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## STATEMENT

All policies in Series 500 were reviewed by the Board of Directors on December 8, 1992. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 500 were reviewed by the Board of Directors on February 7, 1995. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 500 were reviewed by the Board of Directors on April 28, 1998. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 500 were reviewed by the Board of Directors on May 14, 2002. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 500 were reviewed by the Board of Directors on June 12, 2007. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 500 were reviewed by the Board of Directors on July 12, 2011. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 500 were reviewed by the Board of Directors on July 9, 2018. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 500 were reviewed by the Board of Directors on September 23, 2024. If changes were found to be necessary, the revision date was noted on the individual policies.



## 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 child may establish a dwelling with someone other than the parents and attend public school in that school district without paying tuition if the primary purpose for residing in the school district is not for obtaining a free public education. Further, 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.

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).  
33 D.P.I. Dec. Rule 80 (1984).  
Iowa Code §§ 257.6; 282.2, .6, .7; 285.4.

Date of Adoption: April 25, 1990

### NON-RESIDENT STUDENTS

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

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

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

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

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, 11, .24.

Date of Adoption: April 25, 1990  
Date of Revision: December 8, 1992  
Date of Revision: January 11, 1994  
Date of Revision: February 7, 1995  
Date of Revision: May 14, 2002  
Date of Revision: January 23, 2007  
Date of Revision: September 23, 2024

### COMPULSORY ATTENDANCE

Parents within the school district who have children who are over six and under sixteen years of age by September 15, or who are otherwise of compulsory attendance age, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days or hours school is in session in accordance with the school calendar. Students will not miss 20% or more of the number of school days in each grading period or the school year as a whole. Students not attending the minimum days or hours must be exempted by this policy as listed below or, referred to the county attorney. Exceptions to this policy include children who:

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

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

Date of Adoption: April 25, 1990

Date of Revision: December 8, 1992

Date of Revision: February 7, 1995

Date of Revision: January 9, 1996

Date of Revision: November 24, 1998

Date of Revision: January 23, 2007



## ENTRANCE - ADMISSIONS

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

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

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

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

Date of Adoption: April 25, 1990

Date of Revision: February 7, 1995

Date of Revision: January 23, 2007

Date of Revision: June 14, 2011

Date of Revision: September 23, 2024

### ATTENDANCE CENTER ASSIGNMENT

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

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

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

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

Date of Adoption: April 25, 1990

Date of Revision: February 7, 1995

### STUDENT TRANSFERS IN

Students who transfer into the Centerville School District must meet the immunization and age requirements set out for students who initially enroll in the Centerville School District.

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

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

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

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

Date of Adoption: April 25, 1990  
Date of Revision: March 15, 1994  
Date of Revision: February 7, 1995  
Date of Revision: September 12, 1995  
Date of Revision: January 23, 2007  
Date of Revision: September 23, 2024

## STUDENT TRANSFERS OUT OR WITHDRAWALS

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

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

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

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

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

Date of Adoption: April 25, 1990  
Date of Adoption: February 7, 1995  
Date of Revision: May 14, 2002  
Date of Revision: January 23, 2007  
Date of Revision: June 14, 2011  
Date of Revision: September 23, 2024

**STUDENT ATTENDANCE RECORDS**

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

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

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

Date of Adoption: April 25, 1990  
Date of Revision: September 23, 2024

## CHRONIC ABSENTEEISM AND TRUANCY

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

Chronic absenteeism/absences means any absence from school for more than ten percent of the hours in the grading period (semester) or the entire year as established by the district. Absences are calculated cumulatively by attendance periods/blocks/segments. (Example: A student misses the first ½ of the day for four days. This would be calculated as two total days missed.)

Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least twenty percent of the hours in the grading period or year. Truancy does not apply to the following students who:

- have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving religious instruction;
- are attending a private college preparatory school accredited or probationally accredited;
- has an individualized education program that affects the child's attendance;
- are excused under Iowa Code §299.22; and
- are exempt under Iowa Code §299.24.

Students are subject to disciplinary action for truancy up to and including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to supervised study hall or in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

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

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

Date of Adoption: September 23, 2024

## **CHRONIC ABSENTEEISM AND TRUANCY - REGULATIONS**

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

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

### **SECTION I – Legal Requirements**

#### **Chronic Absenteeism**

When a student is absent from school for at least 10% of a grading (semester), the student will be considered chronically absent. When a student meets the threshold to be considered chronically absent, the school official will send notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor, the student's parent, guardian or legal or actual custodian via certified mail that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.

School officials will send notice when the student's absences meet the threshold, but before the student is deemed chronically absent. Families will receive notice after a student has been absent from school five (5) days in a grading period (semester), stating that the student is considered at risk of being chronically absent. Families will also receive notice after a student has been absent from school eight (8) days in a grading period (semester), discussing potential consequences and next steps for continued absences.

#### **School Engagement Meeting**

If a student is absent from school for at least fifteen percent of the hours in the grading period, the school official will attempt to find the cause of the absences and start and participate in a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

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

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

### **Absenteeism Prevention Plan**

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

### **Truancy**

If a student is absent from school for at least 20% of the days in a grading period (semester), they will be considered truant, and building or District personnel will promptly institute proceedings against any persons violating the attendance provisions. (Truancy does not apply to the exemptions defined by law and noted in Board policy 501.9.)

### **Attendance Recording Procedures**

At the elementary level (K-5), attendance is recorded twice daily. Students who arrive at school more than 45 minutes late will be reported absent. Students taken out of school for 80 minutes or more during the academic day will be considered absent in the half day increment.

At the secondary level (6-12), attendance is taken each period. Students who arrive to their first assigned on campus class more than 15 minutes late will be reported absent. After the school day has started, students who are tardy 10 minutes or more to any classes, after their first class, will be reported as absent in the attendance system. Students checked out of school by a parent during the academic day for half of the period or longer will be considered absent for that period.

A parent or guardian is expected to contact the school office to report a student's absence prior to the start of the school day.

## **SECTION II – Academic and Disciplinary Requirements**

Students are required to be in attendance, pursuant to board policy, for 171 days per school year unless their absences have been excused by the principal for illness, family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. More than two health-related absences in any grading period (semester) will require documentation of an office visit with a medical professional in order to be exempt. When a school nurse or designee sends a student home for a health-related reason, the absence is considered medically exempt. Students attending school sponsored activities, field trips, and work-based learning experiences through an assigned course will be considered present. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. Parents are expected to telephone the school office to report a student's absence prior to 8:00 a.m. on the day of the absence.



Family trips and vacations are not considered exempt absences per Iowa Code, and must be reported as absences if they cause a student to reach the threshold for reporting. We recognize that these do occur, however, and we request proactive communication in these events so student's work can be finished prior to the return from trip or vacation when possible.

At the high school level, if a student accumulates 20 unexcused absences in a class, he or she may lose credit for the class if the student was previously warned at the 15 unexcused absences family engagement meeting that five more may result in loss of credit. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing. Parents and students who disagree with the decision of the principal must file a request for appeal to the Superintendent within five (5) days of the decision of the principal. The superintendent will have five (5) business days after receiving the appeal request to make a decision regarding the loss or restoration of credit. The decision of the superintendent will be final.

Students will remain in class until the superintendent makes a decision regarding loss or restoration of credit. Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made.

If a student loses credit, this will be recorded in the student's record as an "AW" [administrative withdrawal].

A student who loses credit due to excessive absences is assigned to supervised study hall for the period(s) in which the course(s) meets or the student may be reassigned to another class or location. A student who, after a hearing before the principal and/or superintendent ~~board~~, loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to participate in practice if all other eligibility criteria have been met.

The administration and guidance staff will make reasonable efforts to advise and counsel and may impose discipline upon any student approaching 15 unexcused absences. Such advice, discipline and counseling is in addition to the requirements listed in Section I of this regulation and includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities, late arrival, or early dismissal.

Date of Adoption: September 23, 2024

**THIS POLICY NUMBER IS RESERVED**

### STUDENT RELEASE DURING SCHOOL HOURS

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

Approved reasons for release of a student during the school day will include, but not be limited to, illness, family emergencies, medical appointments, religious instruction, classes outside the students' attendance center, employment for which the student has been issued a work permit or for which a student is receiving credit through an approved course, and other reasons determined appropriate by the principal.

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

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

Date of Adoption: April 25, 1990  
Date of Revision: September 1991  
Date of Revision: December 8, 1992  
Date of Revision: January 9, 1996  
Date of Revision: January 23, 2007  
Date of Revision: August 13, 2018  
Date of Revision: September 23, 2024

**PREGNANT STUDENTS**

The board encourages pregnant students to continue to attend the education program as long as they are physically able to do so. The pregnant student is encouraged to notify the principal or the guidance counselor as soon as they are aware of the pregnancy in order for the district to facilitate the student's equal access to the district's education programs and activities. The school may require that a pregnant student provide the principal with a written note from her doctor relative to special conditions that might exist and specific suggestions as to how long the student may continue to attend classes. If the student is unable to attend school because of their pregnancy, the student may be excused and arrangements made to continue their studies during her absence. The student will resume classes upon the recommendation of her physician.

Legal Reference: 34 C.F.R. § 106.40  
Iowa Code §§ 216; 279.8; 280.3.

Date of Adoption: September 23, 2024

**STUDENTS OF LEGAL AGE**

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

Parents will be allowed to access and view the student's records with written permission from the student unless the student is still a dependent for tax purposes. In most cases, with the discretion of principal or superintendent, the student will be able to make decisions and sign documents rather than requiring parent's permission or signature.

Legal Reference: 20 U.S.C. § 1232g  
Iowa Code §§ 22; 282.2, .6, .7; 285.4; 599.1; 622.10.  
281 I.A.C. 12.3(6).3.

Date of Adoption: April 25, 1990  
Date of Revision: April 28, 1998  
Date of Revision: September 23, 2024

**OPEN ENROLLMENT TRANSFERS—PROCEDURES AS A SENDING DISTRICT**

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

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

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

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

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

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

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

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

- Date of Adoption: April 25, 1990
- Date of Revision: June 11, 1991
- Date of Revision: October 11, 1994
- Date of Revision: August 13, 1996
- Date of Revision: April 28, 1998
- Date of Revision: September 12, 2000
- Date of Revision: February 10, 2004

Date of Revision: August 9, 2005  
Date of Revision: August 8, 2022  
Date of Revision: September 23, 2024

## **OPEN ENROLLMENT TRANSFERS--PROCEDURES AS A RECEIVING DISTRICT**

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

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

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

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

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

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

Parents of students whose open enrollment requests are approved by the superintendent are responsible for providing transportation to and from the receiving school district without reimbursement. If an open enrolled student's primary residence is closer to the receiving district's attendance center than the distance from the student's primary residence to the sending attendance center, the sending district will allow the student's receiving district to send school vehicles no more than two miles into the sending district's boundaries to pick up the student.

