

STATEMENT OF GUIDING PRINCIPLES FOR STUDENT PERSONNEL

Student Rights and Responsibilities

Each student has the opportunity and the right to use school as a means for self-improvement and individual growth. In so doing, they are expected to conduct their affairs in such a way as to assure other students the same opportunities without serving to restrict or otherwise inhibit their individual and collective rights.

Of equal importance is the right of school authorities to prescribe and control--consistent with fundamental and constitutional safeguards--student conduct in the schools.

In exercising this right, each building principal, working with staff members and with the students, will attempt to achieve the objectives and follow the procedures set forth by the Board policies and administrative regulations pertaining to the various aspects of student rights, student conduct, and student discipline.

Objectives to be Achieved

The primary objective is the proper recognition and preservation of a student's constitutional rights and allowance for such rights:

Freedom of Expression - Students may freely express their points of view provided they do not seek to coerce others to join in their mode of expression and provided also that they do not otherwise intrude upon the rights of others during school hours.

Personal Appearance - Restrictions on a student's hair style or his manner of dress will be determined where there is a "clear and present danger to the student's health and safety, causes an interference with work, or creates classroom or school disorder" as a result of such hair style or manner of dress. Participation in voluntary activities may necessitate specific requirements for approved grooming and dress due to the nature of the activity.

The Right to Petition - Students are allowed to present petitions to the administration at any time. Collecting of signatures on petitions is limited to before and after school hours. No student will be subjected to disciplinary measures of any nature for signing a petition addressed to the administration--assuming that the petition is free of obscenities, libelous statements, personal attack, advocacy of disruption which poses a probable threat of disruption to the regular school program, and is within the bounds of reasonable conduct.

Student Due Process Rights - Students are to have clearly established means by which "administrative due process" is available to see that the individual's rights are protected. Students are to be involved, singly and collectively, as citizens of the school with the attendant rights of such citizenship and corresponding responsibilities for the proper conduct of their own affairs and those of other students.

Approved: 11/16/87 Reviewed: 12/19/22 Revised: 12/19/22

STUDENT ATTENDANCE

It shall be the policy of this school district to encourage regular attendance on the part of its students. Students who are absent from school without a reasonable excuse shall be subject to disciplinary measures which may include, but will not be limited to, short-term and long-term suspension and expulsion. Refer to the student handbook of the appropriate building for regulations that further define this policy.

Approved: 11/16/87 Reviewed: 12/19/22 Revised: 7/16/01

ENTRANCE REQUIREMENTS; EVIDENCE OF AGE

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

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

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

Approved: 11/16/87 Reviewed: 12/19/22 Revised: 12/19/22

Notes: School districts are without discretion to admit a student to kindergarten unless the child has attained the age of five on or before September 15 of the school year; not even if the child has been attending kindergarten in another state where earlier admission is allowed. (Atty. General's Opinion, 7-2-79)

Children requiring special education are not permitted to enter school until they reach legal entrance age. However, special aids and services must be provided to children under five, if such aids and services will reasonably permit the child to enter school when he/she reaches school age. See 602.6, "Special Education".

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

Legal Reference: Iowa Code §§ 139A.8; 144.45(5); 282.1, .3, .6.

COMPULSORY ATTENDANCE

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

A child who has reached the age of five by September 15 and who is enrolled in a school district shall be considered to be of compulsory attendance age unless the parent or guardian of the child notifies the school district in writing of the parent's or guardian's intent to remove the child from enrollment in the school district. A child who has reached the age of four by September 15 and who is enrolled in the statewide preschool program under chapter 256C shall be considered to be of compulsory attendance age unless the parent or guardian of the child submits written notice to the school district implementing the program of the parent's or guardian's intent to remove the child from enrollment in the preschool program. Students will attend school the number of days school is in session in accordance with the school calendar, unless they are properly excused, or exempted for the reasons listed below:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or probationally-approved private college preparatory school;
- are attending an accredited nonpublic school; 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 designated school official shall investigate the cause for a student's truancy. If the designated school official is unable to secure the truant student's attendance, the principal should discuss the next step with the school board. If after school board action, the student is still truant, the designated school official 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: 11/16/87 Reviewed: 12/19/22 Revised: 12/19/22

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

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

ATTENDANCE RECORDS

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

Each building principal shall ensure that adequate attendance records are kept, and that required reports are made to the central administrative office.

Approved: 11/16/87 Reviewed: 12/19/22 Revised: 12/19/22

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

RESIDENT STUDENTS

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

The "Residence" of a student means the place, abode, or dwelling of the student. Generally, the legal dwelling of minors is the same as their parents. A student may establish a dwelling with someone other than the parents and attend public school in the school district without paying tuition if the primary purpose for residing in the school district is not for the purpose of obtaining a free public education.

Further, students who have reached the age of majority and who are still eligible to attend an Iowa secondary school may declare their residence independent of the residence of the parents.

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

Approved: 11/16/87

Reviewed: 12/19/22 Revised: 12/19/22

Legal Reference: Lakota Cons. Ind. School v. Buffalo Center-Rake
Comm. School, 334 N.W.2d704 (Iowa1983).
Mt. Hope School Dist. v. Hendrickson, 197 N.W. 47
(Iowa 1924).
Oshel v. Creston Comm. School Dist., DPI Admin.
Doc. 570 (1981).
33 D.P.I. Dec. Rule 80 (1984).

NONRESIDENT STUDENTS

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

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

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

Nonresident students who are eligible to attend an Iowa public school and who have positive 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: 11/16/87

Reviewed: 12/19/22

Revised: 12/19/22

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

INTERNATIONAL STUDENTS

Qualified international students may be enrolled and attend school without charge, if they are recommended by the American Field Service or an approved local organization and reside within the boundaries of this district. Proper I-20 forms and other required papers must be processed by the district, the student, and the sponsoring organization before an international student can be formally admitted to school.

Approved: 11/16/87

Reviewed: 12/19/22

Revised:

HOMELESS CHILDREN AND YOUTH

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

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

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

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

- Designate the Equity Coordinator as the local homeless children and youth liaison;
- Provide training opportunities for staff so staff may help identify and meet the needs of homeless children and youth;
- Remove barriers, including those associated with fees, fines, and absences, to the identification, enrollment, retention, attendance and/or success in school for homeless children and youth;
- Ensure collaboration and coordination with other service providers;
- Ensure transportation is provided in accordance with legal requirements;
- Provide school stability in school assignment according to the child's best interests;

- Ensure the privacy of student records, as provided by applicable law, including information about a homeless child or youth's living situation;
- Engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law; and
- Prohibit the segregation of a homeless child or youth from other students enrolled in the district.

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

NOTE: This is a mandatory policy.

NOTE: The United States Department of Education and the Iowa Department of Education have additional information about implementation of the policy. For additional information, please visit:

- The "Education Department Releases Guidance on Homeless Children and Youth" section of the United States Department of Education's website, located at:
<http://www.ed.gov/news/press-releases/education-department-releases-guidance-homeless-children-and-youth>.
- The "Homeless Education" section of the Iowa Department of Education's website, located at:
<https://www.educateiowa.gov/pk-12/title-programs/title-x-part-c-homeless-education>

Approved: 6/16/97

Reviewed: 12/19/22

Revised: 6/5/17

Legal Reference: 20 U.S.C. § 6301.

42 U.S.C. § 11302.

42 U.S.C. §§ 11431 et seq.

281 I.A.C. 33.

STUDENT CONDUCT

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

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

Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

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

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension and decide whether to hold a disciplinary hearing to determine whether to impose further sanctions against the student which may include expulsion. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault. Assault for purposes of this section of this policy is defined as:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or

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

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

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

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

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

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

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

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

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

*NOTE: **This is a mandatory policy** and outlines the school district's basic student conduct. Details of how this policy will be implemented should be included in the student handbook. The paragraph regarding assault of school district employees is Iowa law.*

Approved: 11/16/87

Reviewed: 12/19/22

Revised: 12/19/22

Legal Reference: Goss v. Lopez, 419 U.S. 565 (1975).

Brands v. Sheldon Community School District, 671 F. Supp. 627 (N.D. Iowa 1987).

Sims v. Colfax Comm. School Dist., 307 F. Supp. 485 (Iowa 1970).

Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555 (Iowa 1972).

Board of Directors of Ind. School Dist. of Waterloo v. Green, 259 Iowa 1260, 147 N.W.2d 854 (1967).

Iowa Code §§ 279.8; 282.3, 282.4, 282.5; 708.1. 281 I.A.C. 12.3(6)

STUDENT APPEARANCE

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

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

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

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy. Refer to the student handbook of the appropriate building for regulations that further define this policy

Approved: 1/15/96

Reviewed: 12/19/22

Revised: 7/16/01

Legal Reference: Hazelwood School District v. Kuhlmeier, 484 U.S. 260(1988).

Bethal School District v. Fraser, 478 U.S. 675 (1986).

Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503(1969).

Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir.1987).

Torvik v. Decorah Community School, 453 F.2d 779 (8th Cir.1972).

Turley v. Adel Community School District, 322 F.Supp. 402(S.D. Iowa 1971).

Sims v. Colfax Comm. School Dist., 307 F.Supp. 485 (Iowa1970).

Iowa Code § 279.8

STUDENT SUSPENSION

The Iowa Code gives the Board of Directors the power to suspend students and the authority to confer this power on members of the professional staff.

The principal of each school building may temporarily suspend a student for a period not to exceed 3 days for disciplinary reasons by following the due process procedures. The minimal due process procedures include the right of students to:

1. Be given oral and/or written notice of the charges,
2. Be given the opportunity to admit or deny such charges,
3. Be given an explanation of the evidence against the student if he/she denies the charges,
4. Be given an opportunity to explain the situation.

The superintendent may extend the suspension upon the principal's request, for a total of no more than 10 days. The Board President shall be advised immediately for all short-term and extended suspensions. All Board Members will be notified of any extended suspensions and of any individual student suspensions that total 10 days or more.

Readmission of the student after short-term suspension will be done by the building principal. Readmission after extended suspension may occur following a hearing conducted by the building principal. The purpose of this informal hearing shall be to determine the most appropriate educational program available for the student, the status of the student upon readmission, readmission requirements placed upon the student, and/or to consider an administrative recommendation to the Board for expulsion.

The informal hearing shall be attended by the principal, the student, the parents, and any other persons deemed appropriate by the superintendent or requested by the parent or the student.

Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of certain types of student misbehavior.

In addition, legal action may be instituted against the student.

