing shall be relayed to the superintendent through the building principal.

Secondary and/or student-initiated curriculum-related organizations and secondary and/or student-initiated non-curriculum-related organizations are encouraged.

Curriculum-Related Organizations

It will 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 and/or student-initiated curriculum-related student organizations, upon receiving permission from the principal, may use school district facilities for meetings and other purposes 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 any part of the education program will have priority over the activities of another organization.

Employees are assigned to monitor approved meetings and may interact with curriculum-related organizations.

Non-Curriculum-Related Organizations

Secondary and/or student-initiated non-curriculum-related organizations are provided access to meeting space and school district facilities. Only students may attend and participate in meetings of non-curriculum-related organizations. 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.

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

STUDENT PUBLICATIONS

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

Any expressions made by students in the exercise of free speech, including student expression in official school publications, is not an expression of official school policy. The district, the board, and the district employees or officials are not liable in any civil or criminal action for any student expression made or published by students, unless the district employees or officials have interfered with or altered the content of the student 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 or societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication, will follow the grievance procedure outlined in 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.

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

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

STUDENT PUBLICATIONS CODE

- A. Official school publications defined.
An "official school publication" is material produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to students either free or for a fee.
- B. Expression in an official school publication:
1. No student will express, publish or distribute in an official school publication material which is the following:
 - a. obscene;
 - b. libelous;
 - c. slanderous; or
 - d. encourages students to:
 - 1) commit unlawful acts;
 - 2) violate school rules;
 - 3) cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - 4) disrupt or interfere with the education program;
 - 5) interrupt the maintenance of a disciplined atmosphere; or
 - 6) infringe on the rights of others.
 2. The official school publication is produced under the supervision of a faculty advisor.
- C. Responsibilities of students:
1. Students writing or editing official school publications will assign and edit the news, editorial and feature contents of the official school publications subject to the limitations of the student publications code and the law.
 2. Students will strive to achieve professional standards of accuracy, fairness, objectivity and thoroughness in each and every aspect of official school publications.
 3. Students will strive to achieve professional standards of grammar, usage, punctuation and spelling for clarity and accuracy of official school publications.
- D. Responsibilities of faculty advisors:
Faculty advisors will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech.
- E. Liability:
Student expression in an official school publication will not be deemed to be an expression of the school district. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student expression. The liability, if any, is only to the extent of interference or alteration of the speech or expression.
- F. Appeal procedure:
1. Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication will seek review of the decision through the student grievance procedure, under board policy 502.6.
 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 214.1.

Approved: 09-15-2014

Reviewed: 04-10-2017

Revised:

STUDENT PUBLICATIONS CODE

- G. Time, place and manner of restrictions on official school publications.
 - 1. Official student publications may be distributed in a reasonable manner on or off school premises.
 - 2. Distribution in a reasonable manner will not encourage students to do any of these acts:
 - 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.

STUDENT SOCIAL EVENTS

School-sponsored social events shall be approved by the principal and placed on the school calendar prior to public announcement. They shall be under the control and supervision of school personnel. In addition, chaperones are required at all dances. The hours and activities of the event shall be reasonable and in keeping with board policy. Student gatherings at night will be expected to dismiss according to the following schedule: Parties and dances on nights not followed by a school day, 11:00 p.m. or later with special permission from the administration; Nightly practices or work sessions, 9:30 p.m.

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

Student behavior and the behavior of school personnel, particularly certificated personnel's behavior, shall be in keeping with the behavior required during regular school hours.

Approved: 12-11-89 Reviewed: 4-10-2017 Revised: 09-15-2014

STUDENT PERFORMANCES

Students, as part of the educational 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 educational program. Performance at such events is a privilege.

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

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

It shall be within the discretion of the superintendent to determine whether the event will benefit the educational program and the participating students.

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

Contests or other performances by students unapproved by the superintendent shall be the responsibility of the parent and the student.

Approved: 12-11-89 Reviewed: 6-12-2017 Revised: 09-15-2014

STUDENT FUNDRAISING

Students may raise funds for school-sponsored events with permission of the building principal. Fundraising by students for events other than school-sponsored events is allowed with permission of the building principal. Collection boxes for non-school sponsored organizations, however, must have prior approval from the building principal before being placed on school property. If fundraisers are school sponsored, raised funds will go toward the event and not be returned to the student.

Approved: 12-11-89 Reviewed: 6-12-2017 Revised: 09-15-2014

STUDENT WORK/INTERN PROGRAMS

The Work Release Program of the GARNER-HAYFIELD-VENTURA Community School is designed to combine part-time school work and part-time job experience enabling students to become more occupationally adequate in preparation for post-high school careers. Work Release is primarily intended for those students who will be terminating their education upon completion of high school but does not exclude the student interested in additional vocational or technical programs.

The general objectives will be as follows: to develop the basic academic skills necessary in functional daily living; to acquire practical background expected of adult citizens; to achieve self-acceptance and a sense of dependability within the community; to develop qualities of personality, character, and work habits necessary for employment; and to explore the world of work and develop economic usefulness.

In order to participate, the student must have approval, in writing from the student's parents, approval of the employer stating the type of work involved, and approval of superintendent or designee.

Approved: 12-11-89 Reviewed: 6-12-2017 Revised: 09-15-2014

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

STUDENT ACTIVITY PROGRAM

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

Students may participate in interscholastic athletics, music, speech, and other contests or events approved by the administration subject to the rules and regulations which govern participation in general for each event or contest. Any such events must be supervised by school personnel.

The district is affiliated and pays dues as a member of the Iowa FFA Association, Iowa State Music Association, Iowa State Speech Association, Iowa High School Athletic Association, the Iowa High School Girls' Athletic Union, the Iowa Association of Student Councils, and the NHS. Therefore, the school is subject to all the rules and regulations of these associations and the Department of Education.

A student who participates in school-sponsored athletics may participate in a non-school sponsored sport during the same season provided that the same do not conflict with the school sponsored athletic activities. The determination of whether a non-school sponsored sport conflicts with a school-sponsored athletic activity shall be determined by the supervising coach.

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 this policy.

Furthermore, a student may not violate the rules and regulations of the state associations and/or the discipline policy of the district or any rules and regulations pertaining to eligibility for extra-curricular activity, without jeopardizing the student's continued participation as it may apply.

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

Approved: 1-12-98 Reviewed: 6-12-2017 Revised: 09-15-2014

ASSIGNMENT OF COURSES

Students shall take a predetermined number of and types of courses to graduate. Where students have a choice in course offerings, the school district will try to allow each student to take the course of their choice. Courses with limited space will be allocated to those who first apply for the course or need it for graduation.