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



remain in the sending district until the final determination is made. For children requiring special education, the receiving district will complete and provide to the resident district the documentation needed to seek Medicaid reimbursement for eligible services.

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

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

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

Date of Adoption: April 25, 1990

Date of Revision: June 11, 1991

Date of Revision: August 13, 1996

Date of Revision: September 12, 2000

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Date of Revision: September 23, 2024

## HOMELESS CHILDREN AND YOUTH

The Centerville 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 Curriculum Director 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.

Date of Adoption: April 9, 1991

Date of Revision: January 28, 2003

Date of Revision: August 9, 2005

Date of Revision: January 23, 2007

Date of Revision: July 9, 2018

Date of Revision: September 23, 2024

## STUDENT APPEARANCE

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

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

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

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

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 (Iowa 1970).  
Iowa Code § 279.8

Date of Adoption: April 25, 1990  
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Date of Revision: January 9, 1996  
Date of Revision: May 14, 2002  
Date of Revision: March 13, 2007  
Date of Revision: September 23, 2024

**CARE OF SCHOOL PROPERTY/ VANDALISM**

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

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

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

Date of Adoption: April 25, 1990

Date of Revision: January 9, 1996

Date of Revision: September 23, 2024

## **STUDENT FREEDOM OF EXPRESSION AND STUDENT PUBLICATION CODE**

### Student Expression

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

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

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

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

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

### Student Publications

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

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. The school district, the board, and the employees or officials

are

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

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

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication will follow the grievance procedure outlined in board policy 213.1. Students who believe their freedom of expression in a student-produced official school publication has been restricted will follow the grievance procedure outlined in board policy 502.4.

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

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

Date of Adoption: April 28, 1992  
Date of Revision: December 8, 1992  
Date of Revision: October 11, 1994  
Date of Revision: January 9, 1996  
Date of Revision: September 23, 2024

## STUDENT EXPRESSION AND STUDENT PUBLICATIONS CODE - REGULATION

- A. **Student Expression defined:** Student Expression is speech, action, or other forms of expression which convey a student's beliefs, views or opinions.
- B. **Official school publications defined:** An "official school publication" is material produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to students either free or for a fee.
- C. **Limitations to Student Expression**
1. No student will express, publish, or distribute in an official school publication material which is:
    - a. obscene;
    - b. libelous;
    - c. slanderous; or
    - d. encourages student to:
      1. commit unlawful acts;
      2. violate school rules;
      3. cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
      4. disrupt or interfere with the educational program;
      5. interrupt the maintenance of a disciplined atmosphere; or
      6. infringe on the rights of others.
- D. **Responsibilities of students of students for official school publications**
1. Students writing or editing official school publications shall assign and edit the news, editorial, and feature contents of the official school publications subject to the limitations of the student publications code and the law.
  2. Students shall strive to achieve professional standards of accuracy, fairness, objectivity and thoroughness in each and every aspect of official school publications.
  3. Students shall strive to achieve professional standards of grammar, usage, punctuation and spelling, for clarity and accuracy of official school publications.
- E. **Responsibilities of faculty advisors for official school publications**
- Faculty advisors shall supervise student writers to maintain professional standards of English and journalism and to comply with the law, including, but not limited to, the restrictions against unlawful speech.
- F. **Liability**
- Student expression, including student expression in an official school publication ~~shall~~ will not be deemed to be an expression of the school district. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students, unless the employees or officials have interfered with or altered the content of the student expression. The liability, if any, is only to the extent of interference or alteration of the speech or expression.
- G. **District employee rights**
- Any District employee or official, acting within the scope of that person's professional ethics, if any, shall not be dismissed, suspended, disciplined, reassigned, transferred,



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

**H. Appeal procedure**

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

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

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

## STUDENT COMPLAINTS AND GRIEVANCES

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

If the complaint cannot be resolved by a student's teacher or other licensed employee, the student may discuss the matter with the principal within five (5) days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five (5) days after speaking with the principal.

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

Legal Reference: Iowa Code § 279.8

Date of Adoption: April 28, 1992

Date of Revision: December 8, 1992

Date of Revision: February 7, 1995

Date of Revision: March 13, 2007

Date of Revision: September 23, 2024

## STUDENT LOCKERS

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

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

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

Date of Adoption: April 28, 1992

Date of Revision: February 7, 1995

Date of Revision: September 9, 1997

## WEAPONS

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

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

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

Students bringing a firearm to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for a student 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 (action) 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 or other individuals specifically authorized by the board are exempt from this policy. Students or individuals approved in writing by the Superintendent who are actively engaging in a school district approved firearms safety course, hunter education course or shooting sports activity are exempt from this policy. The superintendent will develop an administrative process or procedures to implement the policy and communicate with law enforcement relevant exemptions to this policy as appropriate.

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

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Date of Revision: September 12, 1995  
Date of Revision: April 28, 1998  
Date of Revision: May 14, 2002  
Date of Revision: December 10, 2002  
Date of Revision: March 13, 2007  
Date of Revision: July 9, 2018  
Date of Revision: September 23, 2024

## STUDENT SUBSTANCE ABUSE

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

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

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

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

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

The board believes the substance use prevention program will include:

- Age-appropriate, evidence-based substance use prevention 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 social pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of controlled substances and the unlawful possession and use of tobacco/nicotine products and alcohol is harmful to student well-being;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of controlled substances, tobacco/nicotine products and/or 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 complete a substance use evaluation to determine whether substance use disorder treatment is recommended and, if recommended, 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.

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)

Date of Adoption: April 28, 1992  
 Date of Revision: December 8, 1992  
 Date of Revision: February 7, 1995  
 Date of Revision: July 11, 1995  
 Date of Revision: September 23, 2024

## 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 is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

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

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

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).

Date of Adoption: April 28, 1992  
 Date of Revision: December 8, 1992  
 Date of Revision: September 26, 1995  
 Date of Revision: September 9, 1997  
 Date of Revision: September 23, 2024

## SEARCH AND SEIZURE - REGULATION

### I. Searches, in general.

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

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

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

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

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

### II. Types of Searches

#### a. Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.

- a. Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.

- b. A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of 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.



**SEARCH AND SEIZURE – REGULATION (CONTINUED)**

b. Locker and Desk Inspections

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

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

c. Vehicle Searches:

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

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Date of Revision: September 23, 2024

**SEARCH AND SEIZURE CHECKLIST**

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

A. Eyewitness account.

- 1. By whom: \_\_\_\_\_
- 2. Date/Time: \_\_\_\_\_
- 3. Place: \_\_\_\_\_
- 4. What was seen: \_\_\_\_\_

B. Information from a reliable source.

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

C. Suspicious behavior? Explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Student's past history? Explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Time of search: \_\_\_\_\_

F. Location of search: \_\_\_\_\_

G. Student told purpose of search: \_\_\_\_\_

H. Consent of student requested: \_\_\_\_\_

**SEARCH AND SEIZURE CHECKLIST**

- II. Was the search you conducted reasonable in terms of scope and intrusiveness?
  - A. What were you searching for: \_\_\_\_\_
  - B. Where did you search? \_\_\_\_\_
  - C. Sex of the student: \_\_\_\_\_
  - D. Age of the student: \_\_\_\_\_
  - E. *Exigency* of the situation: \_\_\_\_\_
  - F. What type of search was being conducted: \_\_\_\_\_
  - G. Who conducted the search: \_\_\_\_\_  
Position: \_\_\_\_\_ Sex: \_\_\_\_\_
  - 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: \_\_\_\_\_  
\_\_\_\_\_

Date of Adoption: September 12, 1995

Date of Revision: September 9, 1997

## INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

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

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students are made through the principal's office. Upon receiving a request, it is the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal will attempt to contact the parents to inform them of the request and to ask them to be present.

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

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

Legal Reference: Iowa Code §§ 232; 280.17.  
281 I.A.C. 102.  
441 I.A.C. 9.2; 155; 175.

Date of Adoption: April 28, 1992  
Date of Revision: December 8, 1992  
Date of Revision: April 28, 1998  
Date of Revision: March 13, 2007  
Date of Revision: September 23, 2024

## USE OF MOTOR VEHICLES

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

Students who drive to and park at their school attendance center shall only drive to and park at their designated attendance center(s) or at another district's attendance center for the purpose of attending extracurricular activities. Students may not loiter around nor be in their vehicle during the school day without permission from the principal. Students shall leave their attendance center when there is no longer a legitimate reason for them to be at their attendance center. Students who drive shall enter and leave the parking lot by the routes designated by the principal.

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

Legal Reference: Iowa Code §§ 279.8; 321

Date of Adoption: April 28, 1992

Date of Revision: December 8, 1992

Date of Revision: May 14, 2002

Date of Revision: June 14, 2011

Date of Revision: January 14, 2013

Date of Revision: September 23, 2024

## 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.

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

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

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

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

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

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

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

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

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

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)

Date of Adoption: April 28, 1992  
Date of Revision: December 8, 1992  
Date of Revision: October 11, 1994  
Date of Revision: September 12, 1995  
Date of Revision: January 9, 1996  
Date of Revision: May 14, 2002  
Date of Revision: December 10, 2002  
Date of Revision: July 12, 2011  
Date of Revision: July 9, 2018  
Date of Revision: September 23, 2024

## STUDENT CONDUCT -REGULATION

### Administrative Action

#### A. Probation

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

#### B. In-School Suspension

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

#### C. Out-of-School Suspension

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

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

3. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort is made to personally notify the student's parents and such effort is documented by the person making or attempting to make the contact. Written notice to the parents will include the circumstances which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

#### D. Suspensions and Special Education Students

1. Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be revised



to include a continuum of intervention strategies and programming to change the behavior.

2. Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

Date of Adoption: July 12, 2011

Date of Revision: September 23, 2024

**EXPULSION**

Only the board may remove a student from the school environment for more than ten (10) consecutive school days.

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.

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).

Date of Adoption: April 28, 1992  
 Date of Revision: December 8, 1992  
 Date of Revision: February 7, 1995  
 Date of Revision: September 26, 1995  
 Date of Revision: April 28, 1998

Date of Revision: May 14, 2002

Date of Revision: September 23, 2024

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

Legal Reference: Iowa Code §§ 256.7(20); 279.8; 280.10, .11; 282.6; 285.1; 301.1.  
281 I.A.C. 18.2.

Date of Adoption: April 28, 1992  
Date of Revision: August 13, 1996  
Date of Revision: September 23, 2024

**FINES – FEES – CHARGES -\_STUDENT FEE WAIVER AND REDUCTION PROCEDURES**

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

- A. Waivers -
  - 1. Full Waivers - a student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, Supplemental Security Income guidelines, or transportation assistance under open enrollment. Students in foster care and are homeless are also eligible for full waivers.
  - 2. Partial Waivers - a student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. The reduction percentage will be 50% 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 of schools.
- E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.
- F. Notice - the school district will annually notify parents and students of the waiver. The following information will be included in registration materials and printed in the parent handbook.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), or 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 temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually. Once the family has paid the fees, they will not be refunded even if the family qualifies for a fee waiver.

Date of Adoption: August 13, 1996

Date of Revision: April 23, 2002

Date of Revision: July 12, 2011

Date of Revision: September 23, 2024

Standard Fee Waiver Application

Date \_\_\_\_\_

School year \_\_\_\_\_

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

Student's First Name Last Name Grade in School School

Student's First Name Last Name Grade in School School

Student's First Name Last Name Grade in School School

Student's First Name Last Name Grade in School 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)
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:

Three horizontal lines for text entry.

Signature of parent, guardian: \_\_\_\_\_
or legal or actual custodian

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

## GOOD CONDUCT RULE

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

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

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. It is the responsibility of the principal to maintain a record of violations of the good conduct policy and supporting administrative regulations.

It is the responsibility of the superintendent, in conjunction with the administrative team, to develop administrative regulations regarding conduct for each school activity.

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

Date of Adoption: April 28, 1992  
Date of Revision: February 7, 1995  
Date of Revision: January 9, 1996  
Date of Revision: September 23, 2024



## **GOOD CONDUCT POLICY – REGULATION**

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 a lifetime. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal or inappropriate. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal or designee *will* keep records of violations of the good conduct rule.

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

### **STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

The Board of Directors of the Centerville Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal or inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal or designee shall keep records of violations of the Good Conduct Rule.

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FCCLA, FBLA, National Honor Society, all co-curricular clubs (e.g., Art Club, Spanish Club), all honorary and elected offices (e.g., Homecoming and Prom King/Queen/court, class officer, student government officer or representative), graduation speakers, cheerleading and drill team, mock trial, Academic Quiz Bowl, or any other activity where the student represents the school outside the classroom.

### **Good Conduct Rule**

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

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

- possession, use, or purchase of tobacco products, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use");
- being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors or others and failing to leave despite having a reasonable opportunity to do so (mere presence rule);
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. Such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites). Examples of such harassment includes, but is not limited to: threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of others without permission. NOTE: This could include group conduct.

Any student declared ineligible under a prior school district's Good Conduct Rule without having completed the full period of ineligibility at that school and transfers to Centerville High School, will not be eligible at Centerville High School until the full period of ineligibility has been completed.

Once the time period of ineligibility has been completed, the student is then eligible in accordance with the Centerville High School Good Conduct Policy.

### **Consequences**

Any student who, after a hearing before the administration, is found to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility.

The following list has been established to give guidance to properly delegated administrative personnel or activities director when administering the sanctions set forth in the Good Conduct Rule. However, it should be noted that the Board of Directors or its delegates may exercise their discretion in assessing more severe or less severe penalties when they have assessed the seriousness of the violation, its circumstances and any mitigating factors. (For "mere presence" violations, see item 2 under "Reduction in Penalty.")

**First Offense** - 25% of the current, next season or combination of seasons.

**Second Offense** - 50% of the next season or combination of seasons.

**Third or More Offense Within 12 months**- twelve (12) calendar months of ineligibility.

1. The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.
2. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation and it will not be taken into account in determining the level of offense.
3. An ineligible student shall attend all practices or rehearsals but will not "suit up" nor perform/participate.
4. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.
5. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

**CONTEST SUSPENSION GUIDELINES:**

- Students will be suspended from the level of competition in which they are involved. For instance, a varsity athlete cannot count a junior varsity contest toward his/her suspension.
- Students must continue to attend practice during the time of suspension. Withdrawing from the activity does not satisfy the terms of the suspension.
- The Good Conduct Rule starts to apply in 7<sup>th</sup> grade and continues through high school eligibility.
- The following are the number of contest/events/dates that will serve as a guide when approximately 25% of scheduled contest/events/dates:

<b>Band (non graded)</b>	<b>3 contests/events</b>	<b>Soccer</b>	<b>3 contests/events</b>
<b>Speech</b>	<b>1 contest/event</b>	<b>Track</b>	<b>3 contests/events</b>
<b>Vocal Music (non graded)</b>	<b>2 contests/events</b>	<b>Swimming</b>	<b>3 contests/events</b>
<b>Swing Choir</b>	<b>3 contests/events</b>	<b>Golf</b>	<b>2 contests/events</b>
<b>FFA</b>	<b>3 contests/events</b>	<b>Softball</b>	<b>5 dates</b>
<b>Academic Camp</b>	<b>1 camp/event</b>	<b>Cross Country</b>	<b>2 contests/events</b>
<b>Student Council</b>	<b>1 event</b>	<b>Volleyball</b>	<b>4 dates</b>
<b>Tennis</b>	<b>3 contests/events</b>	<b>Wrestling</b>	<b>4 dates</b>
<b>Managers</b>	<b>sport specific</b>	<b>Baseball</b>	<b>5 dates</b>
<b>Cheerleaders</b>	<b>Sport specific</b>	<b>Basketball</b>	<b>5 contests/events</b>
<b>Football</b>	<b>2 contests/events</b>	<b>Drill/Dance Team</b>	<b>4 contests/events</b>

**Reduction in Penalty:**

1. Admission Prior to Determination: If a student comes forward to a coach, administrator, or activity sponsor prior to being contacted by Administration about a potential violation and finding of guilt to admit (self-report) a violation of the Good Conduct Rule (no longer than 48 hours after committing the violation), the student's penalty may be reduced by one quarter of contests/events for a first violation, and one-fourth of contests/events for a second violation.
2. A student who violates the "mere presence" provision of this policy shall serve no more than one-half of the established penalty for the first, second, or third/subsequent

violation. The punishment may be reduced by an administrator or designee based on the preponderance of evidence to indicate a student was not knowingly participating in activities that violate the Good Conduct Code Rules. (To find a student violation of the Good Conduct Code by the use of "Mere Presence" there must be some evidence that the student knew the drugs/alcohol were present and being used illegally, and the student must have failed to leave [after discovery of the drugs/alcohol/illegal activity] within a reasonable time, assuming the student had an opportunity to leave.) If a student finds himself/herself in a situation where alcohol or other drugs are being consumed illegally by minors, the student options are:

- a. Leave immediately or at the first reasonable opportunity.
- b. Apply "reverse peer pressure" to convince the persons responsible for bringing the offending substances to leave the party and take the offending items with them.
- c. Otherwise get rid of the offending items. (Flush or pour, but Do Not consume)

### **Violations Occurring During Ineligibility:**

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a quarter [or "semester"] is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches.

Example: A student violates the

Good Conduct Rule and is ruled ineligible for 5 dates. While ineligible, the student again violates the Good Conduct Rule. The second penalty starts only when the first penalty is completed.

### **Academic Consequences:**

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, unless the violation of the Good Conduct Rule also constitutes a violation of general school discipline rules.

### **Letters and Awards:**

Students who are ineligible at the conclusion of an activity are at risk of not receiving a letter and will forfeit all individual post season honors/awards involving District participation or recommendation. **APPEALS**

Any student who is found by administration to have violated the Good Conduct Rule may appeal this determination to the superintendent. The appeal must be made by contacting the superintendent in writing within three (3) calendar days Monday through Friday after receiving written notification of the finding of violation and imposition of sanctions. The sanction will remain in effect pending the superintendent's decision.

If the student or family chooses, he or she may appeal the Superintendent's decision to the school board by notifying the Board secretary in writing within three calendar days (Monday through Friday) of receipt of the Superintendent's decision. The Board will schedule the appeal hearing. The review by the board will be in closed session unless the student's parents(s) or the student, if the student is 18 years old, requests an open session. The grounds for appeal to the school board are limited to the following:

1. The student did not violate the Good Conduct Rule;
2. And/or the student was not given due process during the investigation process;
3. And/or the sanction is in violation of the Handbook or Board Policy.

The sanction will remain in effect pending the outcome of the meeting with the Board.  
If the school board reverses the decision of administration, the student shall be immediately eligible and shall have the record of the ineligibility period and violation deleted from the student's record.  
If the school board modifies the decision of administration, the student's eligibility and record will be modified to accurately reflect the decision of the board.

Date of Adoption: April 28, 1992

Date of Revision: March 23, 1993

Date of Revision: June 8, 1993

Date of Revision: December 12, 1995

Date of Revision: April 28, 1998

Date of Revision: June 13, 2000

Date of Revision: June 12, 2001

Date of Revision: July 14, 2014

## GOOD CONDUCT POLICY/APPLICATION

The basic premise of the Centerville Community School District's Student Conduct Policy is that participation in extra and co-curricular activities is very beneficial to the student participant. Maintaining the privilege of participating in extracurricular activities carries a higher minimum standard of conduct than for being a member of the student body as a whole.

Centerville Community School District Policy defines extracurricular activities to include but not necessarily be limited to the following: football, volleyball, cross country, basketball, wrestling, track, baseball, golf, tennis, softball, soccer, plays, musicals, variety shows, speech, drama, FFA, National Honor Society, student council, cheerleaders, art club, class officers, Spanish club, FBLA, FCCLA, and other school sponsored activities and honors which shall include serving as Homecoming Royalty or Prom Royalty.

