

STUDENTS

Series 500

500 Objectives for Equal Educational Opportunities for Students

501 Student Attendance

- 501.1 Resident Students
- 501.2 Nonresident Students
- 501.3 Compulsory Attendance
- 501.4 Entrance - Admissions
- 501.5 Attendance Center Assignment
- 501.6 Student Transfers In
- 501.7 Student Transfers Out or Withdrawals
- 501.8 Student Attendance Records
- 501.9 Student Absences - Excused
- 501.10 Truancy - Unexcused Absences
- 501.10-R1 Truancy – Unexcused Absences Regulation
- 501.11 Student Release During School Hours
- 501.12 Pregnant Students
- 501.13 Students of Legal Age
- 501.14 Open Enrollment Transfers - Procedures As A Sending District
- 501.15 Open Enrollment Transfers - Procedures As A Receiving District
- 501.16 Homeless Children and Youth

502 Student Rights and Responsibilities

- 502.1 Student Appearance
- 502.2 Care of School Property/Vandalism
- 502.3 Freedom of Expression
- 502.4 Student Complaints and Grievances
- 502.5 Student Lockers
- 502.6 Weapons
- 502.7 Smoking - Drinking - Drugs
- 502.8 Search and Seizure
- 502.8-E1 Search and Seizure Checklist
- 502.8-R1 Search and Seizure Regulation
- 502.9 Interviews of Students by Outside Agencies
- 502.10 Use of Motor Vehicles

503 Student Discipline

- 503.1 Student Conduct
- 503.1-R1 Student Suspension Regulation
- 503.2 Expulsion
- 503.3 Fines - Fees – Charges
- 503.3-E1 Fee Waiver Application

- 503.3-R1 Student Fee Waiver and Reduction Procedures
- 503.4 Good Conduct Policy and Eligibility
- 503.4-R1 Guidelines for Athletes and Activity Participants
- 503.4-R2 Good Conduct Policy Expectations
- 503.5 Corporal Punishment

- 504 Student Activities
 - 504.1 Student Government
 - 504.2 Student Organizations
 - 504.3 Student Publications
 - 504.3-R1 Student Publications Code
 - 504.4 Student Performances
 - 504.5 Student Fund Raising
 - 504.6 Student Activity Program

- 505 Student Scholastic Achievement
 - 505.1 Student Progress Reports and Conferences
 - 505.2 Student Promotion - Retention - Acceleration
 - 505.3 Student Honors and Awards
 - 505.4 Testing Program
 - 505.5 Graduation Requirements
 - 505.6 Early Graduation
 - 505.7 Commencement
 - 505.8 Parental Involvement

- 506 Student Records
 - 506.1 Student Records Access
 - 506.1-E1 Student Records Checklist
 - 506.1-E2 Request of Nonparent for Examination or Copies of Student Records
 - 506.1-E3 Parental Authorization for Release of Student Records
 - 506.1-E4 Request for Hearing on Correction of Student Records
 - 506.1-E5 Parental Request for Examination of Student Records
 - 506.1-E6 Notification of Transfer of Student Records
 - 506.1-E7 Letter to Parent Regarding Receipt of a Subpoena
 - 506.1-E8 Juvenile Justice Agency Information Sharing Agreement
 - 506.1-E9 Annual Notice
 - 506.1-R1 Use of Student Records Regulation
 - 506.2 Student Directory Information
 - 506.2-E1 Parental Authorization for Releasing Student Directory Information
 - 506.2-R1 Use of Directory Information
 - 506.3 Student Photographs
 - 506.4 Student Library Circulation Records

- 507 Student Health and Well-Being
 - 507.1 Student Health and Immunization Certificates

- 507.2 Administration of Medication to Students
- 507.2-E1 Parental Authorization and Release Form for the Administration of Prescription Medication to Students
- 507.2-E2 Record of the Administration of Prescription Medication
- 507.2-E3 Authorization-Asthma or Airway Constricting Medication Self-Administration Consent Form
- 507.2-R1 Student Health Services Regulations
- 507.3 Communicable Diseases - Students
- 507.3-E1 Communicable Disease Chart
- 507.3-E2 Reportable Infectious Diseases
- 507.3-E3 Reporting Form
- 507.4 Student Illness or Injury at School
- 507.4-R1 School Health Policies and Practices, Standing Orders for First Aid in Emergency Illness or Accident
- 507.5 Emergency Drills
- 507.6 Student Insurance
- 507.7 Custody and Parental Rights
- 507.8 Student Special Health Services
- 507.8-R1 Special Health Services Regulations
- 507.9 Wellness

- 508 Miscellaneous Student-Related Matters
- 508.1 Class or Student Group Gifts
- 508.2 Open Night
- 508.3 Student Use of Bicycles/Skateboards/Rollerblades
- 508.5 Student Response to Student Death by Accident, Suicide, or Otherwise
- 508.6 Teacher Requests
- 508.7 Credit for Foreign Study
- 508.7-E1 Application for Foreign Study Credit

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Objectives for Equal Educational Opportunities for Students

Code No. 500

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

The mission of the Waverly-shell Rock Schools is to create a passion for learning that will sustain students for a lifetime. To address this mission, it is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, age (except students), religion, national origin, creed, sex, marital status, sexual orientation, gender identity, socioeconomic status, or disability in admission or access to, or treatment in, its programs, policies, and activities. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

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

Board policies, rules and regulations affect students 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.

This section of the board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual means the legal parents, the legal guardian or custodian of a student, and students who have reached the age of majority or are otherwise considered an adult by law.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to Bridgette Wagoner, Affirmative Action Coordinator, Waverly-Shell Rock Community School District, 215 3rd Street N.W., Waverly, Iowa 50677; or by telephoning 319-352-2871.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550 <http://www.state.ia.us/government/crc/index.html> or Iowa Department of Education, Grimes State Office Bldg., Des Moines, IA 50319 (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

Date of Adoption: 6/03/96

Dates Amended: 3/06/00 12/02/02

6/08/05 10/16/07 4/14/08 2/7/11 6/6/11

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Nonresident Students

Code No. 501.2

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

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

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

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

Date of Adoption: 4/20/87

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3/06/00 2/02/02 6/08/05 4/14/08 6/6/11

Legal Reference: Lakota Cons. Ind. School v. Buffalo Center-Rake Comm. School, 334 N.W.2d 704 (Iowa 1983).
Mt. Hope School Dist. v. Hendrickson, 197 N.W. 47 (Iowa 1924).
Oshel v. Creston Comm. School Dist., DPI Admin. Doc. 570 (1981).
Iowa Code §§ 257.6; 282.1, .2, .6, .7, .24 (2009).

Cross Reference: 501 Student Attendance

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Compulsory Attendance

Code No. 501.3

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 148 days. Iowa Code 299.1 mandates that school governing bodies set the number of required attendance days during a school year. Waverly-Shell Rock student attendance requirements are to be met by attendance for at least thirty-seven days per quarter. A day of attendance is defined as a student being physically present or on a school sponsored activity. Students not attending the minimum days must be exempted by this policy as listed below or, for students in grade K-12, referred to the county attorney. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school; or,
- are receiving competent private instruction.

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

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

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

Date of Adoption: 4/20/87

Dates Amended: 5/06/91 11/04/91

6/03/96 3/06/00 12/02/02

6/08/05 12/03/07 4/14/08

Legal Reference: Iowa Code §§ 239.5B; 259A; 279.10-.11; ch.299; 299A (2009).
1978 Op. Att'y. Gen. 379.
441 I.A.C. 41.25(8)

Cross Reference: 501 Student Attendance
601.1 School Calendar
604.1 Competent Private Instruction

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Entrance - Admissions

Code No. 501.4

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.

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

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

Date of Adoption: 4/20/87

Dates Amended: 5/06/91 6/03/96

3/06/00 12/02/02 6/08/05 4/14/08 6/6/11

Legal Reference: Iowa Code §§ 139A.8; 282.1, .3, .6 (2009).
1980 Op. Att'y Gen. 258.

Cross Reference: 501 Student Attendance
507.1 Student Health and Immunization Certificates

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Attendance Center Assignment

Code No. 501.5

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

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

Date of Adoption: 4/20/87

Dates Amended: 5/06/91 6/03/96

3/06/00 12/02/02 6/08/05 4/14/08 6/6/11

Legal Reference: Iowa Code §§ 279.11; 282.7-.8 (2009).

Cross Reference: 501 Student Attendance

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Transfers In

Code No. 501.6

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

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

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

Students from non-accredited schools or home schools must earn a minimum of four semesters of credit at Waverly-Shell Rock in order to establish a grade point average which will count toward academic honors.

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

Date of Adoption: 9/11/95

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1/08/01 12/02/02 6/08/05 4/14/08 6/6/11

Legal Reference: 20 U.S.C. § 1232g (2006).
Iowa Code §§ 139A.8; 282.1, .3, .4; 299A (2009).

Cross Reference: 501 Student Attendance
505.3 Student Honors and Awards
507 Student Health and Well-Being
604.1 Competent Private Instruction

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Transfers Out or Withdrawals

Code No. 501.7

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

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

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

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

Date of Adoption: 4/20/87

Dates Amended: 5/06/91 6/03/96

3/06/00 12/02/02 6/08/05 4/14/08 6/6/11

Legal Reference: 20 U.S.C. § 1232g (2009).
Iowa Code §§ 274.1; 299.1-.1A (2009).

Cross Reference: 501 Student Attendance
506 Student Records
604.1 Competent Private Instruction

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Attendance Records

Code No. 501.8

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

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

Date of Adoption: 4/20/87

Dates Amended: 5/06/91 6/03/96

3/06/00 12/02/02 6/08/05 4/14/08 6/6/11

Legal Reference: Iowa Code §§ 294.4; 299 (2009).
281 I.A.C. 12.2(4).

Cross Reference: 501 Student Attendance
506 Student Records

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Absences - Excused

Code No. 501.9

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

Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, injury or personal illness, recognized religious observances, appointment that can not be made outside the school day and school-sponsored or approved activities.

Students whose absences are approved will make up the work missed and receive full credit. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school the full day or one-half day the day of the activity unless permission has been given by the principal for the student to be absent.

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

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

Date of Adoption: 6/03/96

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6/08/05 4/14/08 6/6/11

Legal Reference: Iowa Code §§ 294.4; 299 (2009).
281 I.A.C. 12.2(4).

Cross Reference: 501 Student Attendance
503 Student Discipline
504 Student Activities
506 Student Records

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Truancy - Unexcused Absences

Code No. 501.10

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

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences will include, but not be limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy 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 goal 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 principal, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

Date of Adoption: 6/03/96

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6/08/05 4/14/08 6/6/11

Legal Reference: Iowa Code §§ 294.4; 299 (2009).
281 I.A.C. 12.2(4).

Cross Reference: 206.3 Secretary
410.3 Truancy Officer
501 Student Attendance
503 Student Discipline
504 Student Activities
506 Student Records

REGULATIONS

Series 500 – Students

Truancy – Unexcused Absences Regulation

Code No. 501.10-R1

I. General Attendance Policy

- A. Policy Statement – Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout their lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in program of instruction, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only retards 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 school.

B. Absences

1. Parents are expected to notify the school prior to 8:25 a.m. on the day of the absence. If a call cannot be made, the next day students should bring a note signed by the student's parent/guardian to the office explaining the reason for the absence.
2. When students leave during the day, they must report to the office, where prior arrangements will be made. Students should never leave school without getting the proper pass from the office, or the absence will be considered unexcused.
3. Acceptable reasons for a student's absence from school
 - a. Injury or person illness
 - b. Appointments that cannot be scheduled outside the school day
 - c. Death in the family or family emergency
 - d. School –sponsored activities
 - e. Family vacations
 - f. Recognized religious observances
 - g. School-initiated absences – suspensions

3. For excused absences, students will be responsible for contacting their teacher and seeing to it that work missed is made up. Students will have the number of days of absence plus one in which to get the make-up work completed. For example, if a student misses two days, he/she would have three days to complete all make-up work. However, term papers, term projects, and major tests announced before the absence(s) will be due the day the student returns to school, or as otherwise previously arranged with the teacher. Failure to complete assigned make-up work may result in a zero.
4. For school activities students are expected to meet with teachers before the school activity, and make-up arrangements should be discussed at that time. Additional make-up time will not be given to students because of school activities.
5. For vacations and other absences, school assignments, tests, papers, and projects should be handed to the teachers in advance, or individual arrangements with the teacher must be made. Failure to complete the agreement will result in no credit for the work missed during the absence.
6. Participation points may be given in the classroom by the educational staff and may vary from class to class. When students are absent from school, these participation points may be lost and may affect the student's grade. It will be the responsibility of the students to make arrangements with the teacher to make up these participation points. These arrangements should be made no more than two school days following the return of the student. Participation make-up credit will be lost if it is not done in a timely manner.