It shall be the responsibility of the superintendent or designee to develop the course offerings for each year for all grades. The superintendent or designee shall make a recommendation to the board annually as to which courses shall be offered.

Approved: 12-11-89 Reviewed: 06-12-2017 Revised:

STUDENT PROGRESS REPORTS AND CONFERENCES

Students shall receive a progress report at the end of each nine-week grading period. Students, who are doing poorly, and their parents, shall be 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 about students' progress will be held to keep the parents informed. Parent-teacher conferences are held at designated times in the school year. The conferences at grades 5-12 are not on any individually-scheduled basis. Parents may see any of the staff members during those conference periods.

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

Approved: 12-11-89 Reviewed: 06-12-2017 Revised: 2-9-98

STUDENT PROMOTION, RETENTION, AND ACCELERATION

The district recognizes that not all students grow and develop at the same rate and that some students may need more time at a particular level. Students will be promoted to the next grade level at the end of each school year, based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The retention of a student will be determined on the judgment of the licensed staff and the building principal. When it becomes evident a student in grades kindergarten (K) through eight (8) may be retained in a grade level for an additional year, the parents will be informed.

Students in grades nine (9) through twelve (12) will be informed of the required coursework necessary to graduate each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for each year, the parents will be informed. It shall be within the sole discretion of the board to retain students in their current grade level and to deny graduation to a student.

Students in grades kindergarten (K) through twelve (12) with exceptional talents may, with the permission of the building principal and the student's 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.

Approved: 12-11-89 Reviewed 06-12-2017 Revised: 09-15-2014

STUDENT HONORS AND AWARDS

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

Approved: 12-11-89 Reviewed: 06-12-2017 Revised: 09-15-2014

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

TESTING, EVALUATION, AND SURVEY PROGRAM

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

No student shall be required, as part of a program funded by the United States Department of Education (USDE), to submit, without prior written consent from the student's parent, to surveys, analysis or evaluation which reveals information concerning the following:

- political affiliations or beliefs of the student or student's parent;
- mental and psychological problems of the student or the student's family;
- sex behavior, or attitudes;
- illegal, anti-social, self-incriminating, and 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 students or parents; or
- income, other than that required by law to determine eligibility for participation in a program, or for receiving financial assistance under such program.

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

Approved: 12-11-89 Reviewed: 06-12-2017 Revised: 09-15-2014

GRADUATION REQUIREMENTS

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

It shall be the responsibility of the superintendent to ensure that students complete grades one (1) through twelve (12) and that high school students complete forty-five (45) credits prior to graduation. The following credits shall be required;

Language Arts	8 credits
Science	6 credits
Mathematics	6 credits
Social Studies	6 credits
Physical Education	4 credits (.5/semester)
Electives	15 credits

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

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

Approved: 12-11-89 Reviewed: 06-12-2017 Revised: 09-15-2014

EARLY GRADUATION

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy. In such cases, the student must have the approval of the board and a recommendation by the superintendent and building principal. A student who graduates early will no longer be considered a student and will become an alumnus of the district.

Students are required to give notice of their intent to graduate early at spring registration. Application forms are available in the counselors' offices and must be completed by December 1 for mid-term graduation, and by April 1 for graduation at the end of the junior year.

Students who graduate early may attend the next graduation ceremony (e.g., if they graduate at the end of their junior year, they may attend that spring's ceremony, or if they graduate at the end of the first semester of their senior year, they may attend the following spring's ceremony). It will be the responsibility of the early graduates to check with the school, in advance of graduation, regarding the following:

1. Picking up announcement package;
2. Distribution of cap and gown;
3. Graduation practice.

Approved: 12-11-89 Reviewed: 06-12-2017 Revised: 09-15-2014

COMMENCEMENT

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

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

Approved: 12-11-89 Reviewed: 06-12-2017 Revised:

STUDENT PERFORMANCE TESTING FOR CLASSROOM CREDIT

In meeting the needs of the students, the board may grant credit by performance testing for course work which is ordinarily included in the school curriculum. Students wishing to receive credit by testing shall have the approval of the superintendent prior to taking the test. Testing for credit may only be utilized prior to the offering of a course. Once the course has begun, students must attend the class and complete the required work for credit.

Approved: 12-11-89 Reviewed: 06-12-2017 Revised: 09-15-2014

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

STUDENT RECORDS

The board recognizes the importance of maintaining student records and preserving their confidentiality. For purposes of this policy and other policies relating to student records, student is defined as an enrolled individual in a pre-school through twelfth grade, including children in school district-sponsored child care programs, if any.

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

Parents and eligible students will have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen (18) years of age or is attending an institution of post-secondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's student records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate law that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

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

Parents and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five (45) calendar days after the request is made. Parents, an eligible student, or an authorized representative of the parents will have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

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

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

If the parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment is made to the student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.

Approved: 12-11-89 Reviewed: 06-12-2017 Revised: 09-15-2014

STUDENT RECORDS

If the school district determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's records will become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents will also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. When a disclosure is made without parental or eligible student's written permission, it is disclosed on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

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

STUDENT RECORDS

- to authorized representatives of the Secretary of Agriculture or authorized representative from the Food and Nutrition Service for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding for or providing a school lunch program for which the results will be reported in an aggregate form that does not identify any individual, provided that the data collected shall be protected in a manner that will not permit the personal identification of students and their parents, to anyone other than those authorized under this paragraph, and any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements;
- to an agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student, provided that the education records or the personally identifiable information contained in such records of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure, and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records; or
- as directory information.

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

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

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

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. In the absence of parents or an eligible student's request to destroy the records, the school district must maintain the records for at least three years after an individual is determined to be no longer eligible for special education.

STUDENT RECORDS

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

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

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

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

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

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

It is the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice shall be given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy and Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-5920.

USE OF STUDENT RECORDS REGULATION

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

The intent of this regulation is to establish procedures for granting requests from parents for access to their child's records, use of the data, and procedures for its transmittal within forty-five (45) calendar days.

A. Access to Records

1. The parent or legal guardian of a student will have access to these records upon written request to the building administrator. The parent or legal guardian will, upon written request to the building administrator, have the opportunity to receive an interpretation of the records, have the right to question the data, and, if a difference of opinion is noted, shall be permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.
2. A student, eighteen (18) years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are eighteen (18) years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.
3. 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.