Approved: 11/16/87

Reviewed: 12/19/22 Revised: 2/17/97

STUDENT EXPULSION

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

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

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

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

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

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

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

NOTE: **This is a mandatory policy** and is a reflection of Iowa law regarding student expulsion. It is consistent with the due process requirements of the 14th amendment to the U.S. Constitution. The last two paragraphs reflect federal special education law.

Approved: 11/16/87 Reviewed: 12/19/22 Revised: 01/21/02

Legal Reference: Goss v. Lopez, 419 U.S. 565 (1975).
Wood v. Strickland, 420 U.S. 308 (1975).
Southeast Warren Comm. School District v. Dept. of
Public Instruction, 285 N.W.2d 173 (Iowa 1979).
Iowa Code §§ 21.5; 282.3, .4, .5.
281 I.A.C. 12.3(6).

SMOKING – DRINKING - DRUGS

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

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

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

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

The board believes the substance abuse prevention program will include:

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

- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- Notification to parents and students that compliance with the standards of conduct is mandatory.

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

NOTE: **This policy is mandatory** and complies with the federal Drug-Free Schools Act but is expanded to also include tobacco products. This policy reflects Iowa law regarding tobacco products and minors.

Approved: 11/16/87 Reviewed: 12/19/22 Revised: 10/15/18

Legal Reference: 34 C.F.R. Pt. 86

Iowa Code §§ 123.46; 124; 279.8, .9; 453A.

281 I.A.C. 12.3(6); .5(3)(e), .5(4)(e), .5(5)(e)

STUDENT LOCKERS

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

To ensure students are properly maintaining their assigned lockers, the principal 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.

NOTE: Iowa law requires students or another individual to be present during the inspection of lockers. For locker searches, see Policy 502.8, Search and Seizure.

Approved: 1/15/96

Reviewed: 12/19/22

Revised: 12/19/22

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

WEAPONS

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

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

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

Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. The superintendent 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, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board shall be exempt from this policy. The superintendent may develop an administrative process or procedures to implement the policy.

NOTE: This is a mandatory policy.

NOTE: The board may specifically authorize individuals to be armed with, carry, or transport a firearm on school grounds under limited circumstances outlined in law. Reasons for this authorization may include, conducting instructional programs regarding firearms or for conducting an Iowa Department of Natural Resources approved hunter education course or shooting sports activities course on school property.

Approved: 11/21/94

Reviewed: 12/19/22

Revised: 12/19/22

WEAPONS - ADMINISTRATIVE REGULATIONS

Students may not have hunting rifles, shotguns, starter pistols, or any other firearms in their vehicles if the vehicle is on school property.

Students may not discharge a firearm on school property or at a school activity for any reason.

For the purposes of this policy, "possession" includes but is not limited to storage in a student's locker, desk, bookbag, purse, coat, jacket or other clothing, car, bikebag, or other container or area of confinement used by the student whether personal or school-owned.

Students may not use normally non-destructive objects such as pencils, rulers, compasses, or books in a threatening or assaultive manner. The use of any object in a dangerous way will be treated as if the item used were a dangerous weapon.

The superintendent shall promptly notify and refer to law enforcement or juvenile authorities any student who brings a firearm to school.

Students shall not possess toy weapons or "lookalike" weapons at school except with the knowledge and permission of an administrator, and then only for school or educational purposes. Violation of this policy shall result in confiscation of the "weapon" and suspension, depending upon the student's disciplinary history.

Any student who threatens another person on school property or at a school event with a dangerous weapon or an object that resembles a dangerous weapon, including but not limited to a toy pistol or rifle, squirt gun, cap gun, rubber knife, or plastic grenade, or who displays any object in such a manner as reasonably to place another person in fear for his or her safety shall be subject to discipline by the principal or superintendent including possible suspension and recommendation for expulsion.

Approved: 11/21/94

Reviewed: 12/19/22

Revised: 7/16/01

SEARCH AND SEIZURE

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities.

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

Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

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

NOTE: This policy reflects the law regarding school district authority for searching students, their possessions and their lockers.

Approved: 11/16/87

Reviewed: 12/19/22

Revised: 12/19/22

Legal Reference: U.S. Const. amend. IV. New Jersey v. T.L.O., 469 U.S. 325 (1985).
Cason v. Cook, 810 F.2d 188 (8th Cir. 1987), cert. den., 482 U.S. 930 (1987).
Iowa Code ch. 808A
281 I.A.C. 12.3(6).

SEARCH AND SEIZURE CHECKLIST

- I. What factors caused you to have a reasonable and articulable suspicion that the search of this student or the student's effects, locker or automobile would turn up evidence that the student has violated or is violating the law, school policy, rules or regulations affecting school order?
 - A. Eyewitness account.
 1. By whom:
 2. Date/Time:
 3. Place:
 - 4: What was seen:
 - B. Information from a reliable source.
 1. From whom:
 2. Time received:
 3. How information was received:
 4. Who received the information:
 5. Describe information:
 - C. Suspicious behavior? Explain.
 - D. Time of search:
 - E. Location of search:
 - F. Student told purpose of search:
 - G. Consent of student requested:
- II. Was the search you conducted reasonable in terms of scope and intrusiveness?
 - A. What were you searching for:
 - B. Where did you search?

- C. Sex of the student:
- D. Age of the student:
- E. Exigency of the situation:
- F. What type of search was being conducted:
- G. Who conducted the search:
Position: _____ Sex: _____
- 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:

SEARCH AND SEIZURE REGULATION

I. Searches, in general

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

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

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

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

- (1) the age of the student;
- (2) the sex of the student;
- (3) the nature of the infraction; and
- (4) the exigency = (need, demand, necessity, emergency) requiring the search without delay.

II. Types of Searches

A. Personal Searches

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

official of the same sex as the student and with another adult witness of the same sex present, when feasible.

- (b) A more intrusive search, short of a strip search, of the student's person, handbags, bookbags, 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. Inspection: 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 not legitimate expectations of privacy in the locker or desk. Periodic inspections of all or random selection of lockers and 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. Searches: The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the locker 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.

Approved: 11/16/87

Reviewed: 12/19/22

Revised: 12/19/22

STUDENT EXPRESSION

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

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

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

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

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

NOTE: This policy represents the current status of students' first amendment rights. This is a mandatory policy and accompanying regulation required by Iowa Code ch. 279.73. Schools are urged to handle all protests through a strictly viewpoint neutral lens.

Districts should consider the need to balance opposing views. If one social issue is permitted, a less popular opposing viewpoint should also be permitted.

Approved: 10/15/18

Reviewed: 12/19/22

Revised:

PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS

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

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

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

Physical restraint or seclusion is reasonable or necessary only:

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

- When the physical restraint or seclusion complies with all applicable laws.

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

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

NOTE: This policy is not mandatory. However, there are specific requirements for school districts to fulfill before and after using physical restraint and seclusion with students. Administrators should thoroughly read and understand the requirements listed in Chapter 103 of the Iowa Administrative Code.

Approved: 08/02/2021 **Reviewed:** 12/19/22 **Revised:** _____

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

Cross Reference:	405.72	Abuse of Students by School
District		
		Employees
	500	Student Rights and
Responsibilities		
	502	Student Discipline

USE OF PHYSICAL RESTRAINT AND SECLUSION WITH STUDENTS

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

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

- The area of seclusion will be a designated seclusion room that complies with the seclusion room requirements in accordance with law, unless the nature of the occurrence makes the use of the designated seclusion room impossible, clearly impractical, or clearly contrary to the safety of the student, others, or both; in that event, the school must document and explain in writing the reasons why a designated seclusion room was not used.
- An employee must continually visually monitor the student for the duration of the seclusion or physical restraint.
- If an employee restrains a student who uses sign language or an augmentive mode of communication as the student's primary mode of communication, the student shall be permitted to have the student's hands free of physical restraint, unless doing so is not feasible in view of the threat posed.
- Seclusion or physical restraint shall not be used: as punishment or discipline; to force compliance or to retaliate; as a substitute for appropriate educational or behavioral support; to prevent property damage except as provided in law; as a routine school safety measure; or as a convenience to staff.
- The Superintendent or the Superintendent's designee will investigate any complaint or allegation that one or more employees violated any provisions of 281 Iowa Administrative Code Ch. 103. If the District determines a violation has occurred, corrective action will be taken up to and including termination of the employees involved. If the allegation or complaint involves a specific student the District will notify the parents or guardian of the involved student about the results of the investigation. If any allegation or complaint is also defined as abuse in 281 *Iowa Administrative Code* 102.2, the procedures listed in chapter 102 will apply.
- The District must comply with and implement Chapter 103 whether or not a parent consents to the use of physical restraint or seclusion.

USE OF PHYSICAL RESTRAINT AND/OR SECLUSION DOCUMENTATION FORM

[illegible]

Approval from administrator to continue physical restraint or seclusion past 15 minutes:		Approval obtained from administrator to continue physical restraint or seclusion more than 30 minutes past last approval time:	
Administrator approving:		Administrator approving:	
Time approved:		Time approved:	
Reasons for length of incident:		Reasons for length of incident:	
If Administrator approval was not obtained at 15 minutes or every 30 minutes thereafter, or a student was not provided with breaks for bodily needs in incidents lasting longer than 15 minutes, explain why:			
Parent/Guardian notification: Parents/Guardians will be notified as soon as practicable once the occurrence is under control, but no more than one hour after, or the end of the school day, whichever occurs first. Space below for documenting multiple attempts to notify guardians is listed in case the guardian cannot be reached in the first attempt.			
Employee attempting notification:	Parent/Guardian contacted:	Time and manner of attempted notification:	Was notification successful?
Employee attempting notification:	Parent/Guardian contacted:	Time and manner of attempted notification:	Was notification successful?
Employee attempting notification:	Parent/Guardian contacted:	Time and manner of attempted notification:	Was notification successful?
If Parent/Guardian notification requirements were not complied with, explain why:			
Describe injuries sustained or property damaged by students or employees:			
Describe future approaches to address student behavior including any consequences or disciplinary actions that may be imposed on the student:			

Describe future approaches to address student behavior including any consequences or disciplinary actions that may be imposed on the student:

This form has been reviewed and completed by the undersigned employee.

A written copy of this form has been sent to the student's parent or guardian within three school days of the occurrence. Unless the parent or guardian agrees to receive the report by email, fax, or hand delivery, the report must be sent by mail and postmarked by the third day following the occurrence. Enclosed with a copy of this form is an invitation for the parents or guardians to participate in the debriefing meeting scheduled in accordance with the law.