C. Unexcused absences

1. Truancy: The student is absent without knowledge or consent of the parent or guardian.
2. Students who leave the building without the proper permission or pass.
3. Students who are in an area of the building without the proper permission or pass.
4. An absence that does not fall into the excused absence category. (Examples: haircut, senior picture, shopping)
5. An unauthorized vacation
6. Unexcused absences accrue for the entire school year.

D. Consequences for Unexcused Absences:

1. First Unexcused Absence: The student will be assigned to Monday-Thursday detention for double the school periods missed with the unexcused absence. Detention for unexcused absences must be served on consecutive days of school.
2. Second Unexcused Absence:
 - a. The student will be assigned to Monday-Thursday detention for double the school periods missed with the unexcused absence. Detentions for unexcused absences must be served on consecutive days of school.
 - b. In addition the student will schedule a conference with administrator, parents and/or guardians. Students will suffer a loss of all school privileges until after the administrator/parent conference.
3. Third Unexcused Absence: The student will be referred to the Waverly-Shell Rock Board of Education with a recommendation for expulsion and given options for an alternative educational plan.

E. Tardies: It is the responsibility of the student to be on time for all scheduled classes, study hall, and activities. Individual buildings will specify specific “tardy” definitions.

A student will be assigned to Monday-Thursday detention for each tardy. Excessive tardiness may result in parental conference, assignment to Saturday detention, or further disciplinary action.

Students arriving late to school will be dealt with on an individual basis.

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Release During School Hours

Code No. 501.11

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 student's attendance center, employment for which the student has been issued a work permit and other reasons determined appropriate by the principal.

Date of Adoption: 6/03/96

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6/08/05 4/14/08 6/6/11

Legal Reference: Iowa Code § 294.4 (2009).
281 I.A.C. 12.2(4).

Cross Reference: 501 Student Attendance
503 Student Discipline
504 Student Activities
506 Student Records

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Pregnant Students

Code No. 501.12

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 may notify the principal or the guidance counselor as soon as she is aware of the pregnancy. The school may require that a pregnant student provide the principal with a written note from her doctor relative to special conditions that might exist and specific suggestions as to how long the student may continue to attend classes. If the student is unable to attend school because of her pregnancy, the student may be excused and arrangements made to continue her studies during her absence. The student will resume classes upon the recommendation of her physician.

Date of Adoption: 6/03/96

Dates Amended: 3/06/00 12/02/02

6/08/05 4/14/08 6/6/11

Legal Reference: Iowa Code §§ 216; 279.8; 280.3 (2009).

Cross Reference: 501 Student Attendance
604.2 Individualized Instruction

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Students of Legal Age

Code No. 501.13

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

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

Date of Adoption: 6/03/96

Dates Amended: 3/06/00 12/02/02

6/08/05 4/14/08 6/6/11

Legal Reference: 20 U.S.C. § 1232g (2006).
Iowa Code §§ 22; 282.2, .6, .7; 285.4; 599.1; 622.10 (2009).
281 I.A.C. 12.3(6).

Cross Reference: 501 Student Attendance
506 Student Records

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Open Enrollment Transfers - Procedures As A Sending District

Code No. 501.14

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

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

An open enrollment request out of the school district from parents of a special education student shall be reviewed on a case-by-case basis. The determining factor for approval of such an open enrollment request will be whether the special education program available in the receiving school district is appropriate for the student's needs. The area education agency director of special education serving the receiving district shall determine whether the program is appropriate. The special education student 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 shall also be the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

Date of Adoption: 6/03/96

Dates Amended: 9/09/96 3/06/00

6/08/05 9/06/05 4/14/08 6/6/11

Legal Reference: Iowa Code §§ 193A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1 (2009).
281 I.A.C. 17.
1990 Op. Att'y Gen. 75.

Cross Reference: 501 Student Attendance
506 Student Records

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Open Enrollment Transfers - Procedures As A Receiving District

Code No. 501.15

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

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

The superintendent will notify the sending school district within five days of the board'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.

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.

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

Parents are responsible for providing transportation to and from the receiving school district without reimbursement unless the parents qualify for transportation assistance. Upon a parent's request, the board may approve transportation into the sending district. The board's approval is subject to the sending district's approval.

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 shall determine whether the program is appropriate. The special education student will remain in the sending district until the final determination is made.

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.

Date Approved: 6/03/96

Dates Amended: 9/09/96 3/06/00

12/02/02 6/08/05 9/06/05 04/14/08 6/6/11

Legal Reference: Iowa Code §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1 (2009).
281 I.A.C. 17.
1990 Op. Att'y Gen. 75.

Cross Reference: 501.6 Student Transfers In
501.7 Student Transfers Out or Withdrawals
501.14 Open Enrollment Transfers - Procedures as a Sending District
506 Student Records
507 Student Health and Well-Being
606.6 Insufficient Classroom Space

Series 500 - Students

Homeless Children and Youth

Code No. 501.16

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

Date of Adoption: 6/03/96

Dates Amended: 3/06/00 12/02/02

6/08/05 9/06/05 4/14/08 6/6/11

Legal Reference: No Child Left Behind, Title X, Sec. 722, P.L. 107-110 (2004).
42 U.S.C. § 11431 et seq. (2006).
281 I.A.C. 33.

Cross Reference: 501 Student Attendance
503.3 Fines - Fees - Charges
506 Student Records
507.1 Student Health and Immunization Certificates
603.3 Special Education
711.1 Student School Transportation Eligibility

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Appearance

Code No. 502.1

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

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

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

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

Date of Adoption: 12/05/94

Dates Amended: 6/03/96 3/06/00

12/02/02 6/08/05 4/14/08 6/6/11

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 (2009).

Cross Reference: 500 Objectives for Equal Educational Opportunities for Students
502 Student Rights and Responsibilities

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Care of School Property/Vandalism

Code No. 502.2

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

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

Date of Adoption: 6/03/96

Dates Amended: 3/06/00 12/02/02

6/08/05 4/14/08 6/6/11

Legal Reference: Iowa Code § 279.8; 282.4, .5; 613.16 (2009).

Cross Reference: 502 Student Rights and Responsibilities
802.1 Maintenance Schedule

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Freedom of Expression

Code No. 502.3

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

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of the administration, encourage the breaking of laws, defame others, be obscene or indecent, or cause a material and substantial disruption to the educational program. 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. Further, 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.

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

Date of Adoption: 12/05/94

Dates Amended: 6/03/96 3/06/00

12/02/02 6/08/05 4/14/08 6/6/11

Legal Reference: U.S. Const. amend. I.
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 Independent Community School District, 393 U.S. 503 (1969).
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
Iowa Code §§ 279.8; 280.22; (2009).

Cross Reference: 502 Student Rights and Responsibilities
504 Student Activities
603.9 Academic Freedom
903.5 Distribution of Materials

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Complaints and Grievances

Code No. 502.4

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

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within ten days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within ten 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.

Date of Adoption: 4/20/87

Dates Amended: 5/06/91 6/03/96

3/06/00 12/02/02 6/08/05 4/14/08 6/6/11

Legal Reference: Iowa Code § 279.8 (2009).

Cross Reference: 210.8 Board Meeting Agenda
213 Public Participation in Board Meetings
307 Communication Channels
502 Student Rights and Responsibilities
504.3 Student Publications

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Lockers

Code No. 502.5

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

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

Date Approved: 9/11/95

Dates Amended: 6/03/96 3/06/00

12/02/02 6/08/05 4/14/08 6/6/11

Legal Reference: Iowa Code §§ 279.8; 280.14, 808A (2009).

Cross Reference: 502 Student Rights and Responsibilities

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Weapons

Code No. 502.6

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

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes 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.

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

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

Weapons under the control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Date of Adoption: 12/05/94

Dates Amended: 9/11/95 6/03/96

3/06/00 12/02/02 6/08/05 4/14/08 6/6/11

Legal Reference: No child left Behind, Title IV, Sec. 4141, P.L. 107-110 (2004).
Improving America's Schools Act of 1994, P.L. 103-382.
18 U.S.C. § 921 (2004).
McClain v. Lafayette County Bd. of Education, 673 F.2d 106 (5th Cir. 1982).
Iowa Code §§ 279.8; 280.21B; 724 (2009).
281 I.A.C. 12.3(6).

Cross Reference : 502 Student Rights and Responsibilities
503 Student Discipline
507 Student Health and Well-Being

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Smoking - Drinking - Drugs

Code No. 502.7

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

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

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, sale or transfer of controlled substances on the property of Waverly-Shell Rock Schools or at school sponsored events will result in an immediate referral to law enforcement and consequences up to and including a recommendation to the Waverly-Shell Rock Board of Directors for immediate expulsion.

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

The board believes the substance abuse prevention program will include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which addresses the legal, social, and health consequences of tobacco, drug and alcohol use and which provides information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;

- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- Notification to parents and students that compliance with the standards of conduct is mandatory.
- It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Date of Adoption: 4/29/87

Dates Amended: 5/06/91 11/04/91

6/03/96 3/06/00 12/02/02 6/08/05

4/14/08 6/6/11

Legal Reference: 34 C.F.R. Pt. 86 (2009).
Iowa Code §§ 123.46; 124; 279.8, .9; 453A (2009).
281 I.A.C. 12.3(9); .5(3)(e), .5(4)(e), .5(5)(e), .5(21).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
507 Student Health and Well-Being

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Search and Seizure

Code No. 502.8

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, 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.

Date Approved: 4/20/87

Dates Amended: 5/06/91 9/11/95

6/03/96 3/06/00 12/02/02 6/08/05

4/14/08 6/6/11

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 (Supp. 2007).
281 I.A.C. 12.3(8).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline

SEARCH AND SEIZURE CHECKLIST

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

A. Eyewitness account.

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

B. Information from a reliable source.

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

C. Suspicious behavior? Explain.

D. Student's past history? Explain.

E. Time of search: _____

F. Location of search: _____

G. Student told purpose of search: _____

H. Consent of student requested: _____

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

A. What were you searching for: _____

B. Where did you search? _____

C. Sex of the student: _____

D. Age of the student: _____

E. Emergency of the situation: _____

F. What type of search was being conducted: _____

G. Who conducted the search: _____

Position: _____ Sex: _____

H. Witness(s): _____

III. Explanation of Search.

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

B. Describe exactly what was searched: _____

C. What did the search yield: _____

D. What was seized: _____

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

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

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.

B. Locker and Desk Inspections

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

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

C. Automobile Searches

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

Date Approved: 4/20/87

Dates Amended: 5/06/91 9/11/95

6/03/96 3/06/00 12/02/02 6/08/05

4/14/08 6/6/11

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Interviews of Students by Outside Agencies

Code No. 502.9

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.

Date of Adoption: 4/20/87

Dates Amended: 5/06/91 6/03/96

3/06/00 12/02/02 6/08/05 4/14/08 6/6/11

Legal Reference: Iowa Code § 232; 280.17 (2009).
281 I.A.C. 102.
441 I.A.C. 9.2; 155; 175.
1980 Op. Att'y Gen. 275.

Cross Reference: 402.2 Child Abuse Reporting
502.8 Search and Seizure
503 Student Discipline
902.4 Students and the News Media

W-SR SCHOOL BOARD POLICIES

Series 500 – Students

Use of Motor Vehicles

Code No. 502.10

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. Students may not loiter around or 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.

Date of Adoption: 4/20/87

Dates Amended: 5/06/91 6/03/96

3/06/00 3/04/03 6/08/05 4/14/08 6/6/11

Legal References: Iowa Code §§ 279.8; 321 (2009).

Cross References: 502 Student Rights and Responsibilities

Series 500 - Students

Student Conduct

Code No. 503.1

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

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

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

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

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

- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

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

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

Detention means the student's presence is required during nonschool 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 Saturday morning on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building principal disciplining the student.

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

Probation means a student is given a conditional deferred 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.

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

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

Date of Adoption: 4/20/87

Dates Amended: 5/06/91 12/05/94

9/11/95 6/03/96 3/06/00 12/02/02

6/08/05 4/14/08 6/6/11

Legal Reference: No Child Left Behind, Title IV, Sec. 4115, P.L. 107-110 (2004).
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; 282.4, .5; 708.1 (2009).

Cross Reference: 501 Student Attendance
502 Student Rights and Responsibilities
504 Student Activities
603.3 Special Education
903.5 Distribution of Materials

Series 500 - Students

Student Suspension

Code No. 503.1-R1

Administration Action

A. Probation

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

C. Out-of-School Suspension

1. Out-of-school suspension is the removal of a student from the school environment for a period of short duration. 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: 4/20/87

Dates Amended: 5/06/91 1/03/94

6/03/96 3/06/00 12/02/02 6/08/05

4/14/08 6/6/11

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Expulsion

Code No. 503.2

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

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 only 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.