Approved: 5-11-98 Reviewed: 06-12-2017 Revised: 09-15-2014

USE OF STUDENT RECORDS REGULATION

B. Release of Information to External Parties

1. To release student records to other school(s) in which the student intends to enroll, the parent, legal guardian, or eligible student of majority age must be notified of the transfer and the kinds of information being released unless the school district annually notifies parents that the records will be sent automatically.
2. Student records may be released to official education and other government agencies only if allowed by state or federal law.
3. To release student records to other persons or agencies, written consent and/or authorization shall be given by the parent, legal guardian, or a student of majority age. This consent and/or authorization form will state which records shall be released, to whom they shall be released, and the reason for the release. A copy of the specific records being released will be made available to the person signing the release form if requested.
4. Before furnishing student records in compliance with judicial orders or pursuant to any lawfully issued subpoena, the school district will make a reasonable attempt to notify the parents, legal guardian, or eligible student in advance.
5. Student records may be shared with juvenile justice agencies with which the school district has an interagency agreement. This information is shared without prior parental consent. The agreement is a public document available for inspection.

C. Hearing Procedures

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

USE OF STUDENT RECORDS REGULATION

7. 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 (5) calendar days. It is within the discretion of the board to hear the appeal.

STUDENT RECORD REQUEST FORM FOR PARENTS OR STUDENTS

The undersigned hereby requests permission to examine and/or receive copies of the GARNER-HAYFIELD-VENTURA Community School District's official student records of:

(Legal Name of Student)

(Date of Birth)

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

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

The undersigned (check one):

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

(Signature)

(Printed Name)

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

Approved: 09-15-2014

Reviewed: 06-12-2017

Revised: _____

REQUEST OF NON-PARENT FOR EXAMINATION OR COPIES OF STUDENT RECORDS

The undersigned hereby requests permission to examine the GARNER-HAYFIELD-VENTURA Community School District's official student records of:

(Legal Name of Student) (Date of Birth)

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

The undersigned certifies that they are (check one):

- (a) An official of another school system in which the student intends to enroll. ()
- (b) An authorized representative of the Comptroller General of the United States. ()
- (c) An authorized representative of the Secretary of the U.S. Department of Education or U.S. Attorney General. ()
- (d) An administrative head of an education agency as defined in Section 408 of the Education Amendments of 1974. ()
- (e) An official of the Iowa Department of Education. ()
- (f) A person connected with the student's application for, or receipt of, financial aid (SPECIFY DETAILS ABOVE). ()
- (g) A representative of a juvenile justice agency with which the school district has an interagency agreement. ()

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

The undersigned (check one):

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

(Signature)

(Title)

(Agency)

APPROVED:
Signature: _____
Name: _____

Date: _____
Title: _____
Department: _____

Approved: 5-11-98 Reviewed: 06-12-2017 Revised: 09-15-2014

AUTHORIZATION FOR RELEASE OF STUDENT RECORDS

The undersigned hereby authorizes the GARNER-HAYFIELD-VENTURA Community School District and any of its agents to release official student records of:

(Legal Name of Student)

(Date of Birth)

(Name of Last School Attended)

(Dates of Attendance)

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

The reason for the authorization: _____

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

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

The undersigned has the following relationship to the student: _____

(Signature)

(Address)

(Printed Name)

(City, State, Zip Code)

(Phone Number)

Approved: 5-11-98 Reviewed: 06-12-2017 Revised: 09-15-2014

REQUEST FOR HEARING ON CORRECTION OF STUDENT RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

Date: _____

I believe certain official student records of a student, _____,
(full legal name of student), GARNER-HAYFIELD-VENTURA Community School District, are inaccurate,
misleading or in violation of the student's rights under state and federal law.

The student records which I believe are inaccurate, misleading or in violation of the student's rights under
state and federal law are the following:

The reason I believe such records are inaccurate, misleading, or in violation of the student's rights under
state and federal law are the following:

My relationship to the child is: _____

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

(Signature)

(Address)

(Printed Name)

(City, State, Zip Code)

(Phone Number)

Approved: 5-11-98 Reviewed: 06-12-2017 Revised: 09-15-2014

NOTIFICATION OF TRANSFER OF STUDENT RECORDS

To: _____
Parent/Guardian

Date: _____

Street Address:

City/State/Zip Code

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

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

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

If you desire a copy of such records furnished, please check here _____, and return this form to the undersigned at GARNER-HAYFIELD-VENTURA Community School District. A reasonable charge will be made for the copies.

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

(Signature)

(Printed Name)

(Title)

(Agency)

Approved: 5-11-98 Reviewed: 06-12-2017 Revised: 09-15-2014

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date: _____

Dear _____: (Parent)

This letter is to notify you that the GARNER-HAYFIELD-VENTURA Community School District has received a subpoena or court order requesting copies of your child's permanent records. The specific records requested are, as follows:

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

Sincerely,

(Building Principal or Superintendent)
GARNER-HAYFIELD-VENTURA Community School District

Approved: 5-11-98 Reviewed: 06-12-2017 Revised: 09-15-2014

ANNUAL NOTICE REGARDING STUDENT RECORDS

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

1. The right to inspect and review the student's education records within 45 days of the day the school district receives a request for access.
 - a. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy rights.
 - a. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the building principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - b. If the school district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the 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 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 a disciplinary or grievance committee or student assistance team or assisting another school official in performing his or her tasks.
 - b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Approved: 5-11-98 Reviewed: 06-12-2017 Revised: 09-15-2014

ANNUAL NOTICE REGARDING STUDENT RECORDS

- c. Upon request, the school district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request).
 4. The right to inform the school district that the parent does not want directory information to be released. Directory information can be released without prior parental consent. Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing by October 1st, to the building principal. The objection needs to be renewed annually.
 - a. "Directory information" includes: name, address, telephone number, date and place of birth, e-mail address, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, student ID number that is displayed on a student identification card (provided it cannot be solely used to access the student's educational records), user ID or other unique personal identifier that is displayed on a student identification card (provided it cannot be solely used to access the student's educational records), photograph and other likeness, and other similar information.
 - b. Even though student addresses and telephone numbers are not considered directory information in every instance, military recruiters and post-secondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or post-secondary institutions to access the information must ask the school district to withhold the information. Also, districts that provide post-secondary institutions and potential employers access to students must provide the same right of access to military recruiters.
 5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

ANNUAL NOTICE REGARDING STUDENT RECORDS

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

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

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

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

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

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

Identification of Agencies: This agreement between the GARNER-HAYFIELD-VENTURA Community School District (hereinafter "School District") and _____ (hereinafter "Agencies").

Statutory Authority: This agreement implements Iowa Code § 280.25 and is consistent with 34 C.F.R. 99.38 (1999).

Parameters of Information Exchange:

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

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

Approved: 10-08-01 Reviewed: 06-12-2017 Revised: 09-15-2014

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

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

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

Term: This agreement is effective from _____.