Board policy clearly defines the minimum requirements for compliance with state and federal law requirements, the consequence for theft, vandalism or unauthorized possession of school property, the consequence for suspension from school, and the prohibition on the use of tobacco, alcohol and other controlled substances.

The following rule attempts to provide guidance on those activities where it is more difficult to draw a distinction between the activity being a required extension of classroom activities and being extra or co-curricular. Students found in violation of the good conduct rules will not be allowed to participate in activities outside the school day or off school premises, with the exception of field trips solely for educational purposes. Grades will not be impacted because a student is prohibited from participating in extra activities because of a violation of good conduct rules.

Date of Adoption: April 28, 1992

Date of Revision: December 14, 1993

Date of Revision: December 12, 1995

Date of Revision: June 12, 2001

Date of Revision: April 23, 2002

Date of Revision: July 12, 2011

Date of Revision: September 23, 2024

### **EXTRA-CURRICULAR ACTIVITIES/ACADEMIC ELIGIBILITY**

A student shall be passing all coursework for which credit is given. A minimum of four credited courses per grading period are required. Those who fail to pass all credited courses in the previous grading period will be ineligible to participate. The grade used will be the cumulative course grade through the semester.

A student who becomes ineligible cannot perform in any activity but will be allowed to practice.

Any student who fails to pass all courses for which credit is given for any semester will be required to serve an ineligibility period of 20 calendar days during the next extra-curricular activity that in which he or she is involved in. The Iowa High School Athletic Association and the Iowa Girls High School Athletic Union will set the start and end dates for the ineligibility period for athletics. For all non-athletic activities the ineligibility period will be 20 days and will start immediately after grades are posted. Athletic and non-athletic activities are treated separately by this policy.

Students with incomplete grades will be allowed ten school days to complete course work. Successful completion of incomplete work will mean immediate reinstatement. The ten-day period begins when report cards are issued. The period of ineligibility begins on the eleventh day after the distribution of report cards.

A student who becomes ineligible cannot perform in any activity, but will be expected to go to practice, and stay in good standing with the team to complete the eligibility process. In order to serve an ineligibility period with an activity, the student must remain a member of the team or activity in which the period is served for the entire season. If a student does not complete the season with said team or activity for the entire season, he or she will serve the ineligibility period during the next activity in which he or she is involved.

**Middle School Policy** – A student’s eligibility will be monitored at the mid-term of each quarter (23 days). The following day will be the beginning of the student’s ineligibility, until the grade/grades that caused the ineligibility are brought back to a passing grade. A failing grade is determined as an “F” (Failing).

The eligibility standard is that if a student is receiving two or more “failing” cumulative quarter grades on the eligibility date, they become ineligible until the grade/grades are brought back up to “passing” or until a new quarter begins. Students are eligible when they have zero or only one failing grade. The grade used is the cumulative quarter grade throughout the quarter.

The eligibility standard is that if a student is receiving two or more failing grades on the eligibility date they become ineligible through the next eligibility date. Students with incomplete grades can correct the incompletes as soon as the work has met classroom expectations. Students are eligible when they have zero or one failing grade or incomplete grade. The grade used is the cumulative grade through the quarter.

A student who becomes ineligible cannot perform in any activity but will be allowed to practice.

Date of Adoption: April 28, 1992

Date of Revision: June 12, 2001  
Date of Revision: April 23, 2002  
Date of Revision: March 27, 2007  
Date of Revision: July 12, 2011  
Date of Revision: December 10, 2018  
Date of Revision: September 23, 2024



**EXTRA-CURRICULAR ACTIVITIES/ATTENDANCE REQUIREMENTS**

A student who is going to miss a class for a performance, scheduled contest, program or trip should turn in assignments to the involved teacher in advance or make special arrangements for such assignments with the involved teacher.

A student should be present the entire day of a performance, scheduled contest, program or trip if the student expects to participate. Any exception should be cleared through the administration.

Date of Adoption: April 28, 1992

Date of Revision: June 12, 2001

Date of Revision: May 14, 2002

Date of Revision: September 23, 2024

## **CORPORAL PUNISHMENT, MECHANICAL RESTRAINT AND PRONE RESTRAINT**

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

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

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

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

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

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

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

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

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

Date of Adoption: April 25, 1990  
Date of Revision: October 12, 1992  
Date of Revision: January 9, 1996  
Date of Revision: May 14, 2002  
Date of Revision: May 14, 2009  
Date of Revision: September 23, 2024

## **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.

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

Date of Adoption: September 23, 2024

## PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS – REGULATION

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.

Date of Adoption: September 23, 2024

**USE OF PHYSICAL RESTRAINT AND/OR SECLUSION DOCUMENTATION FORM**

<b>Student Name:</b>	<b>Date of Occurrence:</b>
<b>Start Time of Occurrence:</b>	<b>End Time of Occurrence:</b>
<b>Start Time of use of Physical restraint or Seclusion:</b>	<b>End Time of use of Physical restraint or Seclusion:</b>

<b>Employee names and titles who observed, were involved with or implemented physical restraint and/or seclusion during occurrence (including administrators who approved extended time if applicable):</b>	<b>Employee's date of last training on use of physical restraint and seclusion:</b>

**Describe student actions before, during, and after occurrence:**

**Describe employee actions before, during, and after occurrence, including the reason for any of the following, if applicable: use of non-approved restraint, use of non-designated seclusion rooms, any restraint or seclusion that lasted longer than necessary:**

**Describe any less restrictive means attempted as an alternative to physical restraint or seclusion or why those means would not be effective or feasible, or have failed:**

--

<b>Approval from administrator to continue physical restraint or seclusion past 15 minutes:</b>	<b>Approval obtained from administrator to continue physical restraint or seclusion more than 30 minutes past last approval time:</b>
<b>Administrator approving:</b>	<b>Administrator approving:</b>
<b>Time approved:</b>	<b>Time Approved:</b>
<b>Reasons for length of incident:</b>	<b>Reasons for length of incident:</b>

**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.**

<b>Employee attempting notification:</b>	<b>Parent/Guardian contacted:</b>	<b>Time/manner of attempted notification:</b>	<b>Was notification successful?</b>
<b>Employee attempting notification:</b>	<b>Parent/Guardian contacted:</b>	<b>Time/manner of attempted notification:</b>	<b>Was notification successful?</b>
<b>Employee attempting notification:</b>	<b>Parent/Guardian contacted:</b>	<b>Time/ manner of attempted notification:</b>	<b>Was notification successful?</b>

**If Parent/Guardian notification requirements were not complied with, explain why:**



**Describe injuries sustained or property damage by students or employees:**

--

**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 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 that required the physical restraint and/or seclusion of your student as defined by 281 Iowa Administrative Code Ch. 103. A report related to this occurrence is enclosed with this letter.

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

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

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[Administrator name, title]

---

Date

Enclosure: Report related to student occurrence

**DEBRIEFING MEETING DOCUMENT**

[The following individuals must attend the debriefing meeting: employees who administered physical restraint or seclusion; an administrator or employee not involved in the occurrence; the administrator or employee who approved continuation of the physical restraint or seclusion; other relevant personnel designated by the school; if indicated by student's behavior in occurrence, an expert in behavioral/mental health or other discipline. The following individuals must be invited to attend the debriefing meeting: the parent or guardian of the student, the student with guardian's consent.]

<b>Student Name:</b>	<b>Date of Occurrence:</b>
<b>Date of debriefing meeting:</b>	<b>Time of debriefing meeting:</b>
<b>Location of debriefing meeting:</b>	

<b>Names of individuals attending the debriefing meeting (must include the employees involved and at least one employee who was not involved):</b>	<b>Job title of employee and/or relation to student;</b>

<b>Documentation reviewed during meeting (must include at least the occurrence report; and BIP, IHP, IEP and/or safety plan if applicable):</b>
<b>Identification of patterns of behavior and proportionate response, if any, in the student and employees involved:</b>
<b>Possible alternative responses, if any, to the incident/less restrictive means, if any:</b>

<b>Additional resources, if any, that could facilitate those alternative responses in the future:</b>
<b>Plans for additional follow up actions, if any:</b>

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

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of delivered to Parent/Guardian

\_\_\_\_\_  
Method of Transmittal

**STUDENT DISCLOSURE OF IDENTITY**

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

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

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

Legal Reference: §279.78

Date of Adoption: September 23, 2024

**REPORT OF STUDENT DISCLOSURE OF IDENTITY**

Dear (Parent/Guardian) \_\_\_\_\_,

This letter is to inform you that your student (student's name listed on registration) \_\_\_\_\_ has made a request of a licensed employee to (check all that apply):

\_\_\_\_\_ make an accommodation that is intended to affirm the student's gender identity as follows:

\_\_\_\_\_ use a name, pronoun or gender identity that is different from the name, pronoun and/or gender identity listed on the student's school registration forms. The name, pronoun, or gender identity requested is \_\_\_\_\_ .

If you would like to amend the student's registration paperwork to permit the student's requested accommodation and/or include the use of the above-referenced name/pronoun/gender identity, please complete the attached form and return it to the district administration office.

Sincerely,

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

**REQUEST TO UPDATE STUDENT IDENTITY**

\_\_\_\_\_  
(Student's current name on registration)

\_\_\_\_\_  
(Student ID)

Please update my student's names, pronouns, and/or gender identities on my student's registration paperwork to include all of the following:

\_\_\_\_\_  
(Names)

\_\_\_\_\_  
(Pronouns)

\_\_\_\_\_  
(Gender Identities)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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

This is the [model policy published by the Iowa Department of Education](https://educateiowa.gov/documents/model-policies-discipline-students-who-make-threats-violence-or-cause-incidents-violence) (<https://educateiowa.gov/documents/model-policies-discipline-students-who-make-threats-violence-or-cause-incidents-violence>) which all districts are required to adopt as a result of HF 604 passed in 2023.

Date of Adoption: January 8, 2024



## **DISCIPLINE OF STUDENTS WHO MAKE THREATS OF VIOLENCE OR CAUSE INCIDENTS OF VIOLENCE - STUDENT THREATS OF VIOLENCE AND INCIDENTS OF VIOLENCE**

Effective student discipline policies serve the needs of the District in maintaining the order of the education environment while safeguarding the education interests of all students. For this reason, it is crucial to engage many perspectives in crafting sound policies related to discipline. The board, in conjunction with teachers and administrators in the District, have assigned further meaning to concepts listed in this policy.