Date of Adoption: 4/20/87

Dates Amended: 5/06/91 6/03/96

3/06/00 12/02/02 6/08/05 4/14/08 6/6/11

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 (2009).
281 I.A.C. 12.3(6).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Fines - Fees - Charges

Code No. 503.3

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 and 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 principal, to develop administrative regulations regarding this policy.

Date of Adoption: 6/03/96

Dates Amended: 8/05/96 3/06/00

12/02/02 6/08/05 4/14/08 6/6/11

Legal Reference: Iowa Code §§ 256.7(20); 279.8; 280.10, .11; 282.6; 285.1; 301.1 (2009).
281 I.A.C. 18.
1994 Op. Att'y Gen. 23.
1990 Op. Att'y Gen. 79.
1982 Op. Att'y Gen. 227.
1980 Op. Att'y Gen. 532.

Cross Reference: 501.16 Homeless Children & Youth
502 Student Rights and Responsibilities
503 Student Discipline

REGULATIONS

Series 500 - Students

Student Fee Waiver and Reduction Procedures

Code No. 503.3-R1

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, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
2. Partial Waivers - a student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. 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 will not extend beyond the end of the school year.

B. Application - Parents or students eligible for a fee waiver will 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.

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

Date Approved: 8/05/96

Dates Amended: 3/06/00 12/02/02

6/08/05 4/14/08 6/6/11

FEE WAIVER APPLICATION

Date _____

School year _____

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

Name of student: _____ Grade in school _____

Attendance center/school _____

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

Please check type of waiver desired:

Full waiver ___ Partial waiver ___ Temporary waiver ___

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

Full waiver

___ Free meals offered under the Children Nutrition Program

___ The Family Investment Program (FIP)

___ Transportation assistance under open enrollment

___ Foster care

Partial waiver

___ Reduced priced meals offered under the Children Nutrition Program

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Good Conduct Rule

Code No. 503.4

While it is impossible to list all infractions in this document, it should be noted that it is our intention that this policy explain in detail, consequences resulting from code violations. This policy is not meant to be merely punitive in nature but instead reflect the expectations of activity sponsors, school personnel, and the community as a whole. The Good Conduct Policy has been developed to provide parameters of expected behavior for any student participating in activities at Waverly-Shell Rock High School. Activities are a major part of the high school experience but are a privilege not a right. Waverly-Shell Rock has a commitment to provide excellent opportunities in school activities. It should also be noted that activities are beyond the academic day and are voluntary.

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

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

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

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

General Guidelines

1. Activities at Waverly-Shell Rock High School are defined as anything where there is voluntary participation by the student outside of the normal academic day. Classification of activities include Athletics and Non-Athletics.

ATHLETICS

Baseball
Basketball
Cheerleading
Cross Country

Soccer
Softball
Swimming
Tennis

NON-ATHLETICS

DECA Competitions
Envirothon Competitions
FFA Competitions
Jazz Band

Musicals
Pep Band
Plays
PLUS Competitions

Page 1 of 5

Code No. 503.4

Dance Team	Track	Jazz Choir	Speech Activities
Football	Volleyball	Music Honor Festivals	
Golf	Wrestling		
Hockey	Bowling		

2. Determination of violation of the Good Conduct Policy and any imposing of consequences shall rest with the high school administration based on information provided from staff members, law enforcement officials, courts, parents, self-admission by the student, or other students' testimony.

Violations of the Good Conduct Policy

A 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 Waverly-Shell Rock High School Good Conduct

Code will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Code for any of the following behaviors:

- A. Possession, use, or purchase of tobacco products, regardless of age;
- B. Possession, use, or purchase of alcoholic beverages, including beer and wine. The odor of alcohol on one's breath is evidence of "use"; possession has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the substance. (e.g. alcohol or other drugs). Also, 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 and failing to leave despite having a reasonable opportunity to do so;
- C. Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs.

Students who find themselves in a situation where alcohol or other drugs are being consumed illegally by minors have the following options:

1. Leave immediately. An intention to leave or being a designated driver is not a defense.
 2. Apply "reverse" peer pressure to convince the persons responsible for bringing the substance to leave the party and take the drugs/alcohol with them.
 3. Get rid of the offending substances. (Flush or pour but do not consume.)
 4. Stay and risk loss of eligibility for co-curricular activities.
- D. Engaging in any act that would be grounds for arrest and citation in 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);

- E. Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. NOTE: This could include group conduct.
 - F. Discretionary ineligibility may be declared by the administration for repeated or flagrant violation of school rules.
3. Consequences for violations of the Good Conduct Policy include:

ATHLETIC CLASSIFICATION

Violation Consequences

1st violation: Missed events equal to one-third (1/3) of the season's scheduled events*. In addition, the student is to compose a document indicating lessons learned, impact of consequences, and planned behavior changes relative to good character.

2nd violation: Ineligibility for one calendar year. In addition, the student is to write a 2nd document indicating lessons learned, impact of consequences, and planned behavior changes relative to good character.

3rd violation: Ineligibility in all high school athletics for the duration of the student's high school career.

*One athletic event is defined as any and all scheduled events in which a student participates. Each sport may have more events than scheduled dates. Consequences will be determined by the number of events scheduled for each sport. Fractional portions of games will be rounded off to the nearest whole number.

NON-ATHLETIC CLASSIFICATION

1st violation: Missing one-third of all activities for the next 12 weeks beginning with the next scheduled event. In addition, the student is to compose a document indicating lessons learned, impact of consequences, and planned behavior changes relative to good character.

2nd violation: Ineligibility in all activities for one calendar year. In addition, the student is to write a 2nd document indicating lessons learned, impact of consequences, and planned behavior changes relative to good character.

3rd violation: Ineligibility in all activities for high school career

Events (defined as above) missed will be the next scheduled event within that season/activity. Coaches or directors may impose additional consequences, not in conflict with this policy, as outlined in their respective activity guidelines. All activity guidelines must have prior approval from the administration, and be made known in writing to student participants. Fractional portions of activities will be rounded off to the nearest whole number.

ADDITIONAL CONDUCT CODE EXPLANATIONS

- A. Good Conduct records are cumulative for grades 9-12.
- B. The Good Conduct Policy is in effect 24 hours per day, 365 days per year, starting from the completion of the 8th grade school year. Students injured or otherwise unable to participate will not be allowed to use the time as being ineligible.
- C. Clubs, teams and other organizations associated with Waverly-Shell Rock High School may have their own individual consequences for violations of the Good Conduct Policy. All club/organization policies have prior approval of the administration.
- D. Students will be afforded due process at all times. Procedures to be followed include:
 - 1. The student is presented with his/her infraction.
 - 2. The student will be allowed to state his/her version of the incident.
 - 3. The administration will either investigate further if deemed appropriate, or administer the consequences.
 - 4. The student will either accept the decision or, within one calendar week, request in writing to the principal a hearing with the Waverly-Shell Rock Appeals Council.
 - 5. The student will accept the decision of the Appeals Council or, within one calendar week, request in writing to the superintendent a hearing with the Waverly-Shell Rock Board of Education.
- E. The Good Conduct Appeals Council will consist of three faculty members appointed annually by the principal, and be chaired by the Superintendent of Schools. The Appeals Council will listen to each side of the appeal, then render a decision that upholds the decision, reverses the decision, or alters/adjusts the decision.
- F. All consequences will remain in force and effect unless and until it is reversed on appeal.
- G. If a student is found to be in violation of the Good Conduct Policy and does not fulfill his/her consequences prior to the ending of that season/activity, the consequences will be carried over to the student's next activity. At that point, whatever percentage of the original consequence remains unfulfilled will be applied to the new activity and enforced at that rate under the new activity's policy.
- H. If after 365 days a student ruled in violation of the Good Conduct Policy has not participated in any activities nor had another violation of the policy, he/she would be eligible to participate in any activity without further consequences from the initial violation unless it is the 3rd offense.

CLASS OFFICERS, STUDENT SENATE AND HOMECOMING COURT

Students who have violated the Good Conduct Code will be allowed to run and be elected to Student Senate as an officer or member, class officer, and/or Homecoming King or Queen.

Page 4 of 5
Code No. 503.4

After the selection, however, any student who violates the Good Conduct Code will be

removed from that position.

Date of Adoption: 8/18/86

Dates Amended: 5/06/91 8/03/92

11/02/92 6/03/96 3/06/00 6/03/02

12/02/02 5/03/04 6/08/05 4/14/08 6/6/11

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 (2007)
281 I.A.C. 12.3(6); 36.15(1).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
504 Student Activities

REGULATIONS

Series 500 - Students

Guidelines for Athletes and Activity Participants

Code No. 503.4-R1

A. Semester Academic Eligibility

- 1) If at the end of a semester grading period a student is given a failing grade or incomplete in any course for which credit is awarded, the student is ineligible to dress or compete in the next occurring interscholastic athletic contests and competitions in which the student is a contestant for 30 consecutive calendar days.
 - a) If the sport has already had interscholastic competitions, then the 30 days will start after the report card is made available to the student.
 - b) If the sport has not started, the ineligibility begins the first day on which the competition is allowed by the state. (This is not the first practice date or the first scheduled competition date for this student's team.)
- 2) If the student receives an Incomplete in any course, the student will be ineligible immediately until a grade is given. If the student receives an F in this course, the time already served from the Incomplete will count toward the ineligibility time.
- 3) Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.
- 4) If the season ends (determined by the level of competition and the administrators) before 30 calendar days expire, the extra days carry over to the next sport in which the student competes.
- 5) A student with a disability, who has an individualized education program, shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
- 6) A student is academically eligible upon entering the ninth grade.

Code No. 503.4-R1

B. Nine Weeks Academic Eligibility

- 1) If at the end of a quarter grading period a student is given a failing grade in any course for which credit is awarded, the student is ineligible to dress or compete in the next occurring interscholastic athletic contests and competitions in which the student is a contestant for 15 consecutive calendar days. If a student still is not passing all classes at the end of 15 days, the students will be ineligible for 15 additional days.

- 2) If at the end of first and third quarters grading period, the student receives an Incomplete in any course, the student will be ineligible immediately until a grade is given. If the students receives an F in this course, the time already served from the Incomplete will count toward the ineligibility time.

C. School Attendance

A student must be in attendance for a full regular school day on the day of competition and/or practice. A student who has previously requested and received approval from a high school administrator is not affected by the attendance requirement.

D. Suspension From School

A student may not rejoin the activity until the school suspension has been lifted by the high school administration.

E. School Equipment

School equipment shall be returned in accordance with the sponsor's procedure. Indefinite suspension from activities shall result until the equipment is returned in reasonable condition or restitution is made.

F. Additional Requirements

ADDITIONAL REQUIREMENTS FOR EACH ACTIVITY MAY NOT BE ISSUED BY A SPONSOR/COACH WITHOUT PRIOR APPROVAL OF THE ADMINISTRATIVE TEAM.

G. Requirements for Athletes Only

An athlete is ineligible for participation if he/she:

1. is below ninth grade.
2. has attended high school for more than eight semesters. (twenty days attendance constitutes a semester)
3. is a full time student and fails more than one subject the previous semester.
4. was not in any school the previous semester.
5. entered school this semester later than the second week of school. (Does not apply to transfers.)

6. has changed school this semester (except upon like change of residence of parents).
7. does not have a doctor's certificate of fitness issued for the current school year.
8. is 20 years of age or over.
9. has ever accepted any money or expenses for participation in any athletic activity.
10. accepts awards for high school participation other than the customary awards issued by the school.
11. has trained with or has been a member of a college squad or has participated in a college contest.
12. a transfer student who is ineligible from their former school.

Date of Adoption: 8/18/86

Dates Amended 5/06/91 8/03/92

8/02/93 6/03/96 3/06/00 6/03/02 12/02/02

5/03/04 6/08/05 4/14/04 6/24/08 6/6/11

Legal References:

Cross References:

REGULATIONS

Series 500 - Students

Good Conduct Policy Expectations

Code No. 503.4-R2

A. What Can Be Expected From the School Personnel?

1. Deal with students involved in violation of the policy in a timely, fair, and compassionate manner.
2. Communicate with the student, parent, and all coaches/activity sponsors involved.
3. Inform students and parents of policy expectations at the beginning of the year or prior to the first competition.
4. Emphasize that the policy is of educational value to students and encourage responsible decision making.
5. Provide a means to effectively communicate to parents and students the implications of code violations. (Mandatory attendance will be required.)

B. What Can Be Expected From the Student?

1. Represent W-SR schools in a positive manner throughout the year, in and out of the competitive seasons.
2. Communicate with school officials in a timely and honest manner in regard to the Good Conduct Policy.
3. To be open to consequences of the Good Conduct Code and recognize these consequences as educational and beneficial.
4. To communicate with parents/guardians about any behaviors that may be considered violation of the policy.
5. To make good decisions and choices when questionable behaviors are presented.