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

APPROVED:

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

Address: _____
City: _____
State: _____ ZIP: _____
Phone Number: _____

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

Address: _____
City: _____
State: _____ ZIP: _____
Phone Number: _____

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

Address: _____
City: _____
State: _____ ZIP: _____
Phone Number: _____

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

Address: _____
City: _____
State: _____ ZIP: _____
Phone Number: _____

STUDENT DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school district. For purposes of this policy and other policies relating to student directory information, student is defined as an enrolled individual in a pre-school through twelfth grade, including children in school district-sponsored child care programs, if any. Directory information is defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, e-mail address, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, student ID number that is displayed on a student identification card (provided it cannot be solely used to access the student's educational records), user ID or other unique personal identifier that is displayed on a student identification card (provided it cannot be solely used to access the student's educational records), photograph and other likeness, and other similar information.

The school district may designate that certain directory information is available to specific parties and/or for a specific purpose.

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

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

Approved: 12-11-89 Reviewed: 06-12-2017 Revised: 09-15-2014

DENIAL OF AUTHORIZATION TO RELEASE STUDENT DIRECTORY INFORMATION

The GARNER-HAYFIELD-VENTURA Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. A copy of the school district's policy is available for review is on the district's website.

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

The school district has designated the following information as directory information: student's name, address and telephone number; date and place of birth; e-mail address; grade level; enrollment status; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational institution attended by the student; the student ID number that is displayed on a student identification card (provided it cannot be solely used to access the student's educational records), user ID or other unique personal identifier that is displayed on a student identification card (provided it cannot be solely used to access the student's educational records); photograph and other likeness and other similar information. You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than _____, 20____ of this school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

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

RETURN THIS FORM

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

Student Name: _____ Date of Birth _____

School: _____ Grade: _____

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

This form must be returned to your child's school no later than _____, 20____.
Additional forma are available at your child's school.

Approved: 5-11-98 Reviewed: 06-12-2017 Revised: 09-15-2014

USE OF DIRECTORY INFORMATION

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

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing to the building principal by October 1st of the current school year. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, GRADE LEVEL, ENROLLMENT STATUS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, STUDENT ID NUMBER THAT IS DISPLAYED ON A STUDENT IDENTIFICATION CARD (PROVIDED IT CANNOT BE SOLELY USED TO ACCESS THE STUDENT'S EDUCATIONAL RECORDS), USER ID OR OTHER UNIQUE PERSONAL IDENTIFIER THAT IS DISPLAYED ON A STUDENT IDENTIFICATION CARD (PROVIDED IT CANNOT BE SOLELY USED TO ACCESS THE STUDENT'S EDUCATIONAL RECORDS) PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION. THE FOLLOWING INFORMATION MAY BE PUBLISHED ON THE INTERNET: STUDENT PHOTOGRAPHS (FIRST NAME, LAST INITIAL ONLY) AND OTHER LIKENESSES, ARTWORK, OR WRITING.

DATED: _____, 20_____

Approved: 5-11-98 Reviewed: 06-12-2017 Revised: 09-15-2014

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

STUDENT PHOTOGRAPHS

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

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

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

Approved: 12-11-89 Reviewed: 06-12-2017 Revised: _____

STUDENT SURVEYS

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

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

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

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

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

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

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

Approved: 09-15-2014 Reviewed: 6-12-2017 Revised: _____

STUDENT SURVEYS

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

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

ANNUAL NOTICE REGARDING PROTECTION OF STUDENT RIGHTS

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

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

Approved: 09-15-2014 Reviewed: 06-12-2017 Revised: _____

ANNUAL NOTICE REGARDING PROTECTION OF STUDENT RIGHTS

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

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

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

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

ANNUAL SCHEDULE OF ACTIVITIES AND CONSENT/OPT-OUT FORMS

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

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

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

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

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

Schedule of Activities

[Activity 1 (Requiring Consent)]

[Activity 2 (Permitting Opt-Out)]

Date:
Grades
Activity:
Summary:

Date:
Grades:
Activity:
Summary:

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

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

Parent's Signature: _____ Date: _____

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

STUDENT LIBRARY CIRCULATION RECORDS

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

Appropriate authorities in a health or safety emergency may access the student's library circulation records without the approval or the notification of the student's parents. Parents may not access records without the permission of their student who has reached the age of majority or who is attending a post-secondary educational institution unless the student is considered a dependent for tax purposes.

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

Approved 09-15-2014

Reviewed 06-12-2017

Revised

STUDENT LIBRARY CIRCULATION RECORDS REGULATION

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

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

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

Approved 09-15-2014

Reviewed 06-12-2017

Revised

STUDENT HEALTH AND IMMUNIZATION CERTIFICATES

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

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

Students enrolling in kindergarten or any grade in elementary school in the school district will have, at a minimum, a dental screening performed by a licensed medical professional (physician, nurse, physician assistant, dentist, dental hygienist) sometime between the student turning three (3) years of age and four (4) months following the student's enrollment in the district, and will provide proof of such a screening to the district. Students enrolling in any grade in high school in the school district will have, at a minimum, a dental screening performed by a licensed dentist or dental hygienist sometime between one (1) year prior to the student's enrollment in the district and four (4) months following the student's enrollment in the district, and will provide proof of such a screening to the district.

Parents or guardians of students enrolling in kindergarten in the school district shall be provided a student vision card provided by the Iowa optometric association and as approved by the department of education. The goal of the school district is that every child receives an eye examination by age seven, as needed.

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

Approved: 12-11-89 Reviewed: 02-11-13 Revised: 09-15-2014

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

ADMINISTRATION OF MEDICATION TO STUDENTS

Students may be required to take medication during the school day. Medication shall be administered only by the school nurse or a qualified designee. A qualified designee is a person who has been trained under the State Department of Health guidelines. Training and continued supervision shall be documented and kept on file at school.

Some students may need prescription and non-prescription medication to participate in their educational program. These students shall receive medication concomitant with their educational program. When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by the licensed health personnel with the student and the student's parent.

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

Students who have demonstrated competence in administering their own medications may self-administer their medication as long as all other relevant portions of this policy have been complied with by the student and the student's parent or guardian. A written statement by the student's parent/guardian shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency.

Medication will not be administered without written authorization that is signed and dated from the parent and the medication must be in the original container which is labeled by the pharmacy or the manufacturer with the name of the child, name of the medication, the time of the day which it is to be given, the dosage, and the duration. Written authorization will also be secured when the parent requests student co-administration of medication when competency is demonstrated. When administration of the medication requires ongoing professional health judgment, an individual health plan will be developed by the licensed health personnel with the student and the student's parents. It is the parent's responsibility to ensure that the medication is current; that all information regarding the medication is current; and that the information provided to the district, including, but not limited to the written authorization, is current.