### **Incident Levels Defined**

Incident levels must escalate, with Level 1 being less severe than Level 3 incidents. However, the District maintains discretion in applying the level of discipline appropriate for an incident. In making this determination, the administration will consider the following definitions of incident levels. Because no definition could encompass all possible threats or incidents, the administration has discretion in determining which level to assign the incident after looking at the nature of the incident as well as the age, grade level, and maturity of the student.

### **Timeframe for Determining Repeated Incidents**

The District will consider all incidents occurring within *the school year* as sufficiently close in proximity between incidents to establish that a repeated incident has occurred. The rationale for establishing this timeframe is that cognitive and behavioral developmental levels change as students age. The administration will have discretion to alter this timeframe when appropriate under the circumstances, depending on the nature of the incident as well as the age, grade level and maturity of the student.

### **Considerations for Determining the Maturity of the Student**

The District believes that gauging the maturity of a student is subject to interpretation and best left to the licensed employees who interact most closely with the student on a regular basis. Assessing a student's maturity level is based on individual characteristics unique to each student. Therefore, in making a determination about the maturity of a student, the administration may consult with the student's classroom teacher and other relevant licensed staff. The administration will consider the following factors in determining the maturity of the student:

- Chronological age of the student
- Cognitive or developmental delays
- Other factors deemed appropriate by licensed staff and service providers

### **Considerations for Determining Whether the Off-Campus Threat of Violence or Incident of Violence Will Directly Affect the Good Order, Efficient Management and Welfare of the School District**

The District recognizes that students maintain First Amendment rights to free expression both within school and outside. However, free speech protections are not absolute and do not extend to true threats of violence toward an individual or a group of individuals. In considering whether a threat or incident of violence will directly affect the good order, efficient management and welfare of the school district

necessitating the need for investigation, the administration will consider, among other things, the following factors:

- The specificity of the threat for time, location or individual(s) targeted
- The reasonable likelihood of the student's ability to carry out the threat
- The reasonable likelihood that the threat will interfere with the operation of the educational environment

In addition to the notification requirements in policy, the administration will apprise the parents or guardians of any student who suffered violence or a threat of violence, of the rights to file complaints under any other relevant board policies including but not limited to anti-bullying/anti-harassment and Title IX.

Legal Reference: Iowa Code §279.79

Date of Adoption: January 8, 2024

## STUDENT USE OF PERSONAL ELECTRONIC DEVICES

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

For this reason, student use of personal electronic devices during instructional time is prohibited. Students have access to district-owned electronic devices as appropriate for the instructional needs of the learning environment and authorized by the classroom teacher. Personal electronic devices means any device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. Personal electronic devices that have been specifically authorized under a current individual education plan (IEP), a Section 504 plan, or an Individual Health Plan (IHP) are exempt from this policy.

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

Legal References:     16 C.F.R. 312  
                              34 C.F.R. pt. 99  
                              47 C.F.R. 54.520  
                              Iowa Code 279.8

Date of Adoption: September 23, 2024

## **STUDENT USE OF PERSONAL ELECTRONIC DEVICES – REGULATION**

The district is committed to providing an inclusive educational environment for students and families. It is valuable for students' educational experience for families to engage in and support their students' educational experience. As part of this commitment, the district will take steps to create opportunities for students to engage in peer-to-peer activities, and ensure that student use of personal electronic devices does not occur during instructional time.

Every district staff member is empowered to assist in the enforcement of this policy and regulation as appropriate. To avoid distraction during instructional time, personal electronic devices must be silenced or turned off, not visible, and not physically attached to the student's body. Students may store their personal electronic devices in their backpacks, unless otherwise instructed. Staff members may establish classroom rules or protocols for placement of personal electronic devices during instructional times consistent with this regulation. If a student is observed using a personal electronic device during instructional time, the employee who observed the student behavior will either collect the device to turn into the office at the end of the period, or will notify building administration, who will require the student to turn in the device for safekeeping until the end of the school day. The device will be secured in the building's front office. The district, however, is not responsible for the loss, theft, or destruction of personal electronic devices brought onto school, or district property, or while the student is attending district or school-sponsored events.

For a student's first violation of this policy, the student may pick up the device at the end of the school day and the student's parent/guardian will be notified. For subsequent violations of this policy, the device will be released to the student's parent/guardian following a meeting with the student and the student's parent/guardian to create a plan to avoid further violations. If a student in violation of this policy refuses to turn over their device, they may be sent home for the remainder of the school day. Repeated violations of this policy may result in additional disciplinary consequences for students in accordance with board policy.

Date of Adoption: September 23, 2024

**STUDENT GOVERNMENT**

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

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

Legal Reference: Iowa Code § 279.8

Date of Adoption: April 25, 1990

Date of Revision: September 23, 2024

## STUDENT ORGANIZATIONS

Secondary school student-initiated, non-curricular-related groups, upon receiving permission from the principal, may use school facilities during non-instructional times.

Non-instructional times will mean time before the first period in the day and after the last period of the day in which any student attends class. Meetings shall not interfere with the orderly conduct of the 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 shall have priority over the activities of any other 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.

### Non-Curriculum-Related Groups

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

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

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

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

Legal Reference: Westside Community Board of Education v Mergens, 496 U.S. 226 (1990).  
Bender v. Williamsport Area Community School District, 741 F.2d 538 (3d Cir. 1984),  
*vacated and remanded on other grounds*, 475 U.S. 534 (1986).

20 U.S.C. §§ 4071-4074  
Iowa Code §§ 287; 297.9.

Date of Adoption: April 25, 1990  
Date of Revision: April 24, 2007  
Date of Revision: July 12, 2011  
Date of Revision: September 23, 2024

**Code No: 504.3**

**THIS POLICY NUMBER IS RESERVED**



## STUDENT PERFORMANCES

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

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

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

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

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

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

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

Date of Adoption: September 23, 2024

## STUDENT FUND RAISING

Students, identifying themselves as Centerville School students, may raise funds for school-sponsored events with the approval of their principal. The principal may set a maximum number of fund raising events to be held each school year. Fund raising by students, identifying themselves as Centerville School students, for events other than school-sponsored events is not allowed unless approved by the principal and clearly identified as a non-sponsored event.

Students may raise funds for school-sponsored events with the permission of the principal. Fund raising by students for events other than school-sponsored events is not allowed. Collection boxes for school fund raising must have prior approval from the principal before being placed on school property.

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

Legal References: Senior Class of Pekin High School v. Tharp, 154 N.W. 2d 874 (Iowa 1967).  
Iowa Code Chapter 279.8 (2011).

Date of Adoption: April 25, 1990

Date of Revision: Aprli 24, 2007

Date of Revision: September 23, 2024

## STUDENT ACTIVITY PROGRAM

The Board of Education recognizes the value of extracurricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the traditional classroom.

Participants and responsible adults involved in Board-approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The Board further encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups, and support/booster groups.

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.

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

A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season with the approval of the athletic director and superintendent or designee.

It is the responsibility of the superintendent, in conjunction with the administrative team to develop administrative regulations for each school activity. These regulations shall include when physical examinations will be required, how and when parents will be informed about the risk of the activity, academic requirements, and proof of insurance on the student participating in certain activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Legal Reference: 20 U.S.C. §§ 1681-1683; 1685-1686.  
34 C.F.R. Pt. 106.41  
Iowa Code §§ 216.9; 280.13-.14.  
281 I.A.C. 12.3(6), 12.6., 36.15(7).

Date of Adoption: April 25, 1990  
Date of Revision: December 8, 1992  
Date of Revision: March 15, 1994  
Date of Revision: October 28, 1997  
Date of Revision: May 14, 2002  
Date of Revision: April 24, 2007  
Date of Revision: September 23, 2024

## STUDENT PROGRESS REPORTS AND CONFERENCES

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

Parent-teacher conferences about student progress will be held twice during the school year. The conferences in the junior and senior high school are not individually scheduled.

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

Legal Reference: Iowa Code §§ 256.11, 41; 280, 284.12.  
281 I.A.C. 12.3(4), 12.3(6), .5(16).

Date of Adoption: April 25, 1990

Date of Revision: February 7, 1995

Date of Revision: April 28, 1998

Date of Revision: October 12, 1999

Date of Revision: July 12, 2011

Date of Revision: September 23, 2024

## STUDENT PROMOTION, RETENTION, ACCELERATION

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

The district shall adhere to the following:

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

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

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

Legal Reference: Iowa Code §§ 256.11, .41; 279.8; .68.  
281 I.A.C. 12.5(16).

Date of Adoption: April 25, 1990  
Date of Revision: January 9, 1996  
Date of Revision: April 10, 2001  
Date of Revision: April 24, 2007  
Date of Revision: July 9, 2018  
Date of Revision: September 23, 2024

### STUDENT HONORS AND AWARDS

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

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

Legal Reference: Iowa Code § 279.8

Date of Adoption: April 25, 1990

Date of Revision: December 8, 1992

Date of Revision: April 28, 1998

Date of Revision: September 23, 2024

## TESTING PROGRAM

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

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

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

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

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

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

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

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

Date of Adoption: April 25, 1990  
Date of Revision: October 11, 1994  
Date of Revision: April 28, 1998  
Date of Revision: May 14, 2002  
Date of Revision: December 10, 2002  
Date of Revision: July 9, 2018  
Date of Revision: September 23, 2024

## GRADUATION REQUIREMENTS

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

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

- |                       |                  |                       |            |
|-----------------------|------------------|-----------------------|------------|
| 1. Language Arts      | 8 credits        | 2. Social Studies     | 6 credits  |
| 3. Science            | 6 credits        | 4. Mathematics        | 6 credits  |
| 5. Physical Education | 4 credits        | 6. Electives          | 17 credits |
| 7. Concentrations     | 2 concentrations | 8. Financial Literacy | 1 credit   |

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

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

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

Students who complete a regular session in the Legislative Page Program of the general assembly at the state capitol will be credited ½ credit of social studies.

Students enrolled in a junior officers' training corps will receive 1/8 physical education credit for each semester the student is enrolled in the program.