Employee

Date of form delivered to
Parent/Guardian

Method of Transmittal

DEBRIEFING LETTER TO GUARDIAN OF STUDENT INVOLVED IN AN OCCURRENCE WHERE PHYSICAL RESTRAINT AND/OR SECLUSION WAS USED

[This letter and the enclosed report may be transmitted electronically via email or fax, picked up in person, or mailed. If the district and the guardian do not agree on how to transmit this letter, it must be mailed via postage prepaid, first class mail to the guardian within 3 school days of the occurrence.]

Dear [Guardian],

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

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

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

This letter is intended to inform you that a debriefing meeting will be held on [date within 5 days of transmission of letter, time, place] because of [reason from bulleted list above]. The following employees will be in attendance at this meeting: [list names and titles of employees]. We are inviting you to attend this debriefing meeting to engage with us on topics related to this occurrence.

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

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

[Administrator name], title

Date

Enclosure: Report related to student occurrence

DISCIPLINE OF STUDENTS WHO MAKE THREATS OF VIOLENCE OR CAUSE INCIDENTS OF VIOLENCE

Discipline Policy

Discipline is designed to promote behavior that will enable students to learn and successfully participate in their educational and social environments. The district discipline policy for students who make a threat of violence or commit an act of violence is developed to help students understand their obligations to others in the school setting, secure the safety of all students, staff and the community, and to correct student behavior if a violation occurs (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 1).

Students will conduct themselves in a manner fitting their age, grade 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 tailored to the age, grade level and maturity of the student.

Discipline and other responses to threats or incidents of violence by a student with a disability, including removal from a class, placement in a therapeutic classroom, suspensions, and expulsions, will comply with the provisions of applicable federal and state laws including, but not limited to, the IDEA, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 3).

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

Reporting a Threat of Violence or Incidence of Violence

In the case of any threat of violence or incident of violence that results in injury, property damage or assault by a student, the teacher will report to the school principal or lead administrator within 24 hours of the incident. The principal or lead administrator will notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence and the student(s) who the threatened or perpetrated act of violence was made against within 24 hours after receipt of the teacher's report and complete an investigation of the incident as soon as possible. The classroom teacher may also notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed (2023 Iowa Acts, chapter 96 (House File 604), sec. 4).

An investigation will be initiated by the principal or lead

administrator upon learning of an incident of violence or threat of violence through any credible means. If the principal or lead administrator finds that an incident of violence or threat of violence did occur, the administrator will determine the level of threat or incident by considering all aspects of the situation, including the student's intent and knowledge of the impact of their actions, their developmental level and context of the incident. The resolution will focus on identifying the cause behind the behavior and appropriate corrective action (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsections 1 and 4).

A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 5).

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

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

Injury - Injury means "physical pain, illness or any impairment of physical condition." State v. McKee, 312 N.W.2d 907, 913 (Iowa 1981).

Property Damage - Property damage means any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property (Iowa Code section 4.1(21)).

Assault - Assault means when, without justification, a student does any of the following:

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

The act is not an assault when the person doing any of the above and

the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace (Following Iowa Code section 708.1).

Escalating Responses by Grade Band **Grades PK-2**

<i>Level</i>	<i>Escalating Response</i>
Level 1	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Requires individualized educational program (IEP) meeting, if the student has an IEP. Responses may include any of the following: <ul style="list-style-type: none"> ◦ Parent or guardian conference that includes the student, when appropriate; ◦ When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district; ◦ Behavior intervention student agreement coupled with another response(s); ◦ Restitution or opportunities to repair relationships coupled with another response(s); ◦ Detention; and/or ◦ Temporary removal from class. • Unless the first offense is unusually serious, the administrator will avoid permanent removal from a class.
Level 2	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Responses to the incident may

	<p>include the following:</p> <ul style="list-style-type: none"> o Parent or guardian conference that includes the student, when appropriate; o When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; o Behavior intervention student agreement coupled with another response(s); o Restitution or opportunities to repair relationships coupled with another response(s); o Detention; o Temporary or permanent removal from extracurricular activities; o Temporary or permanent removal from class; o In-school suspension; o Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or o Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.
Level 3	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Responses to an incident may include the following: <ul style="list-style-type: none"> o Parent or guardian conference that includes the student, when appropriate; o When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to

	<p>available resources of the district;</p> <ul style="list-style-type: none"> o Behavior intervention student agreement coupled with another response(s); o Restitution or opportunities to repair relationships coupled with another response(s). o Detention; o Temporary or permanent removal from extracurricular activities; o Temporary or permanent removal from class; o In-school suspension; o Out-of-school suspension; o Suspension of transportation privileges, if misconduct occurred in a school vehicle; o Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or o Recommendation for expulsion.
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Grades 3-5

<i>Level</i>	<i>Escalating Response</i>
Level 1	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Responses to an incident may include the following: <ul style="list-style-type: none"> o Parent or guardian conference that may include the student, when appropriate; o When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district; o Behavior intervention student agreement coupled with another response(s); o Restitution or

	<p>opportunities to repair relationships coupled with another response(s);</p> <ul style="list-style-type: none"> o Detention; and/or o Temporary removal from class. <ul style="list-style-type: none"> • Unless the first offense is unusually serious, the administrator will avoid permanent removal from a class.
Level 2	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Response to an incident may include, but are not limited to, the following: <ul style="list-style-type: none"> o Parent or guardian conference that includes the student, when appropriate; o When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; o Behavior intervention student agreement coupled with another response(s); o Restitution or opportunities to repair relationships coupled with another response(s); o Detention; o Temporary or permanent removal from extracurricular activities; o Temporary or permanent removal from class; o In-school suspension; o Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or o Placement in an alternative learning

	environment, including a therapeutic classroom, when appropriate.
Level 3	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Response to an incident may include the following: <ul style="list-style-type: none"> ○ Parent or guardian conference that includes the student, when appropriate; ○ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; ○ Behavior intervention student agreement coupled with another response(s); ○ Restitution or opportunities to repair relationships coupled with another response(s); ○ Detention; ○ Temporary or permanent removal from extracurricular activities; ○ Temporary or permanent removal from class; ○ In-school suspension; ○ Out-of-school suspension; ○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or ○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or ○ Recommendation for expulsion.

Grades 6-8

Level	Escalating Response
Level 1	<ul style="list-style-type: none">• Requires parent or guardian notification.• Requires individualized educational program (IEP) meeting, if the student has an IEP.• Responses to an incident may include the following:<ul style="list-style-type: none">◦ Parent or guardian conference that may include the student, when appropriate;◦ When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;◦ Behavior intervention student agreement coupled with another response(s);◦ Restitution or opportunities to repair relationships coupled with another response(s);◦ Detention; and/or◦ Temporary removal from class.
Level 2	<ul style="list-style-type: none">• Requires parent or guardian notification.• Review of response to prior offense, if applicable, to inform increased level of response.• Requires individualized educational program (IEP) meeting, if the student has an IEP.• Responses to an incident may include, but are not limited to, the following:<ul style="list-style-type: none">◦ Parent or guardian conference that includes the student, when appropriate;◦ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;◦ Behavior intervention student agreement

	<p>coupled with another response(s);</p> <ul style="list-style-type: none"> o Restitution or opportunities to repair relationships coupled with another response(s); o Detention; o Temporary or permanent removal from extracurricular activities; o Temporary or permanent removal from class; o In-school suspension; o Out-of-school suspension; o Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or o Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.
Level 3	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Response to an incident may include the following: <ul style="list-style-type: none"> o Parent or guardian conference that may include the student, when appropriate; o When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district; o Behavior intervention student agreement coupled with another response(s); o Restitution or opportunities to repair relationships coupled with another response(s); o Detention;

	<ul style="list-style-type: none"> o Temporary or permanent removal from extracurricular activities; o Temporary or permanent removal from class; o In-school suspension; o Out-of-school suspension; o Suspension of transportation privileges, if misconduct occurred in a school vehicle; o Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or o Recommendation for expulsion.
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Grades 9-12

<i>Level</i>	<i>Escalating Response</i>
Level 1	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Responses to an incident may include, but are not limited to, the following: <ul style="list-style-type: none"> o Parent or guardian conference that includes the student, when appropriate; o When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; o Behavior intervention student agreement coupled with another response(s); o Restitution or opportunities to repair relationships coupled with another response(s); o Detention; o Temporary removal from extracurricular activities; o Temporary removal from class;

	<ul style="list-style-type: none"> o In-school suspension; and/or o Suspension of transportation, if misconduct occurred in a school vehicle.
Level 2	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Response to an incident may include the following: <ul style="list-style-type: none"> o Parent or guardian conference that includes the student, when appropriate; o When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; o Behavior intervention student agreement coupled with another response(s); o Restitution or opportunities to repair relationships coupled with another response(s); o Detention; o Temporary or permanent removal from extracurricular activities; o Temporary or permanent removal from class; o In-school suspension; o Out-of-school suspension; o Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or o Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.

Level 3	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Response to an incident may include the following: <ul style="list-style-type: none"> o Parent or guardian conference that includes the student, when appropriate; o When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; o Behavior intervention student agreement coupled with another response(s); o Restitution or opportunities to repair relationships coupled with another response(s); o Detention; o Temporary or permanent removal from extracurricular activities; o Temporary or permanent removal from class; o In-school suspension; o Out-of-school suspension; o Suspension of transportation privileges, if misconduct occurred in a school vehicle; o Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or o Recommendation for expulsion.
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Definitions (consistent with the Department's Data Dictionary 2022-23)

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear

prior to the beginning of the school day, after school has been dismissed for the day or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal disciplining the student.

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

In-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.

Out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days unless due process is provided as required by federal and state law. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

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

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.

Approved: 12/18/23

Reviewed: _____

Revised: _____

STUDENT GOVERNMENT

The function of student government shall be to provide a channel of communication between students and the professional staff of the district. The principal shall establish guidelines for the operation of the student government; these guidelines shall be in accordance with Board policy, and shall be formulated on the basis of students' and staff members' ideas and suggestions.

Approved: 11/16/87

Reviewed: 12/17/18

Revised:

STUDENT ORGANIZATIONS

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

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

Curriculum-Related Organizations

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

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

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

Noncurriculum-Related Organizations

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

Students and assigned employees may attend meetings of noncurriculum-related groups. Student attendance is strictly voluntary and student-initiated.