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

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

Approved 10-11-04 Reviewed 02-11-13 Revised 09-15-2014

ADMINISTRATION OF MEDICATION TO STUDENTS

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

ADMINISTRATION OF MEDICATION TO STUDENTS REGULATION

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

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

1. Medication must be in the original container, from the pharmacy with the directions clearly stated. This serves two purposes: signifies permission from the doctor and includes directions from the pharmacist. Pharmacists will supply another labeled container for school upon request when the prescription is filled. **NO BAGGIES OR ENVELOPES WILL BE ACCEPTED AT SCHOOL.** It is the parent's responsibility to ensure that the medication is current and that all information regarding the medication is current.
2. Parents must give written authorization for the administration of the medication. It is the parent's responsibility to ensure that the information provided to the district, including, but not limited to the written authorization, is current.

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

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

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

Iowa law requires school districts to allow students with asthma or other airway constricting diseases to carry and self-administer their medication as long as the parents and prescribing physician report and approve in writing. Students do not have to prove competency to the school district.

Emergency protocols for medication-related reactions shall be posted.

Approved 09-15-2014 Reviewed Revised

ADMINISTRATION OF MEDICATION TO STUDENTS REGULATION

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

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

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

The undersigned(s) are the parent(s) of _____ (student's full legal name), who is in the _____ grade at the _____ building in the GARNER-HAYFIELD-VENTURA Community School District.

It is necessary that the above student receive the following medication(s), at the following frequencies, for the following time period (Attach additional sheets if necessary):

(a) _____
(Medication)

(Frequency (i.e., once at noon, etc.))
Beginning on _____ and continuing through _____
(Duration)

_____ I hereby request the school district, or its authorized representative, to administer the above-named medication to my child named above and agree to:

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

OR

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

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

(Signature of Parent/Guardian) _____
(Date)

(Printed Name of Parent/Guardian) _____
(Phone Number)

Approved 09-15-2014 Reviewed Revised

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

I authorize my child, _____, to self-administer his/her own asthma inhaler or airway medication at school. I understand that the GARNER-HAYFIELD-VENTURA Community School District and its employees are to incur no liability, except for gross negligence, as a result of any injury arising from my child's self-administration of such medication. The school district, and its employees, acting reasonably and in good faith, shall incur no liability for any improper use of medication, or for supervising, monitoring, or interfering with a student's self-administration of medication. I understand and acknowledge that under state law my student is not required to demonstrate "competency" in order to be permitted to self-administer his/her own asthma inhaler or airway medication at school.

Parent or Guardian Signature Date

The Following to Be Completed by the Student's Physician:

I have prescribed the following medication (asthma inhaler/airway medication)
_____ for this student _____

Name of Medication Students Name

In this dosage: _____.

Dosage and Instructions (Frequency of Use)

For the purpose of: _____.

Doctor's Signature Date

Approved 09-15-2014 Reviewed Revised

COMMUNICABLE DISEASES - STUDENTS

A student shall notify the superintendent or the school nurse when the student learns the student has a communicable disease. Students with a communicable disease will be allowed to attend school as long as they are physically able to perform the tasks assigned to them and as long as their attendance does not create a substantial risk of transmission of the illness or other harm to the students or the employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by the State Department of Health or relevant laws or regulations.

Prevention and control of communicable diseases shall be included in the school district's bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the superintendent and school nurse.

A student will be excluded from school when the student's condition has been determined to be injurious to the health of others or when the student is too ill to attend school. The health risk to an immunodepressed student attending school shall be determined by the student's personal physician. The health risk to others in the school environment from the presence of a student with a communicable disease shall be determined on a case-by-case basis by the student's physician and a physician selected by the school district or public health officials.

Since there may be greater risks of transmission of a communicable disease for some persons with certain conditions than for other persons infected with the same disease, these special conditions: the risk of transmission of the disease, the effect upon the educational program, the effect upon the student, and other factors deemed relevant by public health officials or the superintendent shall be considered in assessing the student's continued attendance at school. The superintendent may require medical evidence that students with a communicable disease are able to attend school.

It shall be the responsibility of the superintendent or school nurse, when the superintendent or school nurse has knowledge that a communicable disease is present, to notify the State Department of Health. Rumor and hearsay shall be insufficient evidence for the superintendent to act. Health data of a student is confidential and it shall not be disclosed to third parties, except in cases of reportable communicable diseases.

Approved: 12-11-89 Reviewed: 02-11-13 Revised: 09-15-2014

COMMUNICABLE DISEASE CHART

CONCISE DESCRIPTIONS AND RECOMMENDATIONS FOR EXCLUSION OF CASES FROM SCHOOL

*Disease Immunization is available	Usual Interval Between Exposure & First Symptoms of Disease	MAIN SYMPTOMS	Minimum Exclusion from School
CHICKENPOX	13 to 17 days	Mild symptoms and fever. Pocks are "blistery". Develop scabs, most on covered parts of body.	7 days from onset of pocks or until pocks become dry.
CONJUNCTIVITIS (PINK EYE)	24 to 72 hours	Tearing, redness and puffy lids, eye discharge.	Until treatment begins or physician approves readmission.
ERTHEMIA INFECTIOSUM (5TH DISEASE)	4 to 20 days	Usual age 5 to 14 years - unusual in adults. Brief prodrome of low-grade fever followed by Erythemia (slapped cheek) appearance on cheeks, lace-like rash on extremities lasting a few days to 3 weeks. Rash seems to recur.	After diagnosis no exclusion from school.
GERMAN MEASLES (RUBELLA)	14 to 23 days	Usually mild. Enlarged glands in neck and behind ears. Brief red rash.	7 days from onset of rash. Keep away from pregnant women.
HAEMOPHILUS MENINGITIS	2 to 4 days	Fever, vomiting, lethargy, stiff neck and back.	Until physician permits return.
HEPATITIS A	Variable - 15 to 50 (average 28 to 30 days)	Abdominal pain, nausea, usually fever. Skin and eyes may or may not turn yellow.	14 days from onset of clinical disease and at least 7 days from onset of jaundice.
IMPETIGO	1 to 3 days	Inflamed sores, with pus. started or until physician permits return.	48 hours after antibiotic therapy

Approved: 12-11-89 Reviewed: 09-15-2014 Revised:

COMMUNICABLE DISEASE CHART

CONCISE DESCRIPTIONS AND RECOMMENDATIONS FOR EXCLUSION OF CASES FROM SCHOOL

MEASLES*	10 days to fever 14 days to rash	Begins with fever, conjunctivitis, runny nose, cough, then blotchy red rash.	4 days from onset of rash.
MENINGOCOCCAL MENINGITIS	2 to 10 (commonly 3 to 4) days	Headache, nausea, stiff neck, fever.	Until physician permits return.
MUMPS*	12 to 25 (commonly 18 days)	Fever, swelling and tenderness of glands at angle of jaw.	9 days after onset of swollen glands or until swelling disappears.
PEDICULOSIS (HEAD/BODY LICE)	7 days for eggs to hatch	Lice and nits (eggs) in hair.	24 hours after adequate treatment to kill lice and nits.
RINGWORM OF SCALP	10 to 14 days	Scaly patch, usually ring shaped, on scalp.	No exclusion from school. Exclude from gymnasium, swimming pools, and contact sports.
SCABIES	2 to 6 weeks initial exposure; 1 to 4 days reexposure	Tiny burrows in skin caused by mites.	Until 24 hours after treatment.
SCARLETT FEVER SCARLATINA STREP THROAT	1 to 3 days	Sudden onset, vomiting, sore throat, fever, later fine rash (not on face). Rash usually only with first infection.	24 hours after antibiotics started and no fever.
WHOOPING COUGH* (PERTUSSIS)	7 to 10 days	Head cold, slight fever, cough characteristic <u>whoop</u> after <u>about 2 weeks</u> .	5 days after start of antibiotic treatment

Readmission to School - It is advisable that school authorities require written permission from the health officer, school physician, or attending physician before any pupil is readmitted to class following any disease which requires exclusion, not mere absence from school.

REPORTABLE INFECTIOUS DISEASES

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

Acquired Immune Deficiency Syndrome (AIDS)	Leprosy	Rubella (German measles)
Amebiasis	Leptospirosis	Rubeola (measles)
Anthrax	Lyme Disease	Salmonellosis
Botulism	Malaria	Shigellosis
Brucellosis	Meningitis (bacterial or viral)	Tetanus
Campylobacteriosis	Mumps	Toxic Shock Syndrome
Chlamydia trachomatis	Parvovirus B19 infection (fifth disease and other complications)	Trichinosis
Cholera	Pertussis (whooping cough)	Tuberculosis
Diphtheria	Plague	Tularemia
'E. Coli 0157:h7	Poliomyelitis	Typhoid fever
Encephalitis	Psittacosis	Typhus fever
Giardiasis	Rabies	Veneral Disease
Hepatitis, viral (A,B, Non-A Non-B, Unspecified)	Reye's Syndrome	Chancroid
Histoplasmosis	Rheumatic fever	Gonorrhea
Human Immunodeficiency Virus (HIV) infection other than AIDS	spotted fever	Granuloma Inguinale
Influenza	Rubella (congenital syndrome)	Lymphogranuloma Venereum
Legionellosis		Syphilis
		Yellow fever

Any other disease which is unusual in incidence, occurs in unusual numbers of circumstances, or appears to be of public health concern, e.g., epidemic diarrhea, food or waterborne outbreaks, acute respiratory illness.

NOTE: Be sure to mail the appropriate copies to both the state and local public health offices.

Approved: 12-11-95 Reviewed: 09-15-2014 Revised:

REPORTABLE INFECTIOUS DISEASES REPORTING FORM

REPORT THE FOLLOWING DISEASES IMMEDIATELY BY TELEPHONE (1-800-362-2736)

Botulism
Cholera
Diphtheria
Plague

Poliomyelitis
Rabies (Human)
Rubella
Rubeola (measles)

Yellow Fever
Disease outbreaks of
any public health concern

REPORT ALL OTHER DISEASES BELOW.

WEEK ENDING

DISEASE	PATIENT		COUNTY OR CITY	DOB	SEX
	Name applicable) Parent (If applicable)				
	Address				
	Attending Physician				
	Name applicable) Parent (If applicable)				
	Address				
	Attending Physician				
	Name applicable) Parent (If applicable)				
	Address				
	Attending Physician				
	Name applicable) Parent (If applicable)				
	Address				
	Attending Physician				
	Name applicable) Parent (If applicable)				
	Address				
	Attending Physician				

Approved: 12-11-95 Reviewed: 02-11-13 Revised: 09-15-2014

REPORTABLE INFECTIOUS DISEASES REPORTING FORM

Reporting Physician, Hospital, or Other Authorized Person

Address

Remarks:

FOR SCHOOLS ONLY: Report over 10% absent only. Total enrollment:					
	Monday	Tuesday	Wednesday	Thursday	Friday
No. Absent					
% of Enrollment					
REPORT NUMBER OF CASES ONLY					
Chickenpox Erythema infectiosum (5th Disease)			Gastroenteritis Influenza-like illness (URI)		

STUDENT EXPOSURE TO IRRITANTS AND ALLERGENS

Students may be exposed to irritants that pose a risk to the student's health and safety during the school day. Parents and students shall take all precautions to ensure that they are not exposed to such irritants and/or allergens.

If the parent(s) requests a meeting, the school district will meet with the parent(s) and/or student to discuss the student's exposure to irritant(s) and/or allergen(s), and, if appropriate, develop a plan to limit the above student's exposure to irritant(s) and/or allergen(s). Every such plan to avoid exposure shall include a completed Parental Identification of Student Irritant and/or Allergen Form and a completed Parental Authorization and Release Form for the Administration of Medication to Student.

The school district cannot guarantee that the student will never be exposed to such irritants and/or allergens. If a student is exposed to such an irritant and/or allergen and/or suffers from an allergic reaction, the school district may administer medication to the student as necessary according to its policies and procedures.

Approved

09-15-2014

Reviewed

Revised

PARENTAL IDENTIFICATION OF STUDENT IRRITANT AND/OR ALLERGEN FORM

The undersigned(s) are the parent(s) in charge of _____ (student's full legal name), who is in the _____ grade at the _____ building in the GARNER-HAYFIELD-VENTURA Community School District.

I am requesting that the above student should not be exposed to or should be minimally exposed to the following irritant(s) and/or allergen(s) because such irritant(s) and/or allergen(s) pose a risk to the student's health and safety during the school day: (Attach additional sheets if necessary):

(a) Irritant and/or Allergen: _____

Why Requesting Limited Exposure (i.e., identified allergy, doctor's request, other reason):

Possible Exposure Symptom(s): _____

Proposed Plan for Limiting Exposure: _____

Parental Authorization and Release Form for the Administration of Medication to Student:

_____ I have completed a Parental Authorization and Release Form for the Administration of Medication to Student so that the school district, or its authorized representative, may administer medicine to the above-named student in the case of exposure to an irritant or an allergic reaction and/or have completed a Parental Authorization and Release form for the Self- Administration of Epinephrine via Epi-Pen.

-OR-

_____ I have NOT completed a Parental Authorization and Release Form for the Administration of Medication to Student, and do not intend to do such.

Meeting with District Regarding Limiting Student Exposure to Irritant(s) and/or Allergen(s):

_____ I wish to request a meeting with the school district to discuss the above student's exposure to irritant(s) and/or allergen(s), and, if appropriate, develop a plan to limit the above student's exposure to irritant(s) and/or allergen(s).