Legal Reference: Iowa Code §§ 256.7, 11, .41; 279.8; 279.61; 280.3, .14.  
281 I.A.C. 12.3(5); 12.5

Date of Revision: September 23, 2024



## HIGH SCHOOL GRADUATION

Students must complete content required by the Iowa Department of Education and reflected in courses required by the Centerville Community School District Board of Education to receive a diploma signifying graduation from Centerville Community School District. The content and courses are specific to preparing students for college, career, and citizenship. Students must have attended Centerville High School for at least one semester immediately prior to graduation. It shall be the responsibility of the High School principal to ensure that students who have completed the district graduation requirements are recommended to the Superintendent for graduation.

CCSD recognizes a three-tiered approach for completing graduation requirements. The *Standard Diploma* is the path the majority of students will follow. The *Honors Diploma* reflects a more rigorous path that includes advanced courses. The *Core Diploma* reflects an alternative choice for students who need to meet graduation requirements in a differentiated manner.

Students will be informed of multiple diploma options and requirements at appropriate stages of their high school career, including during initial enrollment and course registration. A student's diploma pathway should be determined by the first semester or later of their third year of high school.

The *Core Diploma* requires a four-year (or more) high school course of study.

### I. STANDARD DIPLOMA CREDIT REQUIREMENTS

	<b>Credits</b>
<u>English</u>	8
English 9	
English 10	
English 11	
+2 Semesters	
<u>Mathematics</u>	6
<u>Science</u>	6
Integrated Science	
Biology	
+2 Semesters	
<u>Social Studies</u>	
US History I and II	2
World History I	1
Psychology or Sociology	1
Economics	1
Government	1
<u>Physical Education</u>	4
<u>Financial Literacy</u>	1
<u>Electives</u>	17

#### **Standard Diploma Credits for Graduation**

**48**

## II. HONORS DIPLOMA CREDIT REQUIREMENT

	<b>Credits</b>
<u>English</u>	8
English 9	
English 10	
English 11	
English 12 or Comp I and II	
<u>Mathematics</u>	8
Must include Algebra II	
<u>Science</u>	8
Integrated Science	
Biology	
<i>Additional Science Courses Must Come from the Following Choices:</i>	
- Chemistry	
- Physics	
- Advanced Biology	
- Anatomy and Physiology	
- Approved College Level Science Course	
<u>Social Studies</u>	
US History I and II	2
World History I	1
Psychology or Sociology	1
Economics	1
Government	1
2 Social Studies Electives	2
<u>Physical Education</u>	4
<u>Financial Literacy</u>	1
<u>Electives</u>	17
<b>Honors Diploma Credits for Graduation</b>	<b>54</b>

Additionally, to earn an Honors Diploma, students must maintain a ~~3.0~~ 3.5 cumulative G.P.A. or higher. OR *maintain a 3.0 cumulative G.P.A. or higher while successfully completing* at least 5 credits of concurrent enrollment or *Advanced Placement (AP)* courses, which can include CTE (Career and Technical Education courses).

## III. CORE DIPLOMA CREDIT REQUIREMENTS *(Only available with administrative approval)*

	<b>Credits</b>
<u>English</u> (must include English 9, 10, 11, +2 semesters)	8
<u>Mathematics</u>	6
<u>Science</u> (must include Integrated Science and Biology)	6
<u>Social Studies</u>	
US History I and II	2
World History I	1
Psychology or Sociology	1
Economics	1
Government	1
<u>Physical Education</u>	4
<u>Financial Literacy</u>	1

**STUDENTS WITH INDIVIDUALIZED EDUCATION PLANS**

Graduation requirements for students in special education to earn a regular high school diploma will include successful completion of four years of English, three years of math, three years of science, three years of social studies, and the completion of the district's physical education requirements.

Legal Reference: Iowa Code §§ 256.7, 11, .41; 279.8; 279.61; 280.3, .14.  
281 I.A.C. 12.3(5); 12.5

Date of Adoption: April 25, 1990  
Date of Revision: March 23, 1992  
Date of Revision: February 7, 1995  
Date of Revision: September 10, 1996  
Date of Revision: May 14, 2002  
Date of Revision: October 14, 2003  
Date of Revision: May 8, 2007  
Date of Revision: January 27, 2009  
Date of Revision: July 12, 2011  
Date of Revision: July 12, 2021  
Date of Revision: August 8, 2022  
Date of Revision: September 23, 2024

## EARLY GRADUATION

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

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in commencement exercises.

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

Date of Adoption: January 10, 1995  
Date of Revision: February 7, 1995  
Date of Revision: November 10, 2009  
Date of Revision: September 23, 2024

## COMMENCEMENT

Students who have met the graduation requirements will be allowed to participate in the commencement proceedings, provided they will abide by the proceedings organized by the school district. It is the responsibility of the principal to meet with each graduating class to determine the proceedings for their commencement.

All students with a 3.5 or higher grade point average (GPA) will be recognized in the graduation program as graduating with honors and will be recognized with a gold cord. Students who complete 200 hours of documented volunteer service for their school, church, or community will be honored at graduation by the wearing of a silver cord. Members of the National Honor Society will be recognized with an NHS cord. Graduates will be permitted to wear additional cords earned throughout high school beyond these four cords and the traditional cap, gown, and stole. No alternative or additional stoles will be permitted. Only legal names will be used during the Commencement Ceremony and typed on diplomas.

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

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

Date of Adoption: April 25, 1990  
Date of Revision: December 8, 1992  
Date of Revision: September 23, 2024

## PARENT AND FAMILY ENGAGEMENT DISTRICT-WIDE POLICY

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

1. Provide the opportunity to involve parents in the development of the Title I plan, review of the plan, and process for improvement of the plan;
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 district will involve parents in determining how to allocate reserved Title I funds in accordance with applicable laws.

The board will review this policy annually. The superintendent is responsible for notifying parents and families of this policy annually or within a reasonable time after it has been amended during the school year. It is the responsibility of the superintendent and the administrative team to develop administrative regulations regarding this policy.

Legal Reference: 20 U.S.C. §6318

Date of Adoption: January 28, 2003

Date of Revision: July 9, 2018

Date of Revision: September 23, 2024

**PARENT AND FAMILY ENGAGEMENT DISTRICT-WIDE POLICY – BUILDING-LEVEL  
REGULATION**

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

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

- Provide materials and training to help parents work with students to improve achievement;
  - Educate teachers and staff in how to communicate with parents and build ties to foster academic success;
  - Coordinate and integrate other federal, state and local programs to support parents in more fully participating in students' education;
  - Ensure information related to programs is sent to parents and families in understandable formats; and
  - Provide other reasonable support to encourage parental involvement
5. Schools Operating a Schoolwide Program: Each school operating a schoolwide program under this policy shall:
- Involve parents on a timely and ongoing basis in the planning, review and improvement of programs, including the parent and family engagement school policy drafting and review, and the joint development of the schoolwide program.
  - If the schoolwide program plan is not satisfactory to the parents of the participating children, parent comments will be requested and submitted with the plan to the district.

Date of Adoption: January 14, 2003

Date of Revision: September 23, 2024



## EDUCATION RECORDS ACCESS

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

### Definitions

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

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

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

Parents, eligible students and other individuals authorized in accordance with law will have access to 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 records prior to an Individual Education Program (IEP) meeting or hearing.

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

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

If the parents or an eligible student believes the information in the education records is inaccurate, misleading or violates the privacy or other rights 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 have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- In connection with a student's application for, or receipt of, financial aid;
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- Consistent with an interagency agreement between the school district and juvenile justice agencies;
- in connection with a health or safety emergency; or,
- as directory information; or
- In additional instances as provided by law.

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

The superintendent will also keep a list of individuals, agencies and organizations that 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 are authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's records. This list for 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 student 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, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records, 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 the 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 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 shall remain confidential and shall not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within 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 will also be informed about the procedures for carrying out this policy.

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

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

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

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

Legal Reference: 20 U.S.C. § 1232g, 1415.  
34 C.F.R. Pt. 99, 300, .610 *et seq.*  
Iowa Code §§ 22; 279.9B, 280.24, .25, 622.10.  
281 I.A.C. 12.3(4); 41

Date of Adoption: April 25, 1990  
Date of Revision: February 9, 1992  
Date of Revision: November 8, 1994  
Date of Revision: September 10, 1996  
Date of Revision: April 28, 1998  
Date of Revision: September 12, 2000  
Date of Revision: September 11, 2001  
Date of Revision: May 14, 2002  
Date of Revision: January 14, 2003  
Date of Revision: April 24, 2007  
Date of Revision: July 9, 2018  
Date of Revision: September 23, 2024

## USE OF STUDENT 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 five days if the superintendent does not have a direct interest in the outcome of the hearing.
10. The parents may appeal the superintendent's decision or the hearing officer's decision if the superintendent was unable to hear the appeal, to the board within five 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.

Date of Adoption: April 25, 1990  
Date of Revision: November 8, 1994  
Date of Revision: August 8, 2000  
Date of Revision: August 14, 2001  
Date of Revision: July 9, 2018  
Date of Revision: September 23, 2024

**REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF STUDENT RECORDS**

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

\_\_\_\_\_  
(Legal Name of Student)

\_\_\_\_\_  
(Date of Birth)

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

The undersigned certifies that they are (check one):

- (a) An official of another school system in which the student intends to enroll. ( )
- (b) An authorized representative of the Comptroller General of the United States. ( )
- (c) An authorized representative of the Secretary of the U.S. Department of Education or U.S. Attorney General ( )
- (d) *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 ABOVE.*) ( )
- (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:

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Dated: \_\_\_\_\_

Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone Number: \_\_\_\_\_



**AUTHORIZATION FOR RELEASE OF STUDENT RECORDS**

The undersigned hereby authorizes \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

concerning \_\_\_\_\_ (Date of Birth) \_\_\_\_\_  
(Full Legal Name of Student)

\_\_\_\_\_ from 20\_\_ to 20\_\_  
(Name of Last School Attended) (Year(s) of Attend.)

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 STUDENT 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 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: \_\_\_\_\_

**PARENTAL REQUEST FOR EXAMINATION OF STUDENT 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:

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Dated: \_\_\_\_\_

Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**NOTIFICATION OF TRANSFER OF STUDENT RECORDS**

To: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/or Guardian

Street Address: \_\_\_\_\_  
City/State \_\_\_\_\_ ZIP: \_\_\_\_\_

Please be notified that copies of the \_\_\_\_\_ Community School District's official student 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 \_\_\_\_\_ Community School District has received a (subpoena or court order) requesting copies of your child's permanent 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 the Centerville Community School District (hereinafter "School District") and (agencies listed) (hereinafter "Agencies").

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

Parameters of Information Exchange:

1. The School District may share any information with the Agencies contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student.
2. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the Agencies without parental consent or court order.
3. Information contained in a student's 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.

**JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT**

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

Term: This agreement is effective from (September 1, 2001 or other 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: \_\_\_\_\_

## 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 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 may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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 person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

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.

The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in



**ANNUAL NOTICE**

writing by August 30 to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, GRADE LEVEL, ENROLLMENT STATUS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

If the district provides access to students by postsecondary institutions and/or potential employers, then access will also be provided to military recruiters.

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

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

Date of Adoption: January 14, 2003

Date of Revision: July 9, 2018

Date of Revision: September 23, 2024

### STUDENT DIRECTORY INFORMATION

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

- Student's name
- Address
- Telephone number
- Date and place of birth
- E-mail address
- Grade level
- Enrollment status
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The most recent previous educational agency or institution attended by the student
- Photograph and other likeness
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)
- Other similar information.

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

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

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

Legal Reference: 20 U.S.C. § 1232g.  
34 C.F.R. § 99.  
Iowa Code § 22; 622.10.  
281 I.A.C. 12.3(4); 41.

Date of Adoption: April 25, 1990  
Date of Revision: September 11, 2001  
Date of Revision: April 24, 2007  
Date of Revision: July 9, 2018  
Date of Revision: September 23, 2024

## **STUDENT DIRECTORY INFORMATION - USE OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Centerville 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, Centerville 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 Centerville 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.<sup>1</sup>

If you do not want the Centerville 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 August 30<sup>th</sup>. Centerville Community School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

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

**AUTHORIZATION FOR WITHHOLDING STUDENT DIRECTORY INFORMATION**

The Centerville 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 in the office of the principal of all of our schools.

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

The school district has designated the following information as directory information: student's name; address and telephone number; electronic mail address; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; grade level; degrees honors and awards received; and the most recent previous educational institution attended by the student; photograph and other likeness and other similar information; student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (a student's SSN, in whole or in part, cannot be used for this purpose.).

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than August 30 each 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.

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RETURN THIS FORM

Centerville 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 August 30. Additional forms are available at your child's school.

**Student Recruitment Opt-Out**

The Every Student Succeeds Act (E.S.S.A.) requires that high schools must provide military recruiters access to student names, addresses and telephone listings. Parents or students may request that this information not be provided without written parental/guardian consent and districts must comply with all such requests.

**The completion and return of this form serves as your request to withhold release of the student's private information to Military Recruiters.**

STUDENT MILITARY OPT OUT FORM

Regarding the  
RELEASE OF NAME, ADDRESS, AND TELEPHONE NUMBER

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_ I request that this student's name, address, and telephone number not be released to Armed Forces and Military Recruiters, or Military Schools.

Signature of parent or guardian \_\_\_\_\_

Or

\_\_\_\_ I am 18 years old and request my own name, address, and telephone number and school records not be released to the Armed Forces, Military Recruiters, or Military Schools.

Signature of student \_\_\_\_\_

Date \_\_\_\_\_

As a student you have the right to request that your private information is not released to military recruiters and others. Complete this Opt-Out form and give it to your Principal's office by *August 30*.

Date of Adoption: August 14, 2001  
Date of Revision: August 15, 2006  
Date of Revision: July 9, 2018  
Date of Revision: September 23, 2024

## STUDENT PHOTOGRAPHS

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

Parents will be notified prior to any pictures being taken by a commercial photographer for school "portraits." In no case will students be required to have their picture taken or be pressured to purchase pictures.

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

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

Legal Reference: Iowa Code § 279.8

Date of Adoption: April 25, 1990

Date of Revision: April 24, 2007

Date of Revision: July 12, 2011

Date of Revision: September 23, 2024



## STUDENT LIBRARY CIRCULATION RECORDS

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

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

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

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

Date of Adoption: December 8, 1992  
Date of Revision: January 23, 1996  
Date of Revision: May 14, 2002  
Date of Revision: January 22, 2008  
Date of Revision: September 23, 2024

## STUDENT HEALTH AND IMMUNIZATION CERTIFICATES

Students desiring to participate in athletic activities will have a physical examination by a licensed healthcare provider and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students in other grades enrolling for the first time in the school district.

A certificate of health stating the results of a physical examination and signed by the licensed healthcare provider is on file at the attendance center. Each student ~~shall~~ 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 district will also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center, if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion, or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The school district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

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

Date of Adoption: April 25, 1990  
Date of Revision: October 11, 1994  
Date of Revision: May 14, 2002  
Date of Revision: September 23, 2024

## ADMINISTRATION OF MEDICATION TO STUDENTS

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

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

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

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

A written medication administration record shall be on file including:

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

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

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

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).  
281 IAC §14.1, .2

Date of Adoption: April 25, 1990  
Date of Revision: February 9, 1993  
Date of Revision: November 8, 1994  
Date of Revision: September 10, 1996  
Date of Revision: January 13, 2005  
Date of Revision: January 27, 2009  
Date of Revision: August 8, 2022

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

\_\_\_\_\_ /\_\_\_\_/\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_ /\_\_\_\_/\_\_\_\_  
 Student's Name (Last), (First) (Middle)      Birthday      School      Date

In accordance with applicable laws, students with asthma, airway constricting diseases, respiratory distress or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency. The following must occur for a student to self-administer asthma medication, bronchodilator canisters or spacers, ~~or~~ other airway constricting disease medication or 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:
  - o Name and purpose of the medication,
  - o Prescribed dosage, and
  - o Times or special circumstances under which the prescribed medication 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 the prescribed medication by a student 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.

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

Medication	Dosage	Route	Time
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Purpose of Medication & Administration /Instructions

Special Circumstances	Discontinue/Re-Evaluate/ Follow-up Date
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Prescriber's Signature	Date
------------------------	------

Prescriber's Address	Emergency Phone
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- I request the above-named student possess and self-administer asthma medication, bronchodilators 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 self-administration of medication or use of an epinephrine auto-injector by the student.
- I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change.
- I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment.
- I agree the information is shared with school personnel in accordance with the Family Education Rights and Privacy Act (FERPA) and any other applicable laws.
- I agree to provide the school with back-up medication approved in this form.
- Student maintains self-administration record.

Parent/Guardian Signature (agreed to above statement)	Date
--	------

Parent/Guardian Address	Home Phone
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Business Phone
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Self-Administration Authorization Additional Information

# CENTERVILLE COMMUNITY SCHOOL DISTRICT

## ADMINISTRATION OF MEDICATIONS TO STUDENTS

### Parental Authorization and Release Form

The undersigned are the parent(s), guardian(s), or person(s) in charge of: \_\_\_\_\_  
(student's full name/Date of Birth), a student in the \_\_\_\_\_ grade at the \_\_\_\_\_ building  
in the Centerville Community School District.

It is necessary that this student receive the following drug: \_\_\_\_\_ In the following  
amount: \_\_\_\_\_ (number of milligrams, teaspoons, cc's, number of tablets) at the following time  
or times: \_\_\_\_\_, beginning on \_\_\_\_\_ (date) and continuing through \_\_\_\_\_ (date).

Special directives, signs to observe and side effects:

\_\_\_\_\_  
\_\_\_\_\_

**Please be advised that we prefer to not give medication that is ordered once or twice daily unless it is specifically ordered by the health care provider to be given at a specific time which falls within the school day. Most medications can be given before or after school.**

I hereby request the Centerville Community School District, or its authorized representative, administer the above-named drug to my child named above, in accordance with the prescribing physician's instructions or the label instructions on a non-prescription medication, and agree to:

- Submit this authorization to the building principal, school nurse, or authorized staff member.
- Personally ensure that the drug is safely transported and received by the building office staff in the container in which it was dispensed by the prescribing physician or licensed pharmacist or the manufacturer's container.
- Personally ensure that the container in which the drug is dispensed is **marked with the student's name, drug name, dosage, dosage interval and time to be administered, and date after which no administration should be given.**
- Submit a **REVISED STATEMENT** signed by the physician prescribing the drug **IF ANY OF THE PRESCRIBING INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.**
- Give consent for school personnel to contact the prescribing physician, pharmacist, and parent or other emergency contacts to clarify prescribing information if needed, and to coordinate administration of medication.
- Release the Board of Education of Centerville Community School District and their designated representative from any liability concerning the giving or non-giving of the drug to the student.
- **Authorize school personnel to dispose of any medication remaining at school after the last day of school for the student this academic year.**

Today's date \_\_\_\_\_

\_\_\_\_\_  
(name of student)

\_\_\_\_\_  
(signature of parent or guardian)

\_\_\_\_\_  
(daytime telephone number)

\_\_\_\_\_  
(alternate telephone number)

\_\_\_\_\_  
(contact telephone number)

\_\_\_\_\_  
(name of prescriber)

\_\_\_\_\_  
(telephone of prescriber)

Please call your building principal or the school nurse at 856-0806 or 856-0638 for assistance.

**PARENTAL AUTHORIZATION AND RELEASE FORM FOR INDEPENDENT SELF  
CARRY AND ADMINISTRATION OF PRESCRIBED MEDICATION OR INDEPENDENT  
DELIVERY OF HEALTH SERVICES BY THE STUDENT**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student's Name (Last), (First) (Middle)      Birthday      School      Date

I request the above-named student (Parent/Guardian initial all that apply)

\_\_\_\_\_ Carry and complete co-administration of prescribed medication, when competency has been demonstrated to licensed health personnel working under the auspices of the school. In accordance with applicable laws, students with asthma, airway constricting diseases, respiratory distress or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency. The information provided by the parent for medication administration is confidential as provided by the Family Education Rights and Privacy Act (FERPA) and any other applicable laws. I agree to provide safe delivery of the medication to and from school and to pick up remaining medication at the end of the school year or when medication is expired. 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.

Prescribed medication	Dosage	Route	Time at School
<p>_____ Co-administer, participate in planning, management and implementation of special health services at school and school activities after demonstration of proficiency to licensed health personnel working under the auspices of the school. The information provided by the parent for health service delivery is confidential as provided by the Family Education Rights and Privacy Act (FERPA) and any other applicable laws. I agree to coordinate and work with school personnel and the prescriber (if indicated) when questions arise. I agree to provide safe delivery of the student's equipment necessary for health service delivery to and from school and to pick up remaining equipment at the end of the school year.</p>			

Special Health Services Delivery:

\_\_\_\_\_

Procedures for abandoned medication disposal shall be in accordance with applicable laws.