Employees will be assigned to monitor approved meetings. Employees will not encourage or criticize students with regard to attendance or participation. Students will lead meetings,

planning and activities, and assigned employees will provide guidance necessary to maintain safety and adherence to district rules and policies.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations will include, but not be limited to, stating the process for establishing student groups, assigning a faculty advisor or supervisor and obtaining board approval for each student group.

On an annual basis, in the month of June, all student organizations will be reviewed by the school board.

NOTE: This policy reflects the protection given nonschool-sponsored student groups in the federal Equal Access Act.

Approved: 11/16/87 Reviewed: 12/06/2021 Revised: 12/06/2021

STUDENT PUBLICATIONS

School-sponsored publications provide a way for students to learn reading, writing, and responsible journalism. The printed materials should not encourage the breaking of laws, cause defamation of persons, or contain obscenity. All publications must identify the author and/or editor and publisher.

Administrators shall review student publications and enforce the standards outlined above; however, it is not the duty of administrators to "censor" materials in any way except on the basis of those standards only. In order to protect students' rights, administrative review of materials must be done quickly within a specific length of time, and students must be informed of the appeal procedure in case they disagree with an administrative judgment.

Non-school-sponsored publications are subject to the same standards listed. The administration may prohibit the distribution of such publications, unless the students submit a copy for administrative review.

The principal may designate the time, place, and manner of distribution for all student publications, school-sponsored or otherwise.

Approved: 11/16/87

Reviewed: 12/17/18

Revised:

STUDENT SOCIAL EVENTS

All school-sponsored events shall be under the control and supervision of school personnel. Approval for an event shall be secured from the principal of the building involved, and the event shall be placed on the school calendar before any public announcement is made. Hours, behavior, and activities related to school-sponsored events shall be reasonable and proper. Refer to the student handbook of the appropriate building for regulations that further define this policy.

Approved: 11/16/87

Reviewed: 12/17/18

Revised: 7/16/01

STUDENT ACTIVITY PROGRAM

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

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

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

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

Approved: 11/16/87

Reviewed: 12/17/18 Revised: 6/7/06

INTERSCHOLASTIC COMPETITION

Students may participate in interscholastic competitions that are sponsored or administered by organizations registered with the Iowa Department of Education. The governing organizations shall prescribe and implement eligibility requirements for students participating in contests or competitions as prescribed by state guidelines.

The Board of Directors of this school district may make any additional good conduct rules not in conflict with those of the governing organization. The Board may suspend eligibility for violation of school rules established for the orderly governance of the school.

Approved: 11/16/87

Reviewed: 12/17/18

Revised:

STUDENT ATTENDANCE AT EVENTS OUTSIDE OF SCHOOL

Events in which students participate during school hours or as representatives of the school at places outside of the school must be sponsored and supervised by professional school personnel. Rules of behavior shall be the same as for any in-school activity or event.

Approved: 11/16/87

Reviewed: 12/17/18

Revised:

STUDENT HONORS AND AWARDS

Any regularly enrolled student may be considered for honors or awards granted by the school. Qualifications for such awards shall be established by professional school personnel who have been given that responsibility by the superintendent or the building principal.

Approved: 11/16/87

Reviewed: 12/17/18

Revised:

STUDENT GOOD CONDUCT RULE

It is a privilege and an honor to be able to participate in extra-curricular activities and represent this school district. The student and the school are judged by the participant's character and conduct at all times. Students serve as a model to many people and their attitude has an important impact on others. Any student whose habit and conduct in and out of school, and at school activities both home and away, during both the school year and during the summer, are not consistent with the ideals, principles, and standards of the School District, may be declared ineligible. Coaches/sponsors/directors will file a standardized copy of activity regulations with the appropriate building principal(s). The building principal and athletic director will work toward standardization of all activity regulations to strive toward consistent regulations across all activities. Refer to the student handbook of the appropriate building for regulations that further define this policy.

Approved: 11/16/87

Reviewed: 12/17/18

Revised: 7/16/01

FINES - FEES - CHARGES

The board believes students should respect school district property and assist in its preservation for future use by others.

Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

The superintendent shall inform the board of the dollar amount to be charged to students or others for charges or fees annually.

Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent. It shall be the responsibility of the superintendent, in regulations regarding this policy.

Approved: 8/19/96

Reviewed: 12/17/18

Revised:

STUDENT FEE WAIVER AND REDUCTION PROCEDURES

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

A. Waivers

1. Full Waivers - a student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition Program, Family Investment Program, Supplemental Security Income, 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 shall be based on the same percentage as the reduced price meals. OR The reduction percentage will be fifty percent.]

3. Temporary Waivers - a student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.

B. Application - Parents or students eligible for a fee waiver shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.

C. Confidentiality - The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.

D. Appeals - Denials of a waiver may be appealed to the superintendent.

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

F. Notice - the school district will annually notify parents and students of the waiver. The following information will be included in registration materials.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact their building principal for a waiver form and submit the form to the principal prior to the date fees are due. The waiver will not be considered retroactively after fees are paid. The waiver must be completed annually as it does not carry over from year to year.

Approved: 8/19/96

Reviewed: 12/17/18

Revised:

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 under the Children Nutrition Program (CNP)
- _____ The Family Investment Program (FIP)
- _____ Supplemental Security Income (SSI)
- _____ Transportation assistance under open enrollment
- _____ Foster care

Partial waiver

_____ Reduced priced meals offered under the Children Nutrition Program

Temporary waiver

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

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

STUDENT HEALTH AND IMMUNIZATION CERTIFICATES

Students desiring to participate in athletic activities or enrolling in Pre-Kindergarten/Kindergarten in the school district will 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 is required by the administration for students in other grades enrolling for the first time in the school district.

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

Students enrolling for the first time in the school district will also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, meningitis 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, as long as the student has had at least one required immunization completed. A 60 day provisional may be granted. After 60 days, if the immunizations are not up to date, the student may be dropped. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. Unless an exemption is needed, 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.

Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

NOTE: Physical examinations are not required by law but are strongly recommended. Immunizations and the certificate of immunization are legal requirements.

Approved: 11/16/87

Reviewed: 12/17/18

Revised: 4/2/12

COMMUNICABLE DISEASES

Employees and/or students with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position or to attend school provided their presence does not create a substantial risk of illness or transmission to students or other employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

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

The health risk to immunosuppressed employees or students shall be determined by their personal physician. The health risk to others in the school district environment from the presence of an employee or student with a communicable disease shall be determined on a case-by-case basis by the individual's personal physician, a physician chosen by the school district or public health officials.

An employee or student who is at work and who has a communicable disease which creates a substantial risk of harm to other students, coworkers, or others at the workplace shall report the condition to the Superintendent any time the employee or student is aware that the disease actively creates such risk.

Health data of an employee is confidential and it shall not be disclosed to third parties. Employee medical records shall be kept in a file separate from their personal file.

It shall be the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students and employees with a communicable disease.

Approved: 6/21/88

Reviewed: 12/17/18

Revised: 7/16/01

UNIVERSAL PRECAUTIONS REGULATION

Universal precautions (UP) are intended to prevent transmission of infection, as well as decrease the risk of exposure for employees and students. It is not currently possible to identify all infected individuals, thus precautions must be used with every individual. UP pertain to blood and other potentially infectious materials (OPIM) containing blood. These precautions do not apply to other body fluids and wastes (OBFW) such as saliva, sputum, feces, tears, nasal secretions, vomitus and urine unless blood is visible in the material. However, these OBFW can be sources of other infections and should be handled as if they are infectious. The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, employees and students should be prepared to use the appropriate precautions prior to the contact. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles, and proper decontamination of spills are essential techniques of infection control. All individuals should respond to situations practicing UP followed by the activation of the school response team plan. Using common sense in the application of these measures will enhance protection of employees and students.

Hand Washing

Proper hand washing is crucial to preventing the spread of infection. Textured jewelry on the hands or wrists should be removed prior to washing and kept off until completion of the procedure and the hands are rewashed. Use of running water, lathering with soap and using friction to clean all hand surfaces is key. Rinse well with running water and dry hands with paper towels.

- Hands should be washed before physical contact with individuals and after contact is completed.
- Hands should be washed after contact with any used equipment.
- If hands (or other skin) come into contact with blood or body fluids, hands should be washed immediately before touching anything else.
- Hands should be washed whether gloves are worn or not.

Barriers

Barriers anticipated to be used at school include disposable gloves, absorbent materials and resuscitation devices. Their use is intended to reduce the risk of contact with blood and body fluids as well as to control the spread of infectious agents from individual to individual. Gloves should be worn when in contact with blood, OPIM or OBFW. Gloves should be removed without touching the outside and disposed of after each use.

Disposal of Waste

Blood, OPIM, OBFW, used gloves, barriers and absorbent materials should be placed in a plastic bag and disposed of in the usual procedure. When the blood or OPIM is liquid, semi-liquid or caked with dried blood, it is not absorbed in materials, and is capable of releasing the substance if compressed, special disposal as regulated waste is required. A band-aid, towel, sanitary napkin or other absorbed waste that does not have the potential of releasing the waste if compressed would not be considered regulated waste. It is anticipated schools would only have regulated waste in the case of a severe incident. Needles, syringes and other sharp disposable objects should be placed in special puncture-proof containers and disposed of as regulated waste. Bodily wastes such as urine, vomitus or feces should be disposed of in the sanitary sewer system.

Clean up

Spills of blood and OPIM should be cleaned up immediately. The employee should:

- Wear gloves.
- Clean up the spill with paper towels or other absorbent material.
- Use a solution of one part household bleach to one hundred parts of water (1:100) or other EPA-approved disinfectant and use it to wash the area well.
- Dispose of gloves, soiled towels and other waste in a plastic bag.
- Clean and disinfect reusable supplies and equipment.

Laundry

Laundry with blood or OPIM should be handled as little as possible with a minimum of agitation. It should be bagged at the location. If it has the potential of releasing the substance when compacted, regulated waste guidelines should be followed. Employees who have contact with this laundry should wear protective barriers.

Exposure

An exposure to blood or OPIM through contact with broken skin, mucous membrane or by needle or sharp stick requires immediate washing, reporting and follow-up.

- Always wash the exposed area immediately with soap and water.
- If a mucous membrane splash (eye or mouth) or exposure of broken skin occurs, irrigate or wash the area thoroughly.
- If a cut or needle stick injury occurs, wash the area thoroughly with soap and water.

The exposure should be reported immediately, the parent or guardian is notified, and the person exposed contacts a physician for further health care.

Approved: 11/16/87

Reviewed: 12/17/18

Revised: 7/16/01

STUDENT INJURY OR ILLNESS AT SCHOOL

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 necessary.

When a student becomes ill and needs to go home or is injured and could need medical attention, every attempt to contact the parents/guardians or emergency contact will be made by the school nurse/first responder or principal or designee as soon as possible.

It will be the responsibility of the school nurse or first responder to file an accident report with the superintendent within 48 hours after the student is injured at school if the student received medical attention or at the discretion of the principal, school nurse or first responder.

Parents/guardians shall be required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. It shall be the responsibility of the parents/guardians to provide the school district with updated information on the medical authorization form.

The superintendent shall be responsible, in conjunction with the school nurse, to develop rules and regulations governing the procedures in the event a student should become ill or be injured at school.

Approved: 11/16/87

Reviewed: 12/17/18

Revised: 7/17/06

STUDENT HEALTH SERVICES

Health care of the school age child is a responsibility of the parent. Parents are advised to give medication and perform health care procedures at home, outside school hours, if at all possible. Parents should explore, with the physician, the advisability of a schedule that can be carried out before and after school hours. WLCSD accommodates families by allowing a parent/guardian or parent designee to personally administer a prescription medication, non-prescription, or an alternative medicine product at school.

It is recognized that there may be certain medications and health care procedures which must be carried out during the school day to allow the pupil to attend school in as healthy a state as possible. In these cases, parents are advised to comply with guidelines established by the school. These guidelines are established to safeguard pupils and school personnel.

I. Administration of Medication to Students

The board accepts no responsibility for the medical treatment of students. The superintendent will set regulations for the proper administration of medicines to students during school hours.

A. Prescription Medications

Medications required during school which cannot be managed otherwise shall be administered when the following are on file at school:

1. The legal prescribers signed, dated authorization including name of the medication, dosage, administration route, and time to be given at school. The pharmacy label is considered the equivalent of the legal prescriber's written authorization. A legal prescriber is defined as a physician, dentist, podiatrist, advanced registered nurse practitioner, physician's assistant, or other health care providers legally authorized to prescribe medication in the state of Iowa.
2. A parent's/guardian signed and dated authorization/permission to administer the medication during school which states why the medication is to be given.
3. The medication shall be in the original packaging and labeled as dispensed by the prescriber or pharmacist and shall identify the medication, strength, and time interval to be administered. Two labeled containers may be requested: one for home and one for school. If needed, the physician may be contacted for clarification on medication administration.

- B. If a regular education student must take non-prescription medication during school, procedures 2 and 3 above are to be followed before administration. The school nurse or trained non-licensed school personnel may dispense non-prescription medication from an office supply, at the discretion of the school nurse following procedure 2 and 3 above.
- C. Medication authorizations must be renewed annually and updated immediately as changes occur.
- D. A record of each dose of medication administered shall be documented in the pupil's health record. Included are: medication, date, time, dosage, route, person administering the medication, and any unusual observations.
- E. Medication shall be stored in a locked/secure area.
 - 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 or designee.
- F. Medication shall be delivered to school personnel responsible for accepting medications immediately upon arriving at school. When medication is received, the amount is to be documented if the medication contains a scheduled (controlled) drug. Medication unclaimed at the end of the school year shall be destroyed. Procedures for destroying medication shall include witness and documentation.
- G. Non-licensed school personnel shall successfully complete a medication administration course approved by the Department of Education to administer medication. Review sessions are recommended. Training and continued supervision shall be documented and kept on file at school.
 - a. A medication error would consist of an error of one of the five rights of medication administration: name, time, medication, dose, and route.
 - b. (1) Upon realization of the error, the person administering the medication should notify the school nurse and the principal of the error. (2) The nurse and principal shall determine who will notify the parents.
 - c. The student will be kept in the office for observation until the nurse allows him/her to return to class.
 - d. The legal prescriber shall be notified and his/her orders will be followed.
 - e. The incident will be documented and filed with the

principal and district superintendent.

- H. The school nurse will inform school personnel administering medication of the benefits and side effects of the medication. if side effects are observed, this information is reported immediately to the school nurse.
- I. Iowa law requires school districts to allow students with asthma or other airway constricting disease to carry and self-administer their medications as long as the parents and prescribing physician approve. Students do not have to prove competency to the school district, the consent form is all that is required. The school district may determine if students are abusing their self-administration and can either withdraw the self-administration if medically advisable or discipline the student.
- J. Emergency procedures are recommended for medication reactions and required emergency injections.
- K. The school district will maintain appropriate liability insurance coverage for school personnel administering medication.
- L. Any suspicion of lost or stolen medication should be reported to the principal, nurse, and superintendent as soon as possible.
- M. Alternative Medications such as remedies, herbs, vitamins, dietary supplements, homeopathic medicines, or medications from other countries will not be administered to school children. The position of the Iowa Board of Nursing is that nurses may not administer natural remedies and supplements to school children, at the request of their parents or guardians, during the school day, when the nurse is unable to determine the appropriateness, safety, possible side effects, or toxic effects of the substance, the appropriate dose for a child of a specific age, weight, and body surface area, and treatment of overdose. Iowa Board of Nursing IAC 6.2 and Declaratory Ruling No. 81.

II. Special Health Care Procedures

- A. Special health care procedures required during school which cannot be managed otherwise shall be carried out when the following are on file at school:
 - 1. A physician's signed, dated authorization detailing the procedure, reason for the procedure, time of school administration, and anticipated results and/or side effects. The step-by-step procedure may be attached to the authorization/permission slip. The designated

- person to perform the procedure shall be written.
 2. A parent's signed, dated authorization/permission to carry out the procedure.
 3. Provision of supplies, equipment and maintenance are the responsibility of the parent.
- B. Procedure authorizations must be renewed annually and updated immediately as changes occur.
- C. A record of each procedure carried out shall be maintained in the pupil's health record including: procedure, date, time, results, person carrying out procedure, and any unusual observations.
- D. Routine student reassessment and reevaluation is ongoing. When the procedure deviates from the usual or is not or cannot be provided, this will be documented and the parent notified immediately.
- E. A secure limited-access area shall be provided for storage of equipment and supplies.
- F. The health care procedure may be performed by the school nurse, or the nurse may delegate in accordance with the Iowa Board of Nursing Position Statement of the School Nurse Task Force.
- G. All personnel who will be involved with the pupil shall be trained in the specific health care procedure. Inservice training, performance, and continuing supervision of performance shall be documented and kept on file at school. Community health care professionals may be utilized for training. Training includes:
1. Train personnel for back-up when usual personnel are not available. Plan for an assistant when emergency situations occur. Consider bus driver, principal, secretary.
 2. Train designated personnel in each setting in Cardio-Pulmonary Resuscitation and first aid, and update training periodically. Establish emergency protocol, including transportation and emergency room service, fire evacuation, and weather precautions.
 3. Document training, continuing training, review, supervision, and performance. Recommend follow-up supervision.
- H. The school district will maintain appropriate liability insurance coverage for school personnel providing special health care.

SPECIAL HEALTH SERVICES

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 the authorized practitioner, 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 authorized practitioner. 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 authorized practitioner, 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 authorized practitioner.

"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, authorized practitioner 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 authorized practitioner 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. The authorized practitioner develops this written plan with the education team.

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

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

"Qualified designated personnel" - persons instructed, supervised and competent in implanting 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 authorized practitioner. Levels of supervision includes situations in which authorized practitioner are:

- Physically present
- Available at the same site
- Available on call

- B. Authorized practitioner shall provide special health services under the auspices of the school. Duties of the authorized practitioner 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.
 - 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. Authorized practitioner, 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. Authorized practitioner shall supervise the special health services, define the level of supervision and document the supervision.
- F. Authorized practitioner 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.

ADMINISTRATION OF MEDICATION TO STUDENTS

Some students may need prescription and nonprescription medication to participate in their educational program.

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

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by an authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma, airway constricting diseases, respiratory distress or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon approval of their parents and prescribing physician regardless of competency.

Persons administering medication shall include authorized practitioners, such as licensed registered nurses, physician, persons who have successfully completed a medication administration course, or be an authorized practitioner, including, parents. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion shall be maintained by the school.

A written medication administration record shall be on file including:

- Date;
- Student's name;
- Prescriber or person authorizing administration;
- Medication;
- Medication dosage;
- Administration time;
- Administration method;
- Signature and title of the person administering medication;
and
- Any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information as provided by law.

Disposal of unused, discontinued/recalled, or expired medication

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

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.

Note: This is a mandatory policy. This law reflects the Iowa Department of Education's special education administrative rule regarding administration of medication. Since there are no rules addressing students not receiving special education services, IASB has written the sample policies and regulations to address all students.

Iowa law requires school districts to allow students with asthma, ~~or other~~ airway constricting disease, or respiratory distress 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. The consent form, see 504.31E2, is all that is required. School districts that determine students are abusing their self-administration may either withdraw the self-administration if medically advisable or discipline the student, or both.

Approved: 5/16/94

Reviewed: 8/15/2022 Revised: 8/15/2022

Legal Reference: Disposing on Behalf of Ultimate Users, 79 Fed. Reg. 53520, 53546 (Sept. 9, 2014).
Iowa Code §§124.101(1); 147.107; 152.1; 155A.4(2); 280.16; 280.23.
655 IAC §6.2(152).

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

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

_____/_____/_____
Student Name (Last, First, Middle) Date of Birth School Date ____/____/____

School medications and health services are administered following these guidelines:

- Parent has provided a signed, dated authorization to administer medication and/or provide the health service.
- The medication is in the original, labeled container as dispensed or the manufacturer's labeled container.
- The medication label contains the student's name, name of the medication, directions for use, and date.
- Authorization is renewed annually and as soon as practical when the parent notifies the school that changes are necessary.

Medication/Health Care Dosage Route Time at school

Administration Instructions

Special Directives, Signs to Observe and Side Effects

_____/_____/_____
Discontinue/Re-Evaluate/Follow-up Date

Prescriber's Signature _____/_____/_____
Date

Prescriber's Address _____ Emergency Phone

I request the above named student carry medication at school and school activities, according to the prescription, or other medication administration instructions, and a written record kept. Special considerations are noted above. The information is confidential except as provided by the Family Educational Rights and Privacy Act (FERPA) and any other applicable law. I agree to coordinate and work with school personnel and prescriber (if any) when questions arise. I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment. Procedures for medication disposal shall be in accordance with federal and state law.

Parent or Guardian Signature _____/_____/_____
Date

Parent or Guardian's Address _____ Home Phone

Additional Information _____ Business Phone

Approved: 5/16/94

Reviewed: 8/15/2022

Revised: 8/15/2022

AUTHORIZATION – ASTHMA, AIRWAY CONSTRICTING OR RESPIRATORY DISTRESS MEDICATION ADMINISTRATION CONSENT FORM

Student's Name (Last), (First) (Middle)

____/____/____
Birthdate

School

____/____/____
Date

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

- Parent/guardian provides signed, dated authorization for student medication self-administration.
- Parent/guardian provides a written statement from the student's licensed health care professional (A person licensed under chapter 148 to practice medicine and surgery or osteopathic medicine and surgery, an advanced registered nurse practitioner licensed under chapter 152 or 152E and registered with the board of nursing, or a physician assistant licensed to practice under the supervision of a physician as authorized in chapters 147 and 148C) containing the following:
 - Name and purpose of the medication,
 - Prescribed dosage, and
 - Times or special circumstances under which the medication or epinephrine auto-injector is to be administered.
- The medication is in the original, labeled container as dispensed or the manufacturer's labeled container containing the student name, name of the medication, directions for use, and date.
- Authorization shall be renewed annually. In addition, if any changes occur in the medication, dosage or time of administration, the parent is to notify school officials immediately. The authorization shall be reviewed as soon as practical.

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

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

Approved: 8/15/2022 Reviewed: 8/15/2022 Revised: _____

AUTHORIZATION – ASTHMA, AIRWAY CONSTRICTING OR RESPIRATORY DISTRESS MEDICATION OR ADMINISTRATION CONSENT FORM

Medication _____ Dosage _____ Route _____ Time _____

Purpose of Medication & Administration/Instructions _____

Special Circumstances _____

_____/_____/_____
Discontinue/Re-Evaluate/
Follow-up Date

Prescriber's Signature _____

_____/_____/_____
Date

Prescriber's Address _____

Emergency Phone _____

- I request the above named student possess and self-administer asthma medication, bronchodilator canisters or spacers or other airway constricting disease medication(s) and/or an epinephrine auto-injector at school and in school activities according to the authorization and instructions.
- I understand the school district and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication or an epinephrine auto-injector or for supervising, monitoring, or interfering with a student's self-administration of medication or use of an epinephrine auto-injector. I acknowledge that the school district is to incur no liability, except for gross negligence, as a result of selfadministration of medication or use of an epinephrine auto-injector by the student.
- I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change.
- I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment.
- I agree the information is shared with school personnel in accordance with the Family Education Rights and Privacy Act (FERPA) and any other applicable laws.
- I agree to provide the school with back-up medication approved in this form.
- *Student maintains self-administration record. (Note: This bullet is recommended but not required.)*

Parent/Guardian Signature _____

_____/_____/_____
Date

Parent/Guardian Address _____

Home Phone _____

Business Phone _____

Approved: 8/15/2022

Reviewed: 8/15/2022

Revised: _____

CONCUSSION MANAGEMENT

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

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

The student's parent or guardian shall be contacted as soon as possible following the injury, and told that the student cannot return to participate in the activity until evaluated by and appropriate health care professional. The student shall not return to participate in the activity or practice on the same day of a concussion. The student shall not return to participation in an extracurricular interscholastic activity, contest or practice until a written clearance to participation signed by the appropriate health care provider is given to the school district.

The student shall be examined by an appropriate health care professional the same day the injury occurs. A licensed health care provider means a physician, physician's assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist or licensed athletic trainer. There may be situations when the Iowa High School Athletic Association, Iowa Girls High School Athletic Union and/or the school district specifically designates individuals to act as the health care professional during an activity or event. In such situations, the Iowa High School Athletic Association's, the Iowa Girls High School Athletic Union's, and/or the school district's decision regarding the designation of the health care professional is final. The written release shall be maintained as part of the student's cumulative record.

For students who participate in an extracurricular interscholastic activity which is a contest in grades seven through twelve, the school district shall adopt a return to play protocol consistent with the Department of Public Health's rules

and a return to learn plan based on guidance developed by the Brain Injury Association of America in cooperation with a student removed from participation in an extracurricular interscholastic activity and diagnosed with a concussion or brain injury, the student's parent or guardian, and the student's licensed health care provider to accommodate the student as the student returns to the classroom.

Approved: 6/17/19

Reviewed: 6/17/19

Revised:

STUDENT USE OF BICYCLES

The principal of each building shall set rules for students who ride bicycles to and from school. The privilege of riding a bicycle to school may be withdrawn if a student fails to observe these rules.

Approved: 11/16/87

Reviewed: 2/18/19

Revised:

STUDENT USE OF MOTOR VEHICLES

The board recognizes the convenience to families and students of having students drive to and park at their school attendance center. Driving a motor vehicle to and parking it at the student's attendance center is a privilege. Rules concerning student-driven vehicles (in addition to state motor vehicle laws) shall be established by the superintendent. Motor vehicles should not be used during school hours unless the principal gives special permission. The principal may withdraw the privilege of driving to school from a student who fails to comply with state law or school district rules.

Approved: 11/16/87

Reviewed: 2/18/19

Revised:

STUDENT WORK PERMITS

The superintendent of schools or his/her designee shall, when requested, issue age and work permits to students in accordance with provisions of the state and federal child labor laws.

Approved: 11/16/87

Reviewed: 2/18/19

Revised: 7/16/01

EMERGENCY SCHOOL CLOSINGS

The superintendent has the authority to close schools, dismiss them early, or keep them open beyond the regular school day in case of extreme weather or other emergency conditions. As soon as possible after the decision has been made, the superintendent shall arrange to announce the closing via available mass communication and media as soon as possible after the decision to close.

Make-up days will be scheduled so that students will attend school for the minimum number of school days or hours annually as specified by statute, Iowa Department of Public Instruction rules, and Board policy. On any day when the school is forced to close early, the portion of that day that school was in session shall be defined as a day of school.

Approved: 11/16/87

Reviewed: 2/18/19

Revised: 3/4/19

STUDENT INSURANCE, GENERAL

Providing student insurance is not mandatory but the school district will attempt to offer an insurance program and will invite parents/guardians of all students in the district to participate. Participation will be voluntary, with the entire cost to be paid by the student or his/her parents.

Approved: 11/16/87

Reviewed: 2/18/19

Revised: 7/17/06

STUDENT INSURANCE, ATHLETIC

It is the policy of the Board of Directors that all students participating in school athletic programs be covered by insurance (health or accident insurance). Parents may purchase insurance from the program selected by the school district if offered or provide proof that the student is adequately insured by another policy.

Approved: 11/16/87

Reviewed: 2/18/19

Revised: 7/16/01

STUDENT ACTIVITIES FUND

Revenue raised by students or from student activities shall be deposited and accounted for in the student activities fund. This revenue is the property of and shall be under the financial control of the board. Students may use this revenue for purposes approved by the superintendent.

Whether such revenue is collected from student contributions, club dues, and special activities or result from admissions to special events or from other fund-raising activities, all funds will be under the jurisdiction of the board and under the specific control of the superintendent. They will be deposited in a designated depository and will be disbursed and accounted for in accordance with instructions issued by the superintendent.

It shall be the responsibility of the business manager to keep student activity accounts up-to-date and complete.

Any unencumbered class or activity account balances will automatically revert to the activity fund when a class graduates or an activity is discontinued.

Approved: 11/16/87

Reviewed: 2/18/19

Revised: 7/16/01

SENIOR GRADUATION ANNOUNCEMENTS

Any firm or company wishing to present their product may do so, on a date and time scheduled by the High School Principal.

Procedure: The Senior Class Officers will decide which announcement styles will be presented to the entire class.

Approved: 11/16/87

Reviewed: 2/18/19

Revised:

SENIOR PICTURES

Students will be allowed to purchase senior pictures from any photographer they desire. This will no longer be scheduled through the school. Photographers may leave brochures and price lists at the school for students to pick up.

Approved: 11/16/87

Reviewed: 2/18/19

Revised:

CLASS RINGS

Students may purchase rings where they desire. Companies will be given equal opportunity to display rings in our showcase. Orders can be taken at school in the early fall or any time at the student's convenience if bought locally. Companies may leave brochures or price lists for students.

Approved: 11/16/87

Reviewed: 2/18/19

Revised:

TESTING PROGRAM

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

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

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

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

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

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

Approved: 11/16/87

Reviewed: 2/18/19

Revised: 6/5/17

INTERROGATIONS OF STUDENTS BY OUTSIDE AGENCIES

A student may not be interviewed in school unless the principal or another delegated staff member is present. No interview shall be granted unless the principal deems it essential to the welfare of the student, or unless the principal is directed by court order to grant the interview.

If police officers or other officials request an interview for any issue other than child abuse, an attempt shall be made to contact the student's parents or legal guardian and to have one of them present during the interview. If the topic of the interview is child abuse and the investigator determines that the child should be interviewed independently of his or her parent(s) and the school is the most appropriate setting for the interview, school officials will allow the investigation without contacting the parents if presented with a court order to allow the interview.

No student may be taken from school without the consent of the building principal and without a proper warrant. In all cases, the welfare of the child and the protection of his or her constitutional rights shall be the principal's first considerations.

Approved: 3/14/88

Reviewed: 2/18/19

Revised: 7/16/01

PARENT AND FAMILY ENGAGEMENT

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

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

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

NOTE: This is a mandatory policy.

Approved: 6/5/17

Reviewed: 2/18/19

Revised:

EDUCATION RECORDS ACCESS

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

Definitions

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

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

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

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

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

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

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

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

- To school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the education records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records, unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- To the U.S. Comptroller General, U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- In connection with a student's application for, or receipt of, financial aid;
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted;
- To accrediting organizations;
- To parents of a dependent student as defined in the Internal Revenue Code;

- To comply with a court order or judicially issued subpoena;
- Consistent with an interagency agreement between the school district and juvenile justice agencies;
- In connection with a health or safety emergency;
- As directory information; **or**
- In additional instances as provided by law.

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

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

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

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

must be retained for five years after completion of the activity for which funds were used.

The school district will 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 agencies (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 permanent 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. 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 a reasonable time following receipt 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. Employees will also be informed about the procedures for carrying out this policy. It is the responsibility of the superintendent to annually notify parents and eligible students that they have the right to:

1. Inspect and review the student's education
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent; and
4. File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the law.

The notice is given in a parent's 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 shall include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints shall be forwarded to [Family Policy Compliance Office](#), U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-8520.

NOTE: This is a mandatory policy.

Approved: 11/16/87

Reviewed: 2/18/19

Revised: 6/5/17

USE OF EDUCATION RECORDS REGULATION

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

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

A. Access to Records

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

- B. Release of Information Outside the School - Information from education records may be disclosed to outside parties as outlined in board policy and otherwise provided by law.
- C. Procedures for Requesting a Record Amendment
 1. If the eligible student, parent, or legal guardian believe the information in the education records is inaccurate, misleading, or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education student records.
 2. The school district will decide whether to amend the education student records within a reasonable time after receipt of the request.
 3. If the school district determines an amendment is made to the education student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.
 4. If the school district determines that amendment of the student's education record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. The hearing officer may be an employee of the school district, so long as the employee does not have a direct interest in the outcome of the hearing.
 5. Upon parental request, the school district will hold a hearing regarding the content of a student's education records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
 6. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
 7. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.
 8. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
 9. The parents may appeal the hearing officer's decision to the superintendent within *[insert number]* days if the

superintendent does not have a direct interest in the outcome of the hearing.

10. The parents may appeal the superintendent's decision or the hearing officer's decision if the superintendent was unable to hear the appeal, to the board within *[insert number]* days. It is within the discretion of the board to hear the appeal.
11. If the parents' and the eligible student's request to amend the education student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the education student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's education records will become a part of the education student record and be maintained like other education student records. If the school district discloses the education student records, the explanation by the parents will also be disclosed or the eligible student of the decision in writing.

Approved:

Reviewed: 2/18/19

Revised: 6/5/17

REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF EDUCATION RECORDS

The undersigned hereby requests permission to examine the West Liberty Community School District official education records of:

(Legal Name of Student)

(Date of Birth)

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

The undersigned 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) A state or local official to whom such is specifically allowed to be reported or disclosed. ()
- (e) A person connected with the student's application for, or receipt of, financial aid. (SPECIFY DETAILS: _____). ()
- (f) Otherwise authorized by law. (SPECIFY DETAILS: _____). ()
- [(g) *A representative of a juvenile justice agency with which the school district has an interagency agreement.*] ()

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

(Signature)

(Title)

(Agency)

APPROVED:

Date: _____

Address: _____

Signature: _____

City: _____

Title: _____

State: _____ ZIP: _____

Dated: _____

Phone Number: _____

AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS

The undersigned hereby authorizes _____

School District to release copies of the following official education records:

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

_____ from 20 ____ to 20 ____
(Name of Last School Attended) (Year(s) of Attendance)

The reason for this request is: _____

My relationship to the child is: _____

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

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

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

REQUEST FOR HEARING ON CORRECTION OF EDUCATION RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

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

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

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

My relationship to the child is: _____

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

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

REQUEST FOR EXAMINATION OF EDUCATION RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

The undersigned desires to examine the following official education records.

of _____ , _____
(Full Legal Name of Student) (Date of Birth) (Grade)

(Name of School)

My relationship to the student is: _____

(check one)

_____ I do
_____ I do not

desire a copy of such records. I understand that a reasonable charge may be made for the copies.

(Parent's Signature)

APPROVED:

Date: _____

Address: _____

Signature: _____

City: _____

Title: _____

State: _____ ZIP _____

Dated: _____

Phone Number: _____

NOTIFICATION OF TRANSFER OF EDUCATION RECORDS

To: _____ Date: _____
Parent/or Guardian

Street Address: _____
City/State _____ ZIP: _____

Please be notified that copies of the West Liberty Community School District's official education records concerning _____, (full legal name of student) have been transferred to:

School District Name Address

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

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

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

(Name)

(Title)

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date

Dear (Parent) :

This letter is to notify you that the West Liberty Community School District has received a

 (subpoena or court order) requesting copies of your child's education records. The specific records requested are

_____.

The school district has until (date on subpoena or court order) to deliver the documents to

 (requesting party on subpoena or court order) . If you have any questions, please do not hesitate to contact me at

 (phone #) .

Sincerely,

(Principal or Superintendent)

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

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

Identification of Agencies: This agreement is between West Liberty Community School District (hereinafter "School District") and *[insert agency]* (hereinafter "Agencies").

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

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 permanent record 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. Information obtained by the school from other juvenile justice agencies may not be used as the basis for disciplinary action of the student.
7. This agreement only governs a school district's ability to share information and the purposes for which that information can be used. Other agencies are bound by their own respective confidentiality policies.

Records' Transmission: The individual requesting the information should contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within a reasonable time following receipt of the request.

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 *[insert date]*.

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

APPROVED:

Signature: _____	Address: _____
Title: _____	City: _____
Agency: _____	State: _____ ZIP _____
Dated: _____	Phone Number: _____

Signature: _____	Address: _____
Title: _____	City: _____
Agency: _____	State: _____ ZIP _____
Dated: _____	Phone Number: _____

Signature: _____	Address: _____
Title: _____	City: _____
Agency: _____	State: _____ ZIP _____
Dated: _____	Phone Number: _____

Signature: _____	Address: _____
Title: _____	City: _____
Agency: _____	State: _____ ZIP _____
Dated: _____	Phone Number: _____

Note: This agreement is optional and can only be used if the board has adopted a policy approving of its use.

ANNUAL NOTICE

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

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

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

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school district to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed.

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

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

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

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

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

STUDENT DIRECTORY INFORMATION

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

- Student's name
- Photograph and other likeness
- Grade level
- Enrollment status
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

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

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

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

NOTE: This is a mandatory policy. A school district may limit what it considers to be directory information. If the school district limits the information, it must also make those changes in the school district's annual notice and the regulation and exhibit supporting this policy.

Approved: 2/13/89

Reviewed: 2/18/19

Revised: 6/5/17

USE OF DIRECTORY INFORMATION

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

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

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

If you do not want the West Liberty Community School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by _____, 20__ . The West Liberty Community School District has designated the following information as directory information:

- Student's name
- Photograph and other likeness
- Grade level
- Enrollment status
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

Approved: 9/20/04

Reviewed: 2/18/19

Revised: 6/5/17

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The West Liberty Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). A copy of the school district's policy is available for review on the District website as well as at the District administrative office.

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
- Photograph and other likeness
- Grade level
- Enrollment status
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

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.

NOTE: If the board decides to eliminate name, address or telephone listing from their directory information, military recruiters and postsecondary institutions still have the right, under federal law, to access the three items. If the board eliminates name, address or telephone listing, the district needs to give parents a second notice allowing them to withhold this information from military recruiters or postsecondary institutions.

RETURN THIS FORM

West Liberty 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 forms are available at your child's school.

Approved: 9/20/04

Reviewed: 2/18/19

Revised: 6/5/17

WEST LIBERTY COMMUNITY SCHOOL DISTRICT WELLNESS POLICY

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

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

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

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

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

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

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

- Reviewing the policy at least every three years and recommending updates as appropriate for board approval;

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

NOTE: This is a mandatory policy.

Approved: 6/7/06

Reviewed: 2/18/19

Revised: 5/15/17

WELLNESS REGULATION

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

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

- Display Team Nutrition posters in the Elementary cafeteria
- Provide Elementary classroom teachers with curriculum from Team Nutrition
- Ensure that food staff complete required professional development

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

Goal 3 – Other School-Based Activities that Promote Student Wellness:

Schools will support student, staff, and parents' efforts to maintain a healthy lifestyle, as appropriate. The goal(s) for addressing other school-based activities that promote student wellness include the following:

- Communication with Parents: Send home one informational handout per month (English & Spanish) in Friday Folders.

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

Approved: 5/15/17

Reviewed: 2/18/19

Revised: 3/4/19

NUTRITION EDUCATION AND PROMOTION

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

- is offered at each grade level as part of a sequential, comprehensive, standards-based program modeled after the National Health Standards and Benchmarks and designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences and elective subjects;
- includes enjoyable, developmentally appropriate, culturally relevant participatory activities, that might include contests, promotions, taste-testing, farm visits and school gardens, or other activities embedded in the adopted health curricular materials;
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices;
- emphasizes, at a developmentally appropriate level, the caloric balance between food intake and physical activity;
- provides students with knowledge needed to make life-long healthful food choices;
- links with meal programs to provide real-world, daily examples, other foods and nutrition-related community services; and,
- includes annual professional development training for teachers and other staff.

Updated 5/15/17

Reviewed: 2/18/19

PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

The West Liberty Community School District recognizes the many benefits inherent in the exercise of a consistent and sustained physical activity regimen. To this end, each school in the WLCSD will schedule the maximum allowable time for physical education, recess and/or other physical activity at every grade level, to meet or exceed the minimum times as defined by the Iowa Department of Education Healthy Kids Act and work to attain the goal of daily physical education as defined in the Center for Disease Control and Prevention recommendations.

In order to comply with state laws, students in grades K-5 must have a minimum of 30 minutes of physical activity (physical education and/or recess and other recognized classroom-based physical activities) per day, while students in grades 6-12 must have at least 120 minutes of physical activity per week. Middle and high school students may meet this requirement with a combination of physical education, school and non-school sponsored athletics and other activities where the body is exerted. Should a student wish to meet the requirement outside of school, the student and school district must have a written agreement detailing the outside activity. A physical activity sample agreement is included in the Iowa Department of Education Healthy Kids Act.

Daily Physical Education

The school district will provide physical education that:

- is daily (The Centers for Disease Control and Prevention recommends at least 150 minutes a week for elementary students and 225 minutes a week for middle and high school students);
- is for all students in grades K-12 for the entire school year;
- is taught by a certified physical education teacher;
- includes students with disabilities, students with special health-care needs may be provided in alternative educational settings; and,
- engages students in moderate to vigorous activity during at least 50 percent of physical education class time.

Daily Recess

Elementary schools should provide recess for students that:

- is a minimum of 40 minutes a day for kindergarten through second-grade students;
- is a minimum of 30 minutes a day for third- through fifth-grade students;
- is preferably outdoors;
- encourages moderate to vigorous physical activity verbally and through the provision of space and equipment; and,
- discourages extended periods (i.e., periods of two or more hours) of inactivity.

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

Physical Activity and Punishment

Employees should not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment. Withholding recess or restricting a student's individual activity during recess time will not be considered unless in extreme circumstances where all other methods have been exhausted or for documented, continued unacceptable behavior exhibited during recess.

Physical Activity Opportunities after School

After-school child care and enrichment programs will provide and encourage—verbally, and through the provision of space, equipment and activities—daily periods of moderate to vigorous physical activity for all participants.

Elementary and secondary schools will offer age-appropriate extracurricular physical activity programs, such as physical activity and sports clubs, that encourage moderate to vigorous physical activity and meet the needs, interests and abilities of all students including girls, boys and individuals with disabilities.

Schools will collaborate with local agencies to promote local, state and national events that encourage physical activity by students, staff and families.

Updated 5/15/17

Reviewed: 2/18/19

OTHER SCHOOL-BASED ACTIVITIES THAT PROMOTE STUDENT WELLNESS

Integrating Physical Activity into Classroom Settings

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

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

Communication with Parents

The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school district will:

- provide parents with healthy eating information, in the form of seminars, nutrition information in written and web-based forms, and nutritional analyses of school menus.
- give parents and teachers, when applicable, a list of appropriate foods for students/parents to bring for celebrations or parties as rewards or treats;
- encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the established nutrition standards for individual foods and beverages;
- share information on physical education and physical activity opportunities, both in and out of school, as well as the appropriate snack foods and lunch choices with the community in school newsletters and on the district website.

Food Marketing in Schools

School-based marketing will be consistent with nutrition education and health promotion. The school district will:

- promote healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products; and
- market activities that promote healthful behaviors (and are therefore allowable) including: vending machine covers promoting water; pricing structures that promote healthy options in a la carte lines or vending machines; sales of fruit for fundraisers; and coupons for discount gym memberships;
- limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually;
- prohibit school-based marketing of brands promoting predominantly low-nutrition foods and beverages;

Examples: Marketing techniques include the following: logos and brand names on/in vending machines, books or curricula, textbook covers, school supplies, scoreboards, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition food products; in-school television, such as Channel One; free samples or coupons; and food sales through fundraising activities.

Staff Wellness

The school district values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. Each school will:

- Remind staff of the monthly free health clinics and encourage them to attend (check blood pressure, cholesterol, diabetes screening, etc.).
- Inform staff that the school nurse is available to check blood pressure upon request.
- Provide a list of possible healthy activities and encourage staff to participate (e.g. contests at school, walking the Elementary hallways, etc.)

Updated 5/15/17

Reviewed: 2/18/19

NUTRITION REQUIREMENTS FOR ALL FOODS AVAILABLE ON CAMPUS

School Meals

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

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state and federal law;
- School lunch menus provide all students in grades 1-12 with a choice of 6 or 8 fruits and vegetables each day at the veggie bar. Preschool and Kindergarten students will be served one fruit and one vegetable each day;
- offer a variety of fruits and vegetables;
- serve only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives (as defined by the USDA); and,
- ensure that 100% of breads/grains served are 51% or more whole grain rich.
- A summary of the nutrition guidelines for school breakfast and lunch will be posted on the district website.
- To the extent possible, food items served and sold in schools shall be prepared from fresh, locally grown and produced ingredients. Food service staff, in partnership with West Liberty Farm to School and other partner organizations, will design and actively pursue programs to make this possible.
- To the extent possible, food items served and sold in schools shall offer a variety of choices that reflect the cultural diversity of the student body and its students' practices and preferences.
- Food items served and sold in schools will meet any special medically-documented dietary needs of students.
- Free drinking water will be available during school meals.
- Will not include or contain any food with peanuts or tree nuts.

Schools should:

- engage students through taste-tests of new entrees and surveys, in selecting foods offered through the meal programs in order to identify new, healthful and appealing food choices.
- share information about the nutritional content of meals with parents and students. Nutritional values of specific foods served in the hot lunch program will be derived from USDA sources.

Breakfast

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

- operate a School Breakfast Program.
- arrange bus schedules and utilize methods to serve breakfasts that encourage participation, including serving breakfast in the classroom, "grab-and-go" breakfasts or breakfast during morning break or recess, to the extent possible;
- notify parents and students of the availability of the School Breakfast Program, and,

- encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials or other means.

Free and Reduced-Priced Meals

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the school district may:

- utilize electronic identification and payment systems;
- provide meals at no charge to all children, regardless of income; and,
- promote the availability of meals to all students.
- The Iowa Application for Free or Reduced-price Meals is available at our district website, as well as at every school office. Parents can obtain the form from any secretary, or directly from the food service director. The form is also available to families when they register for school every academic year.

Meal Times and Scheduling

The school district:

- will provide all students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.; should not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will attempt to schedule lunch periods to follow recess periods (in elementary schools);
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and,
- accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

Qualification of Food Service Staff

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

- At a minimum, require all food service employees to meet the required Professional Standards for School Nutrition Program Employees as established by USDA.
- Offer staff development programs that include appropriate certification and/or training programs for child nutrition directors, nutrition managers and cafeteria workers, according to their levels of responsibility.
- Encourage information sharing among WLCSD nutrition professionals and those in neighboring school districts.

Sharing of Foods

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

Foods Sold Outside the Meal During the School Day (e.g. vending, a la

carte, sales, etc.) will meet the nutrient standards outlined in USDA's Smart Snack nutrition regulations.

Elementary schools: The food service program will approve and provide all food and beverage sales to students in elementary schools. To this end:

- food in elementary schools should be sold as balanced meals, given young children's limited nutrition skills; and,
- foods and beverages sold individually will follow the Smart Snack nutrition regulations.

Secondary schools: In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable meal programs during the school day, will meet the nutrient standards outlined in USDA's Smart Snack. The Smart Snacks in Schools regulation applies to foods sold a la carte, in the school store, and in vending machines, or through programs for students after the school day.

Any food sold in schools must:

- Be a grain product that contains 50% or more whole grains by weight or have whole grains as the first ingredient, OR
- Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; OR
- Be a combination food that contains at least $\frac{1}{4}$ cup of fruit and/or vegetable.

Foods must also meet several nutrition requirements:

- Calorie limits
 - Snack items: \leq 200 calories
 - Entrée items: \leq 350 calories
- Sodium limits
 - Snack items: \leq 200 mg
 - Entrée items: \leq 480 mg
- Fat limits
 - Total fat: \leq 35% of calories
 - Saturated fat: \leq 10% of calories
 - Trans fat: zero grams
- Sugar limit
 - \leq 35% of weight from total sugars in foods

Beverages

All schools may sell

- Plain water (with or without carbonation - no portion limits)
- Unflavored low fat milk (up to 8 oz portion elementary; up to 12 oz middle and high school)
- Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP (up to 8 oz portion elementary; up to 12 oz middle and high school)
- 100% fruit or vegetable juice (up to 8 oz portion elementary; up to 12 oz middle and high school)

- 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners (up to 8 oz portion elementary; up to 12 oz middle and high school)

High schools may sell no-calorie & lower-calorie options

- No more than 20-oz portions
- Calorie free flavored water and other flavored and carbonated beverages that are labeled to contain less than 5 calories per 8 fluid ounce or 10 calories per 20 fluid ounces
- No more than 12 oz portion of beverages with 40 calories per 8 fluid ounces or 60 calories per 12 fluid ounces

Fundraising Activities

To support children's health and school nutrition-education efforts, school fundraising activities will attempt to involve food that meet the above nutrition and portion size standards for foods and beverages sold individually. The school district encourages fundraising activities that promote physical activity.

The school district will communicate to parents appropriate snacks and encourage them to bring healthy alternatives for snacks, rewards, and celebrations

Snacks

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of meals, children's nutritional needs, children's ages and other considerations. The school district will disseminate a list of healthful snack items to teachers, after-school program personnel and parents.

If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.

Rewards

The school district will encourage not using 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 punishment.

Celebrations

Schools should evaluate their celebrations practices that involve food during the school day. Each school building will develop and communicate a set of guidelines.

School-Sponsored Events

Foods and beverages offered or sold at school-sponsored events outside the school day are encouraged to meet the nutrition standards for meals or for foods and beverages sold individually.

Food Safety

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

All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.
[http://www.fns.usda.gov/tn/Resources/servingsafe chapter6.pdf](http://www.fns.usda.gov/tn/Resources/servingsafe%20chapter6.pdf)

- For the safety and security of the food and facility, access to the food service operations are limited to child nutrition staff and authorized personnel.

Summer Meals

Schools in which more than 50 percent of students are eligible for free or reduced-price meals will sponsor the Summer Food Service Program for at least six weeks between the last day of the academic school year and the first day of the following school year, and, preferably, throughout the entire summer vacation.

Food Allergy Management

WLCSD is committed to providing a safe and nurturing environment for students. The WLCSD Food Allergy Management Policy shall be the basis for the development of procedural guidelines that will be implemented at the school level and provide for consistency across all schools in the district. The focus of allergy management shall be on prevention, education, awareness, communication and emergency response.

The goals for food allergy management include:

- 1) To maintain the health, and protect the safety of children who have life-threatening food allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care, and provide appropriate educational opportunities
- 2) To define a formal process for identifying, managing and ensuring continuity of care for students with life-threatening food allergies across all transitions (PS-12).
- 3) To ensure that interventions and individual health care plans for students with life-threatening food allergies are based on medically accurate information and evidence-based practices.

It is the Board's expectation that specific building-based guidelines/actions will take into account the health needs and well-being of all children without discrimination or isolation of any child, and that all students will be provided the opportunity to participate in all school programs and activities through reasonable accommodations. The procedural guidelines should assist children with life-threatening allergies to assume more individual responsibility for maintaining their safety as they grow. Accordingly, the superintendent shall direct administrators, the school nurse, and other staff to act affirmatively and work with parents, students and health care professionals to assure that the needs of children with documented allergies are met.

It is the responsibility of parents/guardians to inform the school of students' health needs, and to provide updates on any changes in a student's health status. To ensure a safe transition, whenever a student is moving to a new building, the school nurse and building administrator will review the student's health care plan and make any appropriate adjustments to the plan or the building procedures. Food allergy management procedures will be published in the parent-student handbooks, which are subject to board scrutiny.

The goals outlined in the West Liberty Community School District Wellness Policy are a combination of state and federal laws, recommendations found in the State of Iowa Healthy Kids Act, and those made by Wellness Committee Members.

Updated 5/15/17

Reviewed: 2/18/19

PLAN FOR MEASURING IMPLEMENTATION

Monitoring

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

In each school:

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

In the school district:

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

Policy Review

With assistance from the Wellness Committee, each school in the school district will periodically conduct an assessment of the school's existing nutrition and physical activity environments and practices. The results of those school-by-school assessments will be compiled at the school district level by the Wellness Committee to identify and prioritize needs.

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