-OR-

_____ I DO NOT wish to request a meeting with the school district to discuss the above student's exposure to irritant(s) and/or allergen(s).

(Signature of Parent/Guardian)

(Date)

(Printed Name of Parent/Guardian)

(Phone Number)

Approved

09-15-2014

Reviewed

Revised

PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE SELF-ADMINISTRATION OF EPINEPHRINE VIA EPI-PEN

I authorize my child, _____, to carry an epi-pen auto-injector and to self-administer his/her own epinephrine at school in the event of an emergency following my child's:

- Demonstration of his/her knowledge and understanding of anaphylaxis and correct usage of the epi-pen to the school nurse;
- Agreement never to share the epi-pen with another student; and
- Agreement to obtain or send for assistance from the school nurse or another adult immediately in the event of an allergic reaction and/or use of the epi-pen.

Parent or Guardian Signature

Date

The Following to Be Completed by the Student's Physician:

I have prescribed an epi-pen auto-injector in the following dosage _____ to _____ for his/her allergy/allergies to the following (list all applicable allergies): _____

I have further instructed him/her with respect to:

- The events surrounding the need for epinephrine;
- The consequences of incorrectly administering epinephrine;
- The signs and symptoms of an allergic reaction; and
- The correct usage of an epi-pen.

Doctor's Signature

Date

Approved

09-15-2014

Reviewed

Revised

STUDENT INJURY OR ILLNESS AT SCHOOL

When a student becomes ill or is injured at school, the school district will attempt to notify the student's parents as soon as possible.

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

It shall be the responsibility of the building principal or school nurse to file an accident report with the superintendent within twenty-four (24) hours after the student is injured at school. Reports will be kept in the administrative office for that year and then filed in the student's cumulative folder.

Annually, parents shall be required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The authorization form will also include the phone numbers of the parents; alternative numbers to call in case of an injury or illness; local physician's name and telephone number; preference of ambulance service and hospital; any medical problems which the student may have; and a parental signature.

Approved: 12-11-89 Reviewed: 02-11-13 Revised: 09-15-2014

ACCIDENT REPORT OF STUDENT INJURY AT SCHOOL

Parent's Phone #: _____

Alternate Parent's Phone #: _____

Name of Student: _____ Grade _____

Address: _____

Date of Incident: _____ Location of Incident: _____

Please write a brief description of what occurred:

Please list any eye witnesses to the incident (attach their statements, if any, to this report):

Please indicate what procedure was taken to resolve the incident:

Date

Signature

Title

Accident reports will be completed and returned to the office of the respective principal within 24 hours of the incident by employee witnessing any event involving injury to a student. The superintendent will receive a copy of the report of any incident involving need for doctor's care or hospitalization. Reports will be kept in the office for the year and then filed in the student's cumulative folder.

Approved: 09-15-2014 Reviewed: ___ Revised:

STUDENT SPECIAL HEALTH SERVICES

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

Approved: 9-17-96 Reviewed: 02-11-13 Revised: 09-15-2014

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

SPECIAL HEALTH SERVICES REGULATION

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

A. Definitions

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

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

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

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

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

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

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

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

Approved: 09-17-96

Reviewed: 09-15-2014

Revised: 10-09-00

SPECIAL HEALTH SERVICES REGULATION

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

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

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

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

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

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

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

- Participate as a member of the education team.
- Provide the health assessment.
- Plan, implement and evaluate the written individual health plan.
- Plan, implement and evaluate special emergency health services.
- Serve as liaison and encourage participation and communication with health service agencies and individuals providing health care.
- Provide health consultation, counseling and instruction with the eligible student, the student's parent and the staff in cooperation and conjunction with the prescriber.
- Maintain a record of special health services. The documentation includes the eligible student's name, special health service, prescriber or person authorizing, date and time, signature and title of the person providing the special health service and any unusual circumstances in the provision of such services.
- Report unusual circumstances to the parent, school administration, and prescriber.

SPECIAL HEALTH SERVICES REGULATION

- Assign and delegate to, instruct, provide technical assistance and supervise qualified designated personnel.
 - Update knowledge and skills to meet special health service needs.
- C. Prior to the provision of special health services the following shall be on file:
- Written statement by the prescriber detailing the specific method and schedule of the special health service, when indicated.
 - Written statement by the student's parent requesting the provision of the special health service.
 - Written report of the preplanning staffing or meeting of the education team.
 - Written individual health plan available in the health record and integrated into the IEP or IFSP.
- D. Licensed health personnel, in collaboration with the education team, shall determine the special health services to be provided and the qualifications of individuals performing the special health services. The documented rationale shall include the following:
- Analysis and interpretation of the special health service needs, health status stability, complexity of the service, predictability of the service outcome, and risk of improperly performed service.
 - Determination that the special health service, task, procedure or function is part of the person's job description.
 - Determination of the assignment and delegation based on the student's needs.
 - Review of the designated person's competency.
 - Determination of initial and ongoing level of supervision required to ensure quality services.
- E. Licensed health personnel shall supervise the special health services, define the level of supervision and document the supervision.
- F. Licensed health personnel shall instruct qualified designated personnel to deliver and perform special health services contained in the eligible individual health plan. Documentation of instruction and periodic updates shall be on file at school.
- G. Parents shall provide the usual equipment, supplies and necessary maintenance for such. The equipment shall be stored in a secure area. The personnel responsible for the equipment shall be designated in the individual health plan. The individual health plan shall designate the role of the school, parents, and others in the provision, supply, storage and maintenance of necessary equipment.

STUDENT WELLNESS PLAN

The school district promotes the health and well-being of its students by supporting good nutrition, wellness, and regular physical activity as a part of the total learning environment. The district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

Wellness Goals

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

1. Encouraging physical activity, as outlined in the Student Wellness Plan – Physical Activity policy.
2. Providing nutrition education and promotion, as outlined in the Student Wellness Plan – Nutritional Guidelines policy.
3. Establishing other school-based activities that are designed to promote student and staff wellness, as outlined in the Student Wellness Plan – Other Activities to Promote Wellness policy.

Plan for Measuring Implementation of the Wellness Plan and Nutrition Guidelines

A. Wellness Policy Committee.

1. The district will establish a local wellness policy committee that may be comprised of any of the following: representatives of the board; representatives of the district, including administrators; representatives of the public; parents; students; representatives of the school food authority; and nutrition/wellness experts, including teachers of physical education and/or school health professionals
2. The wellness committee will be responsible for the implementation, monitoring and evaluation of these guidelines. The committee will provide an annual report detailing the implementation and evaluation of this wellness policy to be presented to the superintendent and school board every three years and as needed, and approved and published for public viewing. The district will designate one or more officials from the wellness policy committee to ensure that each school within the district and the district as a whole complies with the local wellness policy.