C. What Can Be Expected From Parents?

1. To attend meetings and visit with school personnel as to understand the policy.
2. To communicate directly with your student about the policy itself, consequences, and the need to make good choices and decisions.
3. To inform your student of the support you have for the policy and school officials administering the policy.
4. To understand that students make mistakes, grow, and mature by dealing with consequences and learning from them.

5. To be aware of the activities their student is involved in at all times.
6. To contact the school and inform school officials of any violation of this policy should the student not volunteer.
7. To communicate with their student about the consequences of a violation and other consequences that may come from home or law enforcement officials.
8. To make a commitment to deal with any violation of this policy in a manner so as all parties involved will benefit.

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Corporal Punishment

Code No. 503.5

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from:

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

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

Date of Adoption: 2/06/89

Dates Amended: 5/06/91 9/13/93

6/03/96 3/06/00 12/02/02 6/08/05

4/14/08 6/6/11

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).
Lai v. Erickson, PTPC Admin. Doc. 83-12 (1983).
Iowa Code §§ 279.8; 280.21 (2009).
281 I.A.C. 12.3(8); 103.
1980 Op. Att'y Gen. 275.

Cross Reference: 402.3 Abuse of Students by School District Employees
502 Student Rights and Responsibilities
503 Student Discipline

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Government

Code No. 504.1

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

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

Date of Adoption: 4/20/87

Dates Amended: 5/06/91 6/03/96

3/06/00 2/02/02 6/08/05 4/14/08 6/6/11

Legal Reference: Iowa Code § 279.8 (2009).

Cross Reference: 502 Student Rights and Responsibilities
504 Student Activities

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Organizations

Code No. 504.2

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

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

Curriculum-Related Organizations

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

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

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

Noncurriculum-Related Organizations

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

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

Employees will be assigned to monitor approved meetings. Employees will not participate in the meeting or assist in planning, criticizing, or encouraging attendance.

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

Date of Adoption: 4/20/87

Dates Amended: 5/06/91 6/03/96

3/06/00 12/02/02 6/08/05 4/14/08 6/6/11

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 (2006).
Iowa Code §§ 287.1-.3; 297.9 (2009).

Cross Reference: 502 Student Rights and Responsibilities
504 Student Activities

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Publications

Code No. 504.3

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

Any 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 214.1. 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 502.6.

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.

Date of Adoption: 4/20/87

Dates Amended: 5/06/91 12/05/94 6/30/96

3/06/00 12/02/02 6/08/05 4/14/08 6/6/11

Legal Reference: Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
Iowa Code § 280.22 (2007).

Cross Reference: 309 Communication Channels
 502 Student Rights and Responsibilities
 504 Student Activities
 903.5 Distribution of Material

REGULATIONS

Series 500 - Students

Student Publications Code

Code No. 504.3-R1

A. Official school publications defined.

An "official school publication" is material produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to students either free or for a fee.

B. Expression in an official school publication.

1. No student will express, publish or distribute in an official school publication material which is:
 - a. obscene;
 - b. libelous;
 - c. slanderous; or
 - d. encourages students to:
 - 1) commit unlawful acts;
 - 2) violate school rules;
 - 3) cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - 4) disrupt or interfere with the education program;
 - 5) interrupt the maintenance of a disciplined atmosphere; or
 - 6) infringe on the rights of others.

2. The official school publication is produced under the supervision of a faculty advisor.

C. Responsibilities of students.

1. Students writing or editing official school publications will assign and edit the news, editorial and feature contents of the official school publications subject to the limitations of the student publications code and the law.
2. Students will strive to achieve professional standards of accuracy, fairness, objectivity and thoroughness in each and every aspect of official school publications.
3. Students will strive to achieve professional standards of grammar, usage, punctuation and spelling for clarity and accuracy of official school publications.

D. Responsibilities of faculty advisors.

Faculty advisors will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech.

E. Liability.

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

F. Appeal procedure.

1. Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication will seek review of the decision through the student grievance procedure, under board policy 502.6.
2. Persons who believe they have been aggrieved by a student-produced official student publication will file their complaint through the citizen grievance procedure, under board policy 214.

G. Time, place and manner of restrictions on official school publications.

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

Code No. 504.3-R1

Date of Adoption: 4/20/87

Dates Amended: 5/06/91 12/05/94

6/03/96 3/06/00 12/02/02 6/08/05

4/14/08 6/6/11

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Performances

Code No. 504.4

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.

Date of Adoption: 6/03/96

Dates Amended: 3/06/00 12/02/02
6/08/05 4/14/08 6/6/11

Legal Reference: Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Iowa Code §§ 280.13-.14 (2009).
281 I.A.C. 12.6.

Cross Reference: 502 Student Rights and Responsibilities
503.4 Good Conduct Rule
504 Student Activities
904 Community Activities Involving Students

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Fund Raising

Code No. 504.5

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.

Date of Adoption: 6/03/96

Dates Amended: 3/06/00 12/02/02

6/08/05 04/14/08 6/6/11

Legal Reference: Senior Class of Pekin High School v. Tharp, 154 N.W.2d 874 (Iowa 1967).
Iowa Code § 279.8 (2009).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
504 Student Activities
704.5 Student Activities Fund
904.2 Advertising and Promotion

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Activity Program

Code No. 504.6

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

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

Date of Adoption: 4/20/87

Dates Amended: 5/06/91 6/03/96

12/01/97 3/06/00 12/02/02 6/08/05

4/14/08

Legal Reference: 20 U.S.C. §§ 1681-1683; 1685-1686 (2006)
34 C.F.R. Pt. 106.41 (2004).
Iowa Code §§ 216.9; 280.13-.14 (2009)
281 I.A.C. 12.6, 36.15. (7)

Cross Reference: 501 Student Attendance
502 Student Rights and Responsibilities
503 Student Discipline
504 Student Activities
507 Student Health and Well-Being

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Progress Reports and Conferences

Code No. 505.1

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 quarter 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 grading period.

Parent-teacher conferences will be held at the elementary, junior high, and senior high schools to keep the parents informed.

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

Date of Adoption: 6/03/96

Dates Amended: 3/06/99 3/04/03

6/08/05 4/14/08 6/6/11

Legal Reference: Iowa Code §§ 256.11, .11A; 280 (2009).
Iowa Code §§ 256E.1(1)(b)(1) (2009).
281 I.A.C. 12.3(6), .3(7); .5(16).

Cross Reference: 505 Student Scholastic Achievement
506 Student Records

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Promotion - Retention - Acceleration

Code No. 505.2

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

The retention of a student will be determined based upon the judgment of the licensed employee and the principal. 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. It is within the sole discretion of the board to retain students in their current grade level.

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. It is within the sole discretion of the board to retain students in their current grade level and to deny promotion to a student.

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.

Date of Adoption: 6/03/96

Dates Amended: 3/06/00 3/04/03

6/08/05 4/14/08 6/6/11

Legal Reference: Iowa Code §§ 256.11, .11A; 279.8; 280.3 (2009).
281 I.A.C. 12.3(7); 12.5(16).

Cross Reference: 501 Student Attendance
505 Student Scholastic Achievement

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Honors and Awards

Code No. 505.3

The school district will provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards to assist students in setting goals. Students will be made aware of honors and awards and the action necessary on the part of the student to achieve them. Only present students and graduates of the Waverly-Shell Rock School District will be eligible for these honors and awards.

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

Date of Adoption: 4/20/87

Dates Amended: 5/06/91 6/03/96

3/06/00 3/04/03 6/08/05 4/14/08 6/6/11

Legal Reference: Iowa Code § 279.8 (2009).

Cross Reference: 504 Student Activities
505 Student Scholastic Achievement

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Testing Program

Code No. 505.4

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, to submit to a survey, analysis or evaluation which reveals information concerning:

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

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

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

Date of Adoption: 6/03/96

Dates Amended: 3/06/00 3/04/03

6/08/05 4/14/08 6/6/11

Legal Reference: No Child Left Behind, Title II, Sec. 1061, P.L. 107-110 (2006).
Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat.
125 (2006).
20 U.S.C. § 1232h (2006).
Iowa Code §§ 280.3; 256B; 282.1, .3, .6 (2009).

Cross Reference: 505 Student Scholastic Achievement
506 Student Records
607.2 Student Health Services

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Graduation Requirements

Code No. 505.5

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

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 46 credits prior to graduation. The following credits will be required:

Minimum Academic Requirements for Graduation
for class of 2011 and subsequent graduating classes

- A. English – 8 credits
 - 9th grade – English 9 – 2 credits
 - 9th, 10th, 11th, or 12th – Speech – 1 credit
 - Elective – 1 credit
 - 10th grade – English 10 – 2 credits
 - 11th grade
 - and/or
 - 12th grade – Composition – 1 credit
 - Literature – 1 credit

- B. Mathematics – 6 credits
 - 9th grade – General Math, Pre-Algebra, Algebra A, Algebra 1 or Geometry 9 – 2 credits
 - 10th-12th grade – 4 credits

- C. Science – 6 credits
 - 9th grade – Physical Science – 2 credits
 - 10th grade – Biology – 2 credits (starting with class of 2014)
 - 11th or 12th grade – 2 credits

- D. Social Studies – 6 credits
 - 10th grade – American History – 2 credits
 - 11th grade – American Government/Economics – 2 credits
 - 11th or 12th grade – Ancient World History or Modern World History – 1 credit
 - 11th or 12th grade – Required Elective – 1 credit
 - Choose from: Ancient World History, Modern World History, Behavioral Sciences, or Contemporary Issues

- E. Physical Education – 4 credits – ½ credit each semester
- F. Health (9th or 10th) or Adult Living (11th or 12th) – 1 credit
- G. Total credits – (31 required – 15 elective)

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

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individual Education Program (IEP).

Date of Adoption: 2/06/89

Dates Amended: 5/06/91 1/03/94

6/03/96 1/03/00 3/04/03 6/08/05

4/14/08 3/02/09 6/6/11

Legal Reference: Iowa Code §§ 256.11, .11A; 279.8; 280.3, .14 (2009).
281 I.A.C. 12.2; .3(7); .5; 41.404(6)(e).

Cross Reference: 505 Student Scholastic Achievement
603.3 Special Education

Series 500 - Students

Early Graduation

Code No. 505.6

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.

Date of Adoption: 2/06/89

Dates Amended: 5/06/91 11/04/91

6/03/96 3/06/00 3/04/03 6/08/05

4/14/08 6/6/11

Legal Reference: Iowa Code §§ 279.8; 280.3, (2009).
281 I.A.C. 12.2; .3(7); .5.

Cross Reference: 505 Student Scholastic Achievement

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Commencement

Code No. 505.7

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

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

Date of Adoption: 2/06/89

Dates Amended: 5/06/91 11/04/91

6/03/96 3/06/00 3/04/03 6/08/05

4/14/08 6/6/11

Legal Reference: Iowa Code §§ 279.8; 280.3, (2009).
281 I.A.C. 12.5

Cross Reference: 505 Student Scholastic Achievement

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Parent Involvement

Code No. 505.8

Parental involvement 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. The board will:

- (1) Involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement through a Title I parent advisory committee that works jointly with teachers and administrators to develop a Parent Involvement Policy and parent-school compact (Learning Compact). A meeting will be held annually to inform parents of the Title I program. Parents are asked to give a written evaluation of the Title I program and the parent involvement policy, and to give suggestions for improvement.
- (2) Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance through technical assistance and support from AEA 267 and the Iowa Department of Education.
- (3) Build the schools' and parents' capacity for strong parental involvement by educating parents and staff of the importance of parental involvement and the strong correlation between parental involvement and a child's academic success is a goal of the Title I program. Parent communication will occur several times a year through parent/teacher conferences, the annual Title I parent meeting, family reading nights at the individual schools, and parent education materials that are provided by the district. Student goals, expectations, and growth will be shared between the school and parents.
- (4) Coordinate the Title I services within the district with the district reading program, summer school opportunities, the public library, Reading Counts, and reading strategies provided through staff development opportunities.
- (5) Conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement 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 (IEP) parents, minorities, parents with disabilities and parents with low literacy) and use the findings of the evaluation to design strategies for more effective parental involvement and to revise, as necessary, the parental involvement policies; and

- (6) Involve parents in Title I activities by informing parents of their child's needs and how the teacher plans to meet the needs. Parents will be given reading strategies and activities that they can implement at home.

The board will review this policy annually. The superintendent is responsible for notifying parents 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 to develop administrative regulations regarding this policy.

Date of Adoption: 3/04/03

Dates Amended: 6/08/05 4/14/08

Legal Reference: No Child Left Behind, Title I, Sec. 1118, P.L. 107-110.

Cross Reference: 903.2 Community Resource Persons and Volunteers

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Records Access

Code No. 506.1

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

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

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

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

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

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

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

If the school district determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district.

If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's records will become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents will also be disclosed.

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

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

- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- consistent with an interagency agreement between the school district and juvenile justice agencies;
- in connection with a health or safety emergency; or,
- as directory information.

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

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

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

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. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

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

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees 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 of their right to inspect and review the student's records. The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-4605.

Date Approved: 1/03/94

Dates Amended: 6/03/96 3/06/00

3/04/03 9/06/05 7/15/08 3/02/09 9/12/11

Legal Reference: No Child Left Behind, Title IX, Sec. 9528, P.L. 107-110 (2010).
USA Patriot Act, Sec 507, P.L. 107-56. (2001).
20 U.S.C. § 1232g, 1415 (2010).
34 C.F.R. Pt. 99, 300.610 et seq. (2010).
Iowa Code §§ 22; 279.9B, 280.24,.25, 622.10 (2011).
281 I.A.C. 12.3(6); 41.610 et seq.
1980 Op. Att'y Gen. 720, 825.

Cross Reference: 501 Student Attendance
505 Student Scholastic Achievement
506 Student Records
507 Student Health and Well-Being
603.3 Special Education
708 Care, Maintenance and Disposal of School District Records
901 Public Examination of School District Records

STUDENT RECORDS CHECKLIST

	Copy to Parent Upon Request	Parent Signature Required**	User Must Submit Written Request*	No Parent Signature Required	Parent Notified in Advance	Parent Notified of Release	Request Made Part of Student Record	Schedule Hearing Following Decision with Parent	
Subpoena or Judicial Order				•	•				Lawfully Issued
Student Financial Aid				•					Written Request
School or Staff in Same School System				•					No Written Request Necessary
Other School System Where Student Plans to Enroll	•		•	•		•	•		506.1E2
United States Comptroller General			•	•			•		506.1E2
Dept. of Health, Education and Welfare Secretary			•	•			•		506.1E2
National Institute of Education			•	•			•		506.1E2
Iowa Dept. of Education Official			•	•			•		506.1E2
Parent Inspection of Student Educational Records	•	•							506.1E5
Parent Request for Hearing to Challenge Record		•						•	506.1E4
Parent Authorization for School to Release Information	•	•							506.1E3
Notification of Transfer of Student Records	•			•					506.1E6

*Such written request is available for inspection by the parent or student and the school official responsible for record maintenance.

**When a student has attained the age of 18 years or is attending an institution of post-secondary education, the permission or consent required of the rights accorded the parent of the student will thereafter be required of and accorded only to the student.

REQUEST OF NONPARENT FOR EXAMINATION
OR COPIES OF STUDENT RECORDS

The undersigned hereby requests permission to examine the _____
Community School District's official student 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) An administrative head of an education agency as defined in Section 408 of the Education Amendments of 1974. ()
- (e) An official of the Iowa Department of Education. ()
- (f) A person connected with the student's application for, or receipt of, financial aid (SPECIFY DETAILS ABOVE.) ()
- (g) A representative of a juvenile justice agency with which the school district has an interagency agreement. ()

The undersigned agrees that no other person will have access to any records or information obtained through this request. The information obtained will only be redisclosed consistent with state or federal law with 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: _____

PARENTAL AUTHORIZATION FOR RELEASE OF STUDENT RECORDS

The undersigned hereby authorizes _____

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

concerning _____
(Full Legal Name of Student)

_____ (Date of Birth)

_____ (Name of Last School Attended)

from 20__ to 20__
(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 student records of my child, _____,
(Full Legal Name of Student),
_____ are inaccurate, misleading or in violation of privacy of other
(School Name)
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 will 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 _____
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 (2010)

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 10 business days of the request.

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

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

Term: This agreement is effective from September 1, 2012.

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: _____
Title: _____
Agency: _____
Dated: _____

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

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

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

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

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

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

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

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

ANNUAL NOTICE

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

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

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal 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.

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. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

- (4) The right to inform the school district that the parent does not want directory information, 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 writing by September 1 to the principal. The objection needs to be renewed annually.

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

Even though (choose the applicable words-name, student addresses and telephone numbers) are not considered directory information, military recruiters and postsecondary education institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district to withhold the information. Also, school districts that provide postsecondary institutions and potential employers access to students must provide the same right of access to military recruiters. Parents not wanting military recruiters to contact their children, have the right to deny permission for this activity.

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

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

The School District may share any information with the Parties 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 Parties 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.

Information obtained from others will not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

Student records are all official records, files, and data directly related to students, including all material incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system specifically including, but not necessarily limited to: 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.

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

A. Access to Records

1. The parent or legal guardian of a student will have access to these records upon written request to the board secretary.

The parent or legal guardian will, upon written request to the board secretary, have the opportunity to receive an interpretation of the records, have the right to question the data, and, if a difference of opinion is noted, shall be permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.

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

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

Hearing Procedures

1. Upon parental request, the school district will hold a hearing regarding the content of a student's records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
2. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
3. The hearing officer may be an employee of the school district so long as the employee does not have a direct interest in the outcome of the hearing.

Page 2 of 3

Code No. 506.1-R1

4. The parents or eligible student will be given a full and fair opportunity to present

evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.

5. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
6. The parents may appeal the hearing officers decision to the superintendent within 10 days if the superintendent does not have a direct interest in the outcome of the hearing.
7. The parents may appeal the superintendent's decision, or the hearing officers decision if the superintendent was unable to hear the appeal, to the board within 10 days. It is within the discretion of the board to hear the appeal.

Date Approved: 1/03/94

Dates Amended: 6/03/96 03/06/00

3/04/03 7/15/08 09/12/11

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Directory Information

Code No. 506.2

Student directory information is designed to be used internally within the school district. Directory information is defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, e-mail address; grade level; enrollment status; major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, student ID number, user ID or other unique personal identifier, photograph and other likeness, and other similar information.

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

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

Date Approved: 6/03/96

Dates Amended: 3/06/00 3/04/03

9/06/05 7/15/08 09/12/11

Legal Reference: 20 U.S.C. § 1232g (2010)
34 C.F.R. Pt. 99, 300.560 - .574 (2010)
Iowa Code § 22; 622.10 (2011)
281 I.A.C. 12.3(4); 41.123.
1980 Op. Att'y Gen. 720.

Cross Reference: 504 Student Activities
506 Student Records
901 Public Examination of School District Records
902.4 Live Broadcast or Video Taping

PARENTAL AUTHORIZATION FOR RELEASING STUDENT
DIRECTORY INFORMATION

The _____ Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. A copy of the school district's policy is available for review 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; date and place of birth; e-mail address, grade level, enrollment status, major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational institution attended by the student; photograph and other likeness and other similar information. You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than _____, 20__ of this school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

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

-

RETURN THIS FORM

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

Student Name: _____ Date of Birth _____

School: _____ Grade: _____

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

This form must be returned to your child's school no later than _____, 20__.

Additional forms are available at your child's school.

REGULATION

Series 500 - Students

USE OF DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that _____ School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, _____ 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 _____ School District to include this type of information from your child's education records in certain school publications. Examples include:

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

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

If you do not want the _____ 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 _____ [insert date]. _____ School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- 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.)

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

Date Approved: 6/03/96

Dates Amended: 3/06/00 3/04/03

9/06/05 7/15/08 09/12/11

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Photographs

Code No. 506.3

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

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

Date of Adoption: 6/03/96

Dates Amended: 3/06/00 3/04/03

9/06/05 7/15/08 09/12/11

Legal Reference: Iowa Code § 279.8 (2007).
1980 Op. Att'y Gen. 114.

Cross Reference: 506 Student Records

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Library Circulation Records

Code No. 506.4

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

Date of Adoption: 6/03/96

Dates Amended: 3/06/00 3/04/03

9/06/05 12/03/07 7/15/08 11/12/11

Legal Reference: 20 U.S.C. § 1232g (2010)
34 C.F.R. Pt. 99 (2010)
Iowa Code §§ 22; 622.10 (2011)
281 I.A.C. 12.3(4)
1980 Op. Att'y Gen. 720, 825.

Cross Reference: 506 Student Records

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Health and Immunization Certificates

Code No.

507.1

Students desiring to participate in athletic activities or enrolling in kindergarten or first grade in the school district will have a physical examination by a licensed physician and provide proof of such an examination to the school district. A physical examination and proof of such an examination 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 physician will be on file at the attendance center. Each student will submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action.

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

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

Date of Adoption: 4/20/87

Dates Amended: 5/06/91 12/05/94

6/03/96 3/06/00 3/04/03 9/06/05 7/15/08 09/12/11

Legal Reference: Iowa Code §§ 139.9; 280.13 (2011).
281 I.A.C. 33.5.
641 I.A.C. 7.

Cross Reference: 402.2 Child Abuse Reporting
501 Student Attendance
507 Student Health and Well-Being

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Code No. 507.2

Page 1 of 2

ADMINISTRATION OF MEDICATION TO STUDENTS

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

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

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

Persons administering medication shall include the licensed registered nurse, physician, persons who have successfully completed a medication administration course, or to be an authorized practitioner, including parents. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion kept on file at the agency.

A written medication administration record shall be on file including:

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

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

Code No. 507.2

Page 2 of 2

Iowa law requires school districts to allow students with asthma or other airway constricting disease to carry and self-administer their medication as long as the parents and prescribing physician report and approve in writing. Students do not have to prove competency to the school district. The consent form, see 507.2E1, is all that is required. School districts that determine students are abusing their self-administration may either withdraw the self-administration if medically advisable or discipline the student, or both.

For more detailed discussion of this issue, see IASB's Policy Primers, Vol. 20 #7 – Dec. 4, 2008 and 17 #8 – June 18, 2004.

Date of Adoption: 4/20/87

Dates Amended: 3/13/89 5/06/91

12/05/94 6/03/96 3/06/00 9/06/05

7/15/08 3/02/09 09/12/11

Legal Reference: Iowa Code 124.101(1), 147.107, 152.1, 155A.4(2), 280.16, 280.23, (2007).

Education [281] – IAC §41.404(3)

Pharmacy [657] – IAC §8.32(124, 155A)

Nursing Board [655] – IAC 36.2(152)

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

AUTHORIZATION ASTHMA OR AIRWAY CONSTRICTING MEDICATION
SELF-ADMINISTRATION CONSENT FORM

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

In order for a student to self-administer medication for asthma or any airway constricting disease:

- Parent/guardian provides signed, dated authorization for student medication self-administration.
- Physician (person licensed under chapter 148, 150, or 150A, physician, physician's assistant, advanced registered nurse practitioner, or other person licensed or registered to distribute or dispense a prescription drug or device in the course of professional practice in Iowa in accordance with section 147.107, or a person licensed by another state in a health field in which, under Iowa law, licensees in this state may legally prescribe drugs) provides written authorization containing:
 - purpose of the medication,
 - prescribed dosage,
 - times or;
 - special circumstances under which the 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 is renewed annually. 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, a student with asthma or other airway constricting disease may possess and use the student's medication 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.

Pursuant to state law, the school district or accredited nonpublic school and its employees are to incur no liability, except for gross negligence, as a result of any injury arising from self-administration of medication by the student. The parent or guardian of the student shall sign a statement acknowledging that the school district or nonpublic school is to incur no liability, except for gross negligence, as a result of self-administration of medication by the student as established by IOWA CODE § 280.16.

Medication	Dosage	Route	Time
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Purpose of Medication & Administration /Instructions

AUTHORIZATION-ASTHMA OR AIRWAY CONSTRICTING MEDICATION
SELF-ADMINISTRATION CONSENT FORM

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

_____/_____/_____
Prescriber's Signature Date

Prescriber's Address Emergency Phone

- I request the above named student possess and self-administer asthma or other airway constricting disease medication(s) 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 for supervising, monitoring, or interfering with a student's self-administration of medication
- 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).
- I agree to provide the school with back-up medication approved in this form.
- *(Student maintains self-administration record.) (Note: This bullet is recommended but not required.)*

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

Parent/Guardian Address Home Phone

Business Phone

Authorization Additional Information

Self-Administration

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

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

School medications and health services are administered following these guidelines:

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

Medication/Health Care Dosage Route Time at School

Administration instructions

Special Directives, Signs to Observe and Side Effects

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

_____/_____/_____
Prescriber's Signature Date

Prescriber's Address Emergency Phone

I request the above named student carry medication at school and school activities, according to the prescription, instructions, and a written record kept. Special considerations are noted above. The information is confidential except as provided to the Family Education Rights and Privacy Act (FERPA). I agree to coordinate and work with school personnel and prescriber when questions arise. I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment.

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

_____/_____/_____
Parent's Signature Date

Parent's Address Home Phone

Additional Information Business Phone

Authorization Form

REGULATIONS

Series 500 Students

Student Health Services Regulation

Code No. 507.2-R1

- I. Student Health Services - Each school building may develop a customized student health services program within comprehensive school improvement based on its unique needs and resources. Scientific advances, laws, and school improvement necessitate supports to students with health needs to receive their education program.

Supports to improve student achievement include:

- qualified health personnel
- school superintendent, school nurse, and school health team working collaboratively
- family and community involvement
- optimal student health services program with commitment to its continuing improvement

Components provided within a coordinated school health program include:

- health services
- nutrition
- healthy, safe environment
- staff wellness
- health education
- physical education and activity
- counseling, psychological, and social services
- family and community involvement

Student health services are provided to identify health needs; facilitate access to health care; provide for health needs related to educational achievement; promote health, well-being, and safety; and plan and develop the health services program.

II. Student Health Services Essential Functions

A. Identify student health needs:

1. Provide individual initial and annual health assessments
2. Provide needed health screenings
3. Maintain and update confidential health records
4. Communicate (written, oral, electronic) health needs as consistent with confidentiality laws

- B. Facilitate student access to physical and mental health services:
 - 1. Link students to community resources and monitor follow through
 - 2. Promote increased access and referral to primary health care financial resources such as Medicaid, HAWK-1, social security, and community health clinics
 - 3. Encourage appropriate use of health care

- C. Provide for student health needs related to educational achievement:
 - 1. Manage chronic and acute illnesses
 - 2. Provide special health procedures and medication including delegation, training, and supervision of qualified designated school personnel
 - 3. Develop, implement, evaluate, and revise individual health plans (IHPs) for all students with special health needs according to mandates in the Individuals with Disabilities Education Act (IDEA), Rehabilitation Act (Section 504), and American with Disabilities Act (ADA)
 - 4. Provide urgent and emergency care for individual and group illness and injury
 - 5. Prevent and control communicable disease and monitor immunizations
 - 6. Promote optional mental health
 - 7. Promote a safe school facility and a safe school environment
 - 8. Participate in and attend team meetings as a team member and health consultant

- D. Promote student health, well-being, and safety to foster healthy living:
 - 1. Provide developmentally appropriate health education and health counseling for individuals and groups
 - 2. Encourage injury and disease prevention practices
 - 3. Promote personal and public health practices
 - 4. Provide health promotion and injury and disease prevention education

- E. Plan and develop the student health services program collaboratively with the superintendent, school nurse, and school health team:
 - 1. Gather and interpret data to evaluate needs and performance
 - 2. Establish health advisory council and school health team
 - 3. Develop health procedures and guidelines
 - 4. Collaborate with staff, families, and community
 - 5. Maintain and update confidential student school health records
 - 6. Coordinate program with all school health components
 - 7. Coordinate with school improvement
 - 8. Evaluate and revise the health service program to meet changing needs
 - 9. Organize scheduling and direct health services staff

10. Develop student health services annual status report
11. Coordinate information and program delivery within the school and between school and major constituents
12. Provide health services by qualified health professionals to effectively deliver services, including multiple levels of school health expertise such as registered nurses, physicians, and advanced registered nurse practitioners
13. Provide for professional development for school health services staff

III. Expanded Health Services

These additional health services address learning barriers and the lack of access to health care. Examples include school-based services in the school, school-linked services connected to the school, primary care, mental health, substance abuse, and dental health.

Date Approved:

Dates Amended: 3/04/03 9/06/05

7/15/08 09/12/11

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Communicable Diseases - Students

Code No. 507.3

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 is included in the school district's bloodborne pathogens exposure control plan. The procedures will 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 is 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 is 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>

Date of Adoption: 4/20/87

Dates Amended: 3/13/89 5/06/91
12/05/94 6/03/96 3/06/00 3/04/03
9/06/05 7/15/08 09/12/11

Legal Reference: School Board of Nassau County v. Arline, 480 U.S. 273 (1987).
29 U.S.C. §§ 701 et seq. (2010)
45 C.F.R. Pt. 84.3 (2010)
Iowa Code ch. 139A (2011)
641 I.A.C. 1.2-.5, 7.

Cross Reference: 403.3 Communicable Diseases - Employees
506 Student Records
507 Student Health and Well-Being

COMMUNICABLE DISEASE CHART

CONCISE DESCRIPTIONS AND RECOMMENDATIONS FOR EXCLUSION OF CASES FROM SCHOOL

DISEASE <i>*Immunization is available</i>	Usual Interval Between Exposure and First Symptoms of Disease	MAIN SYMPTOMS	Minimum Exclusion From School
CHICKENPOX	13 to 17 days	Mild symptoms and fever. Pocks are "blisterly." Develop scabs, most on covered parts of body.	7 days from onset of pocks or until pocks become dry
CONJUNCTIVITIS (PINK EYE)	24 to 72 hours	Tearing, redness and puffy lids, eye discharge.	Until treatment begins or physician approves readmission.
ERYTHEMIA INFECTIOSUM (5 TH DISEASE)	4 to 20 days	Usual age 5 to 14 years – unusual in adults. Brief prodrome of low-grade fever followed by Erythema (slapped cheek) appearance on cheeks, lace-like rash on extremities lasting a few days to 3 weeks. Rash seems to recur.	After diagnosis no exclusion from school.
GERMAN MEASLES* (RUBELLA)	14 to 23 days	Usually mild. Enlarged glands in neck and behind ears. Brief red rash.	7 days from onset of rash. Keep away from pregnant women.
HAEMOPHILUS MENINGITIS	2 to 4 days	Fever, vomiting, lethargy, stiff neck and back.	Until physician permits return.
HEPATITIS A	Variable – 15 to 50 (average 28 to 30 days)	Abdominal pain, nausea, usually fever. Skin and eyes may or may not turn yellow.	14 days from onset of clinical disease and at least 7 days from onset of jaundice.
IMPETIGO	1 to 3 days	Inflamed sores, with puss.	48 hours after antibiotic therapy started or until physician permits return.
MEASLES*	10 days to fever, 14 days to rash	Begins with fever, conjunctivitis, runny nose, cough, then blotchy red rash.	4 days from onset of rash.
MENINGOCOCCAL MENINGITIS	2 to 10 days (commonly 3 to 4 days)	Headache, nausea, stiff neck, fever.	Until physician permits return.
MUMPS*	12 to 25 (commonly 18) days	Fever, swelling and tenderness of glands at angle of jaw.	9 days after onset of swollen glands or until swelling disappears.
PEDICULOSIS (HEAD/BODY LICE)	7 days for eggs to hatch	Lice and nits (eggs) in hair.	24 hours after adequate treatment to kill lice and nits.
RINGWORM OF SCALP	10 to 14 days	Scaly patch, usually ring shaped, on scalp.	No exclusion from school. Exclude from gymnasium, swimming pools, contact sports.
SCABIES	2 to 6 weeks initial exposure; 1 to 4 days reexposure	Tinny burrows in skin caused by mites.	Until 24 hours after treatment.
SCARLET FEVER SCARLATINA STREP THROAT	1 to 3 days	Sudden onset, vomiting, sore throat, fever, later fine rash (not on face). Rash usually with first infection.	24 hours after antibiotics started and no fever.
WHOOPING COUGH* (PERTUSSIS)	7 to 10 days	Head cold, slight fever, cough, characteristic whoop after 2 weeks.	5 days after start of antibiotic treatment.

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

REPORTABLE INFECTIOUS DISEASES

While the school district is not responsible for reporting, the following infectious diseases are required to be reported to the state and local public health offices:

Acquired Immune Deficiency Syndrome (AIDS)	Leprosy	Rubella (German measles)
Amebiasis	Leptospirosis	Rubeola (measles)
Anthrax	Lyme disease	Salmonellosis
Botulism	Malaria	Shigellosis
Brucellosis	Meningitis (bacterial or viral)	Tetanus
Campylobacteriosis	Mumps	Toxic Shock Syndrome
Chlamydia trachomatis	Parvovirus B 19 infection (fifth disease and other complications)	Trichinosis
Cholera	Pertussis (whooping cough)	Tuberculosis
Diphtheria	Plague	Tularemia
E. Coli 0157:h7	Poliomyelitis	Typhoid fever
Encephalitis	Psittacosis	Typhus fever
Giardiasis	Rabies	Venereal disease
Hepatitis, viral (A,B, Non A-Non-B, Unspecified)	Reye's Syndrome	Chancroid
Histoplasmosis	Rheumatic fever	Gonorrhea
Human Immunodeficiency Virus (HIV) infection other than AIDS	Rocky Mountain spotted fever	Granuloma Inguinale
Influenza	Rubella (congenital syndrome)	Lymphogranuloma Venereum
Legionellosis		Syphilis
		Yellow fever

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

REPORTING FORM

Source: Iowa Department of Public Health (1997).

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

- | | | |
|------------|-------------------|---------------------------|
| Botulism | Poliomyelitis | Yellow Fever |
| Cholera | Rabies (Human) | Disease outbreaks of |
| Diphtheria | Rubella | any public health concern |
| Plague | Rubeola (measles) | |

REPORT ALL OTHER DISEASES BELOW.

WEEK ENDING _____

See other side for list of reportable infectious diseases.

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

Reporting Physician, Hospital, or Other Authorized Person _____

Address _____

Remarks: _____

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

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Illness or Injury at School

Code No. 507.4

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 or qualified medical employees as quickly as possible.

It is the responsibility of the principal to file an accident report with the superintendent within twenty-four hours after the student is injured.

Annually, parents are 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.

Date of Adoption: 4/20/87

Dates Amended: 3/13/89 5/06/91

6/03/96 3/06/00 3/04/03 9/06/05

7/15/08 09/12/11

Legal Reference: Iowa Code § 613.17 (2007).

Cross Reference: 507 Student Health and Well-Being

REGULATIONS

Series 500 - Students

School Health Policies and Practices, Standing Orders for First Aid in Emergency Illness or Accident

Code No. 507.4-R1

- I. In case of accident or sudden illness the school has responsibility for:
 - A. Giving Immediate Care
 1. Because no nurse or physician may be present when an accident occurs, it is desirable that at least one teacher or other person well trained in first aid should always be present at school.
 2. In case of serious accident of children or employees, the principal or school nurse should be notified as soon as possible.
 3. When the emergency is serious in the opinion of the principal or school personnel present, there should be no delay in securing the aid of parents and/or physician, or call an ambulance.
Telephone 911.
 - B. Notifying Parent or Guardians
 1. Parents or guardians should be immediately but tactfully notified of their child's sudden illness or serious accident.
 2. There should be on file in the principal's office a telephone number of each child, where the parent or some responsible person could be contacted in such an emergency.
 - C. Getting Pupil Home in Case of Serious Illness or Accident
 1. When it is not possible for the parent to arrange transportation, a nurse should be called after it has been ascertained by phone that there is someone at home. However, parents have the primary responsibility for the health and welfare of their children.
 2. No child, sick or injured, should be sent home unless accompanied by a responsible adult or unless parent has otherwise specified by telephone.

D. Treatment

1. Only first aid treatment shall be given by teachers, the nurse, and other school personnel. No follow-up treatment is to be given at school. Treatment is not required for injuries occurring at home.
 - a. School personnel will not diagnose or administer any medication (prescription or nonprescription) except as prescribed by a physician.
 - b. Forms are available for children who must receive medication during the school day. These forms are available at school or local doctor's offices. Medication will not be dispensed unless form is signed by both physician and parent. All medication must be in a prescription or original bottle.
 - c. Aspirin or over the counter medication will not be given to any student by school personnel, unless medication form has been signed by the parent and physician. The medication must be in the original bottle. It is the responsibility of the parent to furnish the medication.
 - d. Medication shall be delivered to school personally by the parent. Medication will be picked up by the parent at the end of the school year. Medication not picked up will be destroyed by the school nurse.
 - e. Medication shall be stored in a secure/locked area.

II. Specific Treatment

A. Fractures

1. Make the injured child as comfortable as possible by keeping him warm and by loosening all the clothing about his neck, chest, and waist. If you suspect a possible skull fracture or a fracture of any bone of the back, chest, pelvis or leg, do not try to pick him up—leave him on the floor or ground, well covered with blankets, coats, etc., call the parents and ask them to get a doctor, or call the ambulance and have the child taken to the doctor's office or the hospital. Keep other children away from the injured child.

B. Cuts and Abrasions

1. If blood is present or the presence of blood is suspect, all universal precautions for bloodborne pathogens should be implemented. Gloves should be worn and blood contaminated materials should be disposed of properly.
2. Minor cuts and scratches should be cleansed with green soap solution or hydrogen peroxide before covering wound with a dry band aid or sterile piece of gauze.
3. Care should be taken of a deep wound caused by a narrow pointed instrument (e.g. nail, sharp stick). Cleanse with green soap solution or hydrogen peroxide before covering. Parent or student should be advised to contact their family physician regarding medical attention. (Tetanus antitoxin or tetanus toxoid injections might be necessary.)

C. Bruises

1. Cold compress applied immediately to the bruised area often prevents a great deal of swelling and pain. Although the skin may not be broken, the underlying tissues are injured and many small blood vessels may be broken.

D. Burns and Scalds

1. Of limited extent—caused by heat:
 - a. Apply cold water, and cover with gauze and bandage lightly.
2. Of limited extent—caused by chemicals:
 - a. Wash burned area thoroughly with large amounts of cold water. Consult physician or school nurse.
 - b. Wash eye injuries with large amounts of cold water.
3. Extensive burns:
 - a. Keep patient in flat position. Remove clothing from burned area; if adherent, do not remove. Cover with clean cloth. Keep patient warm. Take patient to hospital or a physician at once. NOTE: Do not use ointments, greases, powder, etc. Electric burns with shock may require artificial respiration.

E. Headache

1. No medication, not even aspirin, unless there is written permission by the parent and physician.
2. Refer to the nurse any child who complains of frequent headache.
3. Permit child to lie down if headache persists.

F. Animal Bites or Animal Scratches

1. Gloves should be worn to avoid any contact with blood.
2. Wash well with green soap and running water.

G. Foreign Bodies

1. In Eye: Do not rub. Have person close his eye gently, with hope that the tears will wash out the foreign body. If this is not successful, the nurse should be called.
2. In Ear: Notify nurse.
3. In Nose: If the object can be seen, ask the child to gently blow his nose, leaving both sides open. If this is unsuccessful, notify nurse.
4. Foreign bodies swallowed: If a sharp article has been swallowed, e.g., pin or broken glass, instruct the parents to contact the family physician. Do not slap patient on back—if object cannot be removed, patient may be placed on a table face down so the head and body are over the edge of the table and at right angles to thighs and legs. Then you may try patting between shoulders. Become familiar with the HEIMLICH method for treating a choking victim.
5. Thorns and splinters
 - a. Before removing a thorn or splinter, wash the area with Tincture of Green Soap and water.

H. Frostbite

1. Signs of frostbite are whiteness and numbness of the flesh; the skin feels cold to the touch.
2. Cover the frozen part with clothing or with the hand until the circulation is restored.
3. Apply warm water (body temperature)
4. Avoid hot water and exposure to heat. Do not rub the area, especially not with snow or ice.

I. Insect Bites and Stings

1. Remove stinger if it can be seen. Apply ice or soda paste or Calamine lotion.

J. Nosebleed

1. Gloves should be worn to avoid any contact with blood. A slight nosebleed as a result of the nose injury does not require much first aid care. Pressing the nostril firmly to the middle partition of the nose is usually sufficient. An attitude of calmness is more important than treatment. If bleeding is severe, contact parent or nurse.

K. Nausea and Vomiting

1. Arrangements should be made to contact the parent to come for the child. These conditions frequently indicate onset of a communicable disease or serious illness.

L. Eyes

1. Be on the alert for a highly contagious eye inflammation (epidemic catarrhal conjunctivitis). Commonly known as "pink eye." The child should be sent home. Urge parent to take the child to his physician.

M. Fainting

1. If you notice that a person is going to faint, you can prevent this from happening by having him lie down. Loosen all clothing and see that he gets plenty of cool fresh air. Cases of re-occurrence of fainting should be reported to the parent.

N. Sprains

1. Elevate the part.
2. Apply cold applications.
3. If sprain is severe, refer to nurse.
4. If it is an ankle sprain, support foot but do not remove the shoe.

O. Diabetes

Diabetes is a condition resulting from a lack of available effective insulin in the body.

Children with diabetes are required to follow a diet and to take insulin; however, with few exceptions they can and should be treated the same as other students.

“Reactions” occur when the amount of sugar in the blood is greatly diminished. Too much insulin will cause such a reaction, commonly referred to as “insulin shock.” This may be caused by too little food, or too much exercise or nervous tension.

Reactions may occur any time during the day, but most frequently shortly before meals or immediately after strenuous exercise.

Children having a reaction may experience hunger, excessive perspiration, trembling, inability to concentrate, irritability, dizziness, pallor, crying or confusion.

Symptoms of insulin reaction may vary and it is a safe rule that any diabetic behaving strangely should be given food at once. This can be in the form of sugar (two lumps), candy, fruit juice or pop (one-half cup of 7-Up or Cola, not artificially sweetened, or one-half cup of milk. The parents or guardian, and the nurse should be notified of any reaction.

P. Epileptics or Seizures

A major epileptic seizure is often dramatic and frightening but usually lasts only a few minutes. It does not require expert care. These simple procedures should be followed:

1. Keep calm. You cannot stop a seizure once it has started. Let the seizure run its course. Do not try to revive the person.
2. Ease the person to the floor and loosen his clothing.
3. Try to prevent him from striking his head or body against any hard, sharp or hot objects but do not interfere otherwise with his movement.
4. Turn his face to the side so that saliva can flow out of his mouth.
5. Do not insert anything between the person's teeth.
6. Do not be frightened if the person having the seizure seems to stop breathing momentarily.
7. After the movements stop and the person is relaxed, he should be allowed to sleep or rest if he wishes.
8. It isn't generally necessary to call a doctor unless the attack is followed almost immediately by another seizure, or if the seizure lasts more than about ten minutes.
9. If the person is a child, the parents or guardians should be notified that a seizure has occurred.
10. After a seizure, many people can carry on as before. If after resting awhile the person seems groggy, confused or weak, it may be better to accompany him home.

Q. Asthma

Asthma is a chronic lung disease characterized by acute episodes or attacks of breathing problems such as coughing, wheezing, chest tightness, and shortness of breath. Asthma can be controlled with proper diagnosis and treatment. Effective management of asthma will allow a student to maintain a normal activity level and prevent acute symptoms and episodes.

1. Keep calm. Help the student to assume a comfortable position with shoulders relaxed. Leaning forward with elbows on knees may be helpful.
2. If you can find out what triggered the asthma episode, remove it or the student from the area.
3. Encourage the student to take appropriate medications prescribed by his or her doctor.
4. Drinking liquids that are neither too hot or too cold may be helpful.
5. If there is no improvement, notify the parent or guardian and the school nurse.

R. Communicable Diseases

1. Community control of communicable diseases is the legally designated responsibility of the local physicians as they are in the best position to know and understand the application of the latest approved practices.
2. The Waverly-Shell Rock Community School Health Services will follow the recommendations of local physicians. These recommendations may be modified to suit local needs.
3. When a diagnosis of a contagious condition (e.g. strep/staph infection, conjunctivitis, impetigo, etc.) has been made and medication prescribed, the individual should be on medication for twenty-four hours before returning to school. If the physician's prescribed treatment differs from school policy, school personnel will follow physician's recommendations.
4. Parents are urged to keep at home all children who cough or sneeze excessively. Emphasis should be placed on beginning colds. All school employees are urged to observe this preventive measure also.

5. The following shall be considered suggestive of communicable disease:
 - a. Fever - 99.6 degrees or more
 - b. Sore throat
 - c. Nasal drainage
 - d. Vomiting and nausea
 - e. Skin rash
 - f. Inflamed eyelids or drainage from eyes
 - g. Drainage from ears
 - h. Skin lesions, suggesting scabies, impetigo, etc.
 - i. Pediculosis
 - j. Headache - dizziness, fainting

S. Temperature

1. All children with temperature of over 99.6 should be isolated until parents are contacted and come for them.
2. Be reasonably sure a child is really ill before taking his temperature. Leave thermometer in mouth at least three minutes and instruct child to keep lips closed and breathe through nose.
3. Children and adults should be encouraged to stay in bed when colds are characterized by cough and fever.
4. A physician should be consulted.

T. A written statement from a physician indicating that a child should not participate in physical education means precisely that. No physical education.

Any instructor who disregards this may be held legally responsible for any resulting injury or aggravation of a previously existing condition. Notes requesting modification of limitation of physical education for a particular student will specify the modification or limitation.

Approved February, 1994
Dr. Lee Fagre
Dr. David MacMillan
Representatives of Waverly Doctors

Date of Adoption: 3/13/89

Dates Amended: 5/06/91 12/05/94

6/03/96 3/06/00 3/04/03

9/06/05 7/15/08 09/12/11

Legal References:

Cross References:

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Emergency Drills

Code No. 507.5

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

Each attendance center will develop and maintain a written plan containing emergency and disaster procedures. The plan will be communicated to and reviewed with employees. The emergency plan will include:

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

Employees will participate in emergency drills. Licensed employees are responsible for instructing the proper techniques to be followed in the drill.

Date of Adoption: 4/20/87

Dates Amended: 5/06/91 6/03/96

3/06/00 3/04/03 9/06/05 7/15/08 09/12/11

Legal Reference: Iowa Code § 100.31 (2011).
281 I.A.C. 41.25(3).

Cross Reference: 507 Student Health and Well-Being
711.7 School Bus Safety Instruction
804 Safety Program

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Insurance

Code No. 507.6

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 program is borne by the student. Participation in the insurance health and accident plan is not a contract with the school district, but rather, a contract between the insurance company and the student.

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

Note: Although it is a recommended practice, it is within the board's discretion to determine whether it wants to require athletes to have insurance.

Date of Adoption: 4/20/87

Dates Amended: 5/06/91 6/03/96

3/06/00 3/04/03 9/06/05 7/15/08 09/12/11

Legal Reference: Iowa Code § 279.8 (2011)

Cross Reference: 504 Student Activities
507 Student Health and Well-Being

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Custody and Parental Rights

Code No. 507.7

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

Date of Adoption: 6/03/96

Dates Amended: 3/06/00 3/04/03

9/06/05 7/15/08

Legal Reference: Iowa Code §§ 232.67, .70, .73, .75; 235A; 279.8; 710.6 (2011)
441 I.A.C. 9.2; 155; 175.

Cross Reference: 506 Student Records
507 Student Health and Well-Being

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Special Health Services

Code No. 507.8

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

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

Date of Adoption: 1/03/94

Dates Amended: 6/03/96 3/06/00

9/06/05 7/15/08 09/12/11

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,
20 U.S.C. §§1400 et seq. (2010)
34 C.F.R. Pt. 300 et seq. (2010)
Iowa Code §§ 256.11(7); 256B; 273.2, .5, .9(2)-(3); 280.8 (2011)
281 I.A.C.; 41.405

Cross Reference: 502 Student Rights and Responsibilities
506 Student Records
603.3 Special Education

REGULATIONS

Series 500 - Students

Special Health Services Regulation

Code No. 507.8-R1

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

A. Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

B. Licensed health personnel 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.
- C. Prior to the provision of special health services the following shall be on file:
- Written statement by the prescriber detailing the specific method and schedule of the special health service, when indicated.
 - Written statement by the student's parent requesting the provision of the special health service.
 - Written report of the preplanning staffing or meeting of the education team.
 - Written individual health plan available in the health record and integrated into the IEP or IFSP.
- D. Licensed health personnel, in collaboration with the education team, shall determine the special health services to be provided and the qualifications of individuals performing the special health services. The documented rationale shall include the following:
- Analysis and interpretation of the special health service needs, health status stability, complexity of the service, predictability of the service outcome and risk of improperly performed service.
 - Determination that the special health service, task, procedure or function is part of the person's job description.
 - Determination of the assignment and delegation based on the student's needs.
 - Review of the designated person's competency.
 - Determination of initial and ongoing level of supervision required to ensure quality services.
- E. Licensed health personnel will supervise the special health services, define the level of supervision and document the supervision.
- F. Licensed health personnel will instruct qualified designated personnel to deliver and perform special health services contained in the eligible individual health plan. Documentation of instruction and periodic updates will be on file at school.

- G. Parents will provide the usual equipment, supplies and necessary maintenance for such. 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: 6/03/96

Dates Amended: 3/06/00 3/04/03

9/06/05 7/15/08 09/12/11

W-SR SCHOOL BOARD POLICIES

Series 500 – Students

Wellness

Code No. 507.9

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

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

The school district supports and promotes proper dietary habits contributing to students' health and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards and be in compliance with state and federal law. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals. *See the DE guidance on Healthy Kids Act, www.tinyurl.com/Iowa-HKA*

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the school district may utilize electronic identification and payment systems; provide meals at no charge to all children, regardless of income; promote the availability of meals to all students; and/or use nontraditional methods for serving meals, such as “grab-and-go” or classroom breakfasts.

The school district will utilize a local wellness policy committee comprised of representatives of the board, parents, leaders in food/exercise authority and employees. The local wellness policy committee will develop a plan to implement and measure the local wellness policy and monitor the effectiveness of the policy. The committee will designate an individual to monitor implementation and evaluate the implementation of the policy. The committee will report annually to the board regarding the effectiveness of this policy.

The nutrition guidelines for all foods available will focus on promoting student health and reducing childhood obesity in the school district.

Wellness Policy Committee Mission Statement:

“Waverly-Shell Rock Schools are committed to creating an environment conducive to healthy lifestyle choices.”

Page 1 of 8

Code No. 507.9

GOAL AREA I: PHYSICAL EDUCATION AND ACTIVITY

Physical Education

The district will provide physical education that:

- is offered at each grade level to all students for the entire school year;
- is taught by a certified physical education teacher; and
- includes students with disabilities; students with special health-care needs may be provided in alternative educational settings.

Daily Recess

- Elementary schools should provide all students with at least two outside recess sessions per day unless severe weather conditions prohibit such activity.

Physical Activity and Punishment

District staff shall not use physical activity (e.g., running laps, pushups) as a punishment.

Integrating Physical Activity into Classroom Settings

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

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

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

GOAL AREA II: NUTRITION EDUCATION AND PROMOTION

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

- is offered at each grade level or grade span as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;

- is part of classroom instruction in family consumer sciences, health education, and physical education and other subjects such as math, science, language arts, social sciences and elective subjects;
- includes enjoyable, developmentally appropriate, culturally relevant participatory activities, such as contests, promotions, taste-testing, farm visits and school gardens;
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and physical activity;
- links with meal programs, other foods and nutrition-related community services; and,
- includes training for teachers and other staff.

GOAL AREA III: NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS

School Meals

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

- be appealing and attractive to students;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state and federal law;
- offer a variety of fruits and vegetables; and
- offer low-fat milk options and nutritionally equivalent non-dairy alternatives (as defined by the USDA).

District Nutritional Staff May:

- engage students and staff, through taste-tests of new entrees and surveys, in selecting foods offered through the meal programs in order to identify new, healthful and appealing food choices; and
- share information about the nutritional content of meals with parents, students and staff.

Breakfast

To ensure that all children have breakfast, either at home or at school to meet their nutritional needs, and to enhance their ability to learn, schools will operate the breakfast program, to the extent possible by:

- utilizing methods to serve breakfasts that encourage participation, including allowing breakfast in the classroom, “grab-and-go” breakfasts or breakfast during morning break or recess, to the extent possible;
- notifying parents and students of the availability of the School Breakfast Program, where available; and,
- encouraging parents to provide a healthy breakfast for their children through newsletter articles, take-home materials or other means.

Meal Times and Scheduling

The district shall schedule meal periods at appropriate times and of appropriate length, e.g., lunch should be scheduled between 11 a.m. and 1 p.m., and should not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities.

GOAL AREA IV: FOODS SOLD/OFFERED OUTSIDE THE MEAL PROGRAM (e.g. vending, a la carte, sales)

General Sales Philosophy

Decisions regarding the sales practices, food/drink offerings, and the availability of vending machines to students and staff during and after school hours will be guided by the health and wellness needs of all involved rather than profit making potential.

Use of Profits

All profits realized from vending machine sales shall be used for student-related equipment, products, and/or activities. Administration is encouraged to seek student involvement when determining how such profits will be used.

Availability of Vending Products

For Student Use –

- Vending machines of any type will only be made available to secondary students.
- Vending machines will be closed before the start of school, during the time breakfast is being served, and during lunch periods.
- Junior and Senior High administration will determine when vending machines will be available to students.

For Staff Use –

- Vending machines placed in staff-only areas will be available to staff at all times.

Vending Machines/A la Carte Contents

Members of the Wellness Policy Committee and lunch program staff will continually seek to expand the number and quality of healthy food and drink selections offered in district vending machines and a la carte selections.

Food Marketing in Schools

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

- limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually;
- limit school-based marketing of brands promoting predominantly low-nutrition foods and beverages;

- promote healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products; and
- market activities that promote healthful behaviors (and are therefore allowable) including: vending machine covers promoting water; pricing structures that promote healthy options in a la carte lines or vending machines; and sales of healthy items for fundraisers.

Portion Size of Vending and A la Carte Offerings

Portion sizes will be maintained at a reasonable level according to marketing availability for individual foods and beverages:

Snacks

Snacks served during the school day, in after-school programs, or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks. The district will disseminate a list of healthy snack items to teachers, after-school program personnel and parents.

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

Celebrations

Schools should evaluate their celebrations practices that involve food during the school day. The district will disseminate a list of healthy party ideas to parents and teachers.

Incentives

The district will encourage the use of non-foods or non-beverages as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through meals) as a punishment.

Fundraising Activities

The district encourages fundraising activities that promote physical activity and nutritional food products. The district will provide activity sponsors with a list of potential fundraising activities that promote healthy food choices and/or physical activity.

Food Available to Students Participating in Extra-Curricular Events

On some occasions students participating in after school extra-curricular events will require the availability of food and drink on school grounds. On these occasions, administrators, the athletic director and activities sponsors, and food service staff will work together to provide food and drink products for sale to involved students. These products may be offered via vending machines and/or a la carte sales.

GOAL AREA V: DISTRICT WELLNESS

Student Wellness

The district values the health and well-being of all students and will encourage activities that support personal efforts by students to maintain a healthy lifestyle. This may include activities such as after school activities, health fairs, intramural opportunities, class projects, and the participation in related community activities.

Staff Wellness

The district values the health and well-being of all staff members and will plan and implement activities that will support personal efforts by staff to maintain a healthy lifestyle. The district should:

- establish and maintain a staff wellness committee which may include at least one staff member, local hospital representative, dietitian or other health professional, recreation program representative, and association representative;
- develop, promote and oversee an ongoing plan to promote staff health and wellness developed by the staff wellness committee; and
- base the plan on input solicited from employees and outline ways to encourage healthy eating, physical activity and other elements of a healthy lifestyle among employees.

GOAL AREA VI: COMMUNICATION WITH PARENTS

Communication with Parents

The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children. Toward this end, where and when appropriate, district staff will:

- send home nutrition information, post nutrition tips on school web sites and provide nutrient analyses of school menus;
- encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the established nutrition standards for individual foods and beverages;
- provide parents a list of foods that meet the school district's snack standards and ideas for healthy celebrations/parties, rewards and fundraising activities;
- provide information about physical education and other school-based physical activity opportunities before, during and after the school day;
- support parents' efforts to provide their children with opportunities to be physically active outside of school; and,
- include sharing information about physical activity and physical education through a web site, newsletter, other take-home materials, or special events.

GOAL AREA VII: MEASURABILITY

Monitoring

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

In each school:

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

In the school district:

- the district will report on the most recent USDA School Meals Initiative (SMI), review findings and any resulting changes;
- the superintendent will develop a summary report every five years on district-wide compliance with the district's established nutrition and physical activity wellness policies, based on input from schools within the district; and,
- the report will be provided to the school board.

Policy Review

To help with the initial development of the district's wellness policies, each school in the district will conduct a baseline assessment of the school's existing nutrition and physical activity environments and practices. The results of those school-by-school assessments will be compiled at the district level to identify and prioritize needs.

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

Date of Adoption: 5/08/06

Dates Amended: 7/15/08 _____

Legal Reference: Richard B. Russell National School Lunch Act, 42 U.S.C.
1751 *et seq.* (2007)
Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*

Cross Reference: 504.6 Student Activity Program
710 School Food Services

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Class or Student Group Gifts

Code No. 508.1

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.

Date of Adoption: 4/20/87

Dates Amended: 5/06/91 6/03/96

3/06/00 3/04/03 9/06/05 7/15/08 09/12/11

Legal Reference: Iowa Code §§ 68B; 722.1, .2 (2011)

Cross Reference: 704.4 Gifts - Grants - Bequests

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Open Night

Code No. 508.2

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

Date of Adoption: 6/03/96

Dates Amended: 3/06/00 3/04/03

9/06/05 7/15/08 09/12/11 09/12/11

Legal Reference: Iowa Code § 279.8 (2011)

Cross Reference: 900 Principles and Objectives for Community Relations

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Student Use of Bicycles/Skateboards/Rollerblades

Code No. 508.3

The principal of each building may set rules for bicycles, skateboards, rollerblades, and roller skates. The privilege of using these items may be withdrawn if a student fails to observe these rules.

Date of Adoption: 4/20/87

Dates Amended: 5/06/91 6/03/96

3/06/00 3/04/03 9/06/05 7/15/08 09/12/11

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

School Response to Student Death By Accident, Suicide, or Otherwise

Code No. 508.5

The following is suggested as a procedure to be followed by administration and teachers in response to the death of a student.

Day One

1. Upon receiving a report of a student death, the school administrator will be responsible for notifying faculty and support staffs. A faculty meeting will be held at school before the start of the next school day.
2. The faculty meeting will review the facts of the case, funeral arrangements, plans for the school day, etc. It is important that everyone have the correct facts and all rumors are dispelled. The feelings and possible response of students should also be discussed.
3. The teacher in all first hour classes shall inform the students in their class of the death, arrangements, etc. Students should be encouraged to express their feelings and grief. The following options could be available to students for the day:
 - a. Continue class schedule (best option)
 - b. Go to guidance office staffed by counselors, ministers, and CARE Team members
 - c. Go home with parents
4. A faculty meeting shall be held at the end of the day to discuss the following:
 - a. Allow staff to express their feelings and grief
 - b. Review events of the day
 - c. Identify any high risk students and plan of action
 - d. Procedures to be followed the second day

Day Two

1. A faculty meeting may be called before school, if necessary, to discuss any new information, day's schedule, etc.
2. Guidance office may be staffed with counselors, ministers, and CARE Team members to provide support to students.

3. Teachers will continue to provide factual information to students and dispel any rumors.
4. Faculty meeting end of day if necessary.

Day Three

1. Provide an opportunity for close friends of deceased to attend the funeral.
2. Continue to monitor behavior of students and determine amount of support that might be needed.

End of First Week

1. Faculty meeting should be held to:
 - a. Review and evaluate procedures that were followed
 - b. Discuss interventions that took place and determine if continued support is needed
 - c. Allow time for faculty members to express their feelings about the week.
2. Continue to monitor behavior of students and make appropriate referrals to administration, counselor, or CARE Team.

School Response to the Media

The building administrator will be the designated spokesperson for the school, unless the situation warrants that the district administrator be the spokesperson.

Date of Adoption: 3/07/88

Dates Amended: 5/06/91 6/03/96

3/06/00 3/04/03 9/06/05 7/15/08 09/12/11

Legal References:

Cross References:

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Teacher Request

Code No. 508.6

While experiencing a variety of personality types and teaching styles is a valuable learning experience for most children, the district welcomes parental input into the education of their students.

Parents may share with the building principal, those personality types and teaching styles that they feel best match their child's.

Principals will consider possible matches in compiling class lists. There can be no guarantee since many variables are considered in compiling class lists at the elementary level and in scheduling at the secondary level.

At the elementary level, variables include: achievement levels, boy-girl ration, separation of students who interact negatively, and placement of siblings. At the secondary level, variables include: gender ration, balanced enrollments of multiple sections, and the balance of teacher loads.

Date of Adoption: 12/02/91

Dates Amended: 6/03/96 7/08/96

3/06/00 3/04/03 9/06/05 7/15/08 09/12/11

Legal References:

Cross References:

W-SR SCHOOL BOARD POLICIES

Series 500 - Students

Credit for Foreign Study

Code No. 508.7

In support of its mission to develop students who are globally oriented, the board encourages international study by its resident students.

Local students who study abroad may be granted 13-15 credits for a comparable school-year program. The possibility of credits granted for required classes will be determined by department heads upon review of transcript and syllabus. The physical education requirement will be waived. Grades for credits earned will be converted to the W-SR grading system and will affect grade point average and rank in class. Students who complete less than one year of foreign study shall have credit earnings pro-rated.

The following guidelines should be followed:

1. The student is required to meet with his/her guidance counselor prior to departure to ensure:
 - a. The student stays on pace to graduate on time
 - b. State and W-SR graduation requirements are met
2. Within four weeks of registration at the foreign school, the student will submit an Application for Foreign Study Credit (Code No. 508.7E1) to W-SR administration and parents for approval. The student's counselor or international student advisor may be the contact person.
3. Within four weeks of completion of the student's education abroad, the student will submit a transcript in English including a key to the final grade (i.e. a 2 equals a B). A syllabus from each class explaining content covered will be submitted so department heads may determine if credit may be earned for some required classes.

Date of Adoption: 7/12/93

Dates Amended: 6/03/96 3/06/00

3/04/03 9/06/05 7/15/08 09/12/11 01/09/12

Legal Reference:

Cross Reference:

APPLICATION FOR FOREIGN STUDY CREDIT

Student's Name _____

Current Grade in School _____

Name and address of foreign school:

List of classes for which credit is requested:

<u>No.</u>	<u>Name</u>	<u>W-SR Equivalent</u>	<u>Approved</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Principal _____

Parent _____

Date _____

Date _____