\_\_\_\_\_  
Prescriber's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Address

\_\_\_\_\_  
Phone #



**ADMINISTRATION OF MEDICATION TO STUDENTS – PARENTAL AUTHORIZATION  
AND RELEASE FORM FOR THE ADMINISTRATION OF VOLUNTARY SCHOOL STOCK  
OF OVER-THE-COUNTER MEDICATION TO STUDENTS**

\_\_\_\_\_ /\_\_\_\_/\_\_\_\_      \_\_\_\_\_ /\_\_\_\_/\_\_\_\_  
Student's Name (Last), (First) (Middle)      Birthday      School      Date

The district supplies the following nonprescription, over-the-counter medications that are listed below. Generic brands may be substituted:

- Acetaminophen administered per manufacturer label
- Ibuprophen administered per manufacturer label
- Throat lozenges administered per manufacturer label
- Cough Drops administered per manufacturer label

Voluntary school stock of nonprescription, over-the-counter medications are administered following these guidelines:

- Parent has provided a signed, dated annual authorization to administer of the nonprescription, over-the-counter medication(s) listed according to manufacturer instructions. Electronic signature meets the requirement of written signature.
- The nonprescription, over-the-counter medication is in the original, labeled container and dispensed per the manufacturer label.
- All other nonprescription, over-the-counter medication not listed will require a written parent authorization and supply for the over-the counter medication.
- Supplements are not nonprescription, over-the-counter medications approved by the Federal Drug Administration and are NOT applicable.
- Nonprescription, over-the-counter medications approved by the Federal Drug Administration that require emergency medical service (EMS) notification after administration are NOT applicable.
- Perrsons administering nonprescription, over-the-counter medication include licensed health personnel working under the auspices of the school and individuals, whome licensed health personnel have delegated the administration of medication with valid certification who have successfully completed a medication administration course approved by the department and annual medication administration procedural skills check.
  - Districts stocking the administration of a voluntary stock of nonprescription, over-the-counter medications, collaborate with licensed health personnel to develop and adopt a protocol shared with the parent to define at a minimum:
    - When to contact the parent when a nonprescription medication, over the counter medication is administered;
    - Documentation of the administration of the nonprescription, over-the-counter medication and parent contact;
    - A limit to the administration of a school's stock nonprescription, over-the-counter medications that would require a prescriber signature for further administration of a school's nonprescription, over-the-counter medications for the remainder of the school year;

- The development of an individual health plan for ongoing medication administration or health service delivery at school.

I request that the above-named student receive the voluntary stock nonprescription, over-the-counter medications supplied by the school in accordance with the district guidelines and protocol.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Address

\_\_\_\_\_  
Phone #

## COMMUNICABLE DISEASES - STUDENTS

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

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

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

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

For more information on communicable disease charts and reporting forms, go to the Iowa Department of Public Health website: <http://www.idph.state.ia.us>

Legal Reference: *School Board of Nassau County v. Arline*, 480 U.S. 273 (1987).  
29 U.S.C. §§ 701 *et seq.*  
45 C.F.R. Pt. 84.3  
Iowa Code ch. 139A.8  
641 I.A.C. 1.2-.5, 7.

Date of Adoption: April 25, 1990  
Date of Revision: October 11, 1994  
Date of Revision: January 9, 1996  
Date of Revision: November 10, 1998  
Date of Revision: July 12, 2011  
Date of Revision: September 23, 2024

### STUDENT ILLNESS OR INJURY AT SCHOOL

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

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

Employees shall be responsible for filing of an accident report with the superintendent or designee within 48 hours after the student is injured at school. An accident report file shall be maintained in the principal's building.

Annually parents shall be required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The authorization form will also include the phone numbers of the parents and alternative numbers to call in case of an injury or illness.

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

Legal Reference: Iowa Code § 613.17

Date of Adoption: April 25, 1990

Date of Revision: February 7, 1995

Date of Revision: January 9, 1996

Date of Revision: July 12, 2011

Date of Revision: September 23, 2024

## EMERGENCY PLANS AND DRILLS

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

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

Legal Reference: Iowa Code § 100.31

Date of Adoption: April 25, 1990

Date of Revision: September 10, 1996

Date of Revision: April 28, 1998

Date of Revision: April 24, 2007

Date of Revision: September 23, 2024

## STUDENT INSURANCE

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

Students will have the opportunity to participate in the health and accident insurance plan selected by the school district. The cost of the health and accident insurance plan shall be borne by the student. Participation in the insurance plan is not a contract with the school district, but rather, a contract between the insurance company and the student.

Legal Reference: Iowa Code § 279.8

Date of Adoption: April 25, 1990

Date of Revision: December 8, 1992

Date of Revision: September 23, 2024

## CUSTODY AND PARENTAL RIGHTS

Disagreements among family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued are followed by the school district. It is the responsibility of the person requesting an by the school district to inform and provide the school district the court order allowing such action.

This policy does not prohibit an employee from listening to a student's problems and concerns.

It is the responsibility of the superintendent to ensure employees remain neutral in a disagreement, about custody and parental rights.

Legal Reference: Iowa Code §§ 232.67, .70, .73, .75; 235A; 279.8; 710.6.  
441 I.A.C. 9.2; 155; 175.

Date of Adoption: April 25, 1990

Date of Revision: April 28, 1998

Date of Revision: September 23, 2024

**STUDENT SPECIAL HEALTH SERVICES**

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

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

Legal Reference: *Board of Education v. Rowley*, 458 U.S. 176 (1982).  
*Springdale School District #50 v. Grace*, 693 F.2d 41 (8th Cir. 1982).  
*Southeast Warren Comm. School District v. Dept. of Public Instruction*, 285 N.W.2d 173 (Iowa 1979).  
20 U.S.C. §§ 1400 *et seq.*  
34 C.F.R. Pt. 300 *et seq.*  
Iowa Code §§ 256.11(7); 256B; 273.2, .5, .9(2)-(3); 280.8.  
281 I.A.C. 14.2

Date of Adoption: August 13, 1996  
Date of Revision: September 10, 1996  
Date of Revision: April 28, 1998  
Date of Revision: September 23, 2024



## SPECIAL HEALTH SERVICES - REGULATION

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

### A. Definitions

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

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

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

"Education team" - may include the eligible student, the student's parent, administrator, teacher, licensed health personnel, and others involved in the student's educational program, or as described in the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973.

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

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

"Individual health plan" - the confidential, written, preplanned and ongoing special health service in the educational program. It includes assessment, nursing diagnosis, outcomes, planning, interventions, evaluation, student goals, if applicable, and a plan for emergencies. Licensed health personnel develop this written plan with collaboration from the parent or guardian, individual's health care provider team or education team.

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

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

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

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

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

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

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

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

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

B. Prior to the provision of special health services the following will 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.

C. Licensed health personnel, in collaboration with the education team, will 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.

**SPECIAL HEALTH SERVICES REGULATION**

- 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 and qualifications of school personnel performing health services.
  - Review of the designated person's competency.
  - Determination of initial and ongoing level of supervision, monitoring, and evaluation required to ensure quality services.
- E. Licensed health personnel will supervise the special health services, define the level and frequency of supervision and document the supervision.
- F. Licensed health personnel shall instruct qualified designated personnel to deliver and perform special health services contained in the eligible individual health plan. Documentation of instruction, written consent of personnel as required in Iowa Code 280.23, and periodic updates are on file at school.
- G. Parents will provide the usual equipment, supplies and necessary maintenance for such, unless the school is required to provide the equipment, supplies, and maintenance under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. The equipment is stored in a secure area. The personnel responsible for the equipment are designated in the individual health plan. The individual health plan will designate the role of the school, parents, and others in the provision, supply, storage and maintenance of necessary equipment.

Date of Adoption: July 9, 1996  
Date of Revision: September 10, 1996  
Date of Revision: April 28, 1998  
Date of Revision: August 8, 2000  
Date of Revision: September 23, 2024

## WELLNESS

The 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.

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

Date Approved: May 16, 2006  
Date Revised: August 10, 2010  
Date Revised: June 10, 2017  
Date of Revision: July 9, 2018  
Date of Revision: September 23, 2024

## 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:

- Provide students with the knowledge and skills necessary to promote and protect their health;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy foods.

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

- Promote the benefits of a physically active lifestyle and help students develop skills to engage in lifelong healthy habits;
- Afford elementary students with recess according to the following:
  - At least 20 minutes a day;
  - Outdoors as weather and time permits;
  - Encourages moderate to vigorous physical activity.

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

- Share information about the nutritional content of meals with parents and students;
- Permit students to bring and carry water bottles filled with water throughout the day;
- Make drinking water available where school meals are served during mealtimes.

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

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

**CLASS OR GROUP GIFTS**

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

Legal Reference: Iowa Code §§ 68B; 722.1, .2.

Date of Adoption: April 25, 1990

Date of Revision: September 23, 2024

### OPEN NIGHT AND ACTIVITY FREE TIMES

In keeping with good community relations, student school activities will not be scheduled on Sunday mornings, Sunday evening, or, whenever possible, on Wednesday night. Wednesday night activities will be concluded by 6:00 P.M. It shall be the responsibility of the administration to oversee the scheduling of school activities for compliance with this policy.

#### Sunday Activity Policy:

No rehearsals, practices, team meetings, open gyms, or any other activity that is sponsored by the school district can be held on Sunday mornings or Sunday evenings without prior authorization from the building principal.

Any required practice on Sunday must be approved by the Activities Director or appropriate building principal. Such practice as a general rule will be allowed only when tournament play is scheduled for Monday or Tuesday.

Any athletic activity scheduled for Sunday afternoon must be an "open gym" concept. It must be clearly understood that any athlete not in attendance at a Sunday open gym will not find his/her position on the team or playing time reduced as a result of this absence.

Legal Reference: Iowa Code § 279.8

Date of Adoption: April 25, 1990

Date of Revision: February 9, 1993

Date of Revision: December 14, 1993

Date of Revision: July 12, 2011

Date of Revision: September 23, 2024