Approved: 09-15-2014 Reviewed: 03/12/2018 Revised:

STUDENT WELLNESS PLAN

B. Implementation

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

C. Monitoring.

1. The superintendent, the principal at each school, and the committee and/or designee will ensure compliance with established district-wide nutritional and physical activity wellness policies.
2. Additionally, the following actions will occur:
 - a. food service staff, at the school or district level, will ensure compliance with nutritional policies within food service areas and will report on this matter to the superintendent or principal;
 - b. the school district will report on the most recent USDA School Meals Initiative (SMI).

D. Policy Review

1. Periodic assessments will be conducted every 3 years to review implementation and compliance, to assess progress, and to determine areas in need of improvement. As part of that review, the committee and/or the designated official will do the following:
 - a. generally consider whether there exists an environment that supports healthy eating and physical activity;
 - b. review the nutritional and physical activity policies and practices to determine the extent to which the district and schools within the district are in compliance with the local wellness policy;
 - c. consider the extent to which the district's local wellness policy compares to the model local wellness policy;
 - d. assess the progress the district has made in attaining the goals of its local wellness policy;
 - e. provide to the board any recommended updates to the district's wellness policy.

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

STUDENT WELLNESS PLAN - PHYSICAL ACTIVITY

A. Physical Education

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

B. Daily Recess

1. Elementary schools will provide recess for students that:
 - is at least twenty (20) minutes a day;
 - is preferably outdoors;
 - encourages moderate to vigorous physical activity; and
 - discourages extended periods (i.e., periods of two (2) or more hours) of inactivity.

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

D. Physical Activity and Discipline

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

Note: Iowa law will be followed for requirements of number of minutes of physical activity per day and week.

Approved: 09-15-2014 Reviewed: 03/12/2018 Revised:

STUDENT WELLNESS PLAN - NUTRITIONAL GUIDELINES

School Meals

A. Meals served by the school district to students will:

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

B. Breakfast

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

C. Free and Reduced-Price Meals

1. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-priced meals. Toward this end, the district will utilize electronic identification and payment systems and promote the availability of meals to all students.

D. Sharing of Food

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

Approved: 09-15-2014 Reviewed: 03/12/2018 Revised:

STUDENT WELLNESS PLAN - NUTRITIONAL GUIDELINES

F. Meal Times and Scheduling

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

G. Qualification of Food Service and Staff

1. Qualified nutrition professionals will administer the meal programs. As part of the district's responsibility to operate a food service program, the district will provide continuing professional development for all nutrition professionals and staff.

Other Food Available at School

A. Food Sold Outside the Meal

1. All foods and beverages sold individually outside the reimbursable meal programs including those sold through a la carte lines, vending machines and sales foods (for example fundraising activities) during the school day, will meet federal and state nutritional standards.

B. Snacks

1. Snacks served during the school day will make a positive contribution to students' diets and health. The district will disseminate a list of suggested snack items to teachers and parents. The district encourages parents and teachers to provide food that is commercially packaged or comes from a commercial bakery.
2. Each school will be encouraged to evaluate their celebration practices that involve food during the school day. The district will disseminate a list of healthy party ideas to parents and teachers.
3. The school district will discourage the use of foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through meals) as a discipline.

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STUDENT WELLNESS PLAN - NUTRITIONAL GUIDELINES

Food Safety

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

Nutrition Promotion and Education

- A. The District will promote general nutrition and the specific nutritional goals and requirements outlined in this policy by doing any and/or all of the following:
 - 1. Promote classroom instruction and educational learning activities, specifically participatory activities, which focus on nutrition (i.e., preparing nutritious food, attending field trips, planting a garden, etc.)

Other Aspects of Wellness Plan – Nutrition Guidelines

- A. Fundraising Activities
 - 1. Regulated fundraising groups' activities, which offer the sale of food and/or beverages on school property to students by students and/or student groups/organizations, must use foods and/or beverages that are compliant with the school's wellness policies.

STUDENT WELLNESS PLAN - OTHER ACTIVITIES TO PROMOTE WELLNESS

Activities that Promote Student Wellness

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

Approved: 09-15-2014 Reviewed: 3-12-2018 Revised:

EMERGENCY DRILLS

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

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

The emergency plan shall include the following:

- assignment of employees to specific tasks and responsibilities;
- instructions relating to the use of alarm systems and signals. If combination visual and auditory warning devices do not exist, the plan shall include specific provisions for warning individuals with hearing impairments.
- information concerning methods of fire containment;
- systems for notification of appropriate persons and agencies;
- information concerning the location and use of fire fighting equipment;
- specification of evacuation routes and procedures;
- posting of plans and procedures at suitable locations throughout the facility;
- evacuation drills which include the actual evacuation of individuals to safe areas;
- an evaluation for each evacuation drill.

Approved: 12-11-89 Reviewed: 06-12-2017 Revised: 09-15-2014

STUDENT INSURANCE

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

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

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

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

Approved: 12-11-89 Reviewed: 06-12-2017 Revised: 09-15-2014

CUSTODY AND PARENTAL RIGHTS

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

This policy does not forbid school district personnel to listen to a student's problems and concerns. However, school district personnel shall remain neutral in a disagreement about custody and parental rights, other than child abuse situations.

Approved: 12-11-89 Reviewed: 06-12-2017 Revised: 09-15-2014

STUDENT ASSISTANCE TEAMS

The school district is committed to providing quality education in an environment that promotes learning.

Our commitment shall include the following:

- Provide assistance to students troubled by physical, social, emotional, sexual, legal, medical, family, or chemical problems.
- Improve the quality of education in the schools and the school environment.
- Utilize existing human resources in the community rather than acquiring new professional staff in our schools.
- Enlist the support and involvement of all staff members.

Approved: 12-11-89 Reviewed: 06-12-2017 Revised:

CLASS OR STUDENT GROUP GIFTS

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

Approved: 12-11-89 Reviewed: 06-12-2017 Revised:

OPEN NIGHT

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6 p.m. whenever possible. On the rare occasion a State-sponsored event is scheduled at our facility we will plan to host the event. It shall be the responsibility of the building principal to oversee the scheduling of school activities for compliance with this policy.

Approved: 12-11-89 Reviewed: 06-12-2017 Revised: 09-15-2014

STUDENT TELEPHONE CALLS

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

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

Approved: 12-11-89 Reviewed: 06-12-2017 Revised:

SUPERVISION AFTER SCHOOL EVENTS

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

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

Approved: 12-11-89 Reviewed: 06-12-2017 Revised: