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POLICY 500 STATEMENT OF GUIDING PRINCIPLES FOR STUDENTS

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

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students 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, sex, marital status, national origin, creed, religion, sexual orientation, gender identity or disability. 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.

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 the Affirmative Action Coordinator, West Lyon Community School District, 1787 Iowa Avenue, 182nd Street, Inwood, Iowa 51240; or by telephoning 712-753-4917.

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 , Citigroup Center, 500 W. Madison St., Ste. 1475, Chicago, IL, (312) 730-1560, <http://www.state.ia.us/government/crc/index.html> or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (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.

Approved 03/12/90

Reviewed 11/11/19

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POLICY 501 STUDENT ATTENDANCE

501.1 RESIDENT STUDENTS

All children are entitled to an education in the public schools of Iowa free of personal payment of tuition from the age of five (5) until their graduation from an approved public high school or until they reach the age of 21. A person is restricted in his/her right to attend school free of tuition to the district of residence, unless otherwise provided by statute. The term "residence" means the place, abode, or dwelling of a person.

Ordinarily, the legal dwelling of a minor is the same as that of his/her parents. A child may establish a dwelling, a place where he/she regularly eats meals and sleeps at night, with someone other than the parents and attend public school tuition free so long as his/her primary purpose of living in the district is not for the sake of obtaining a free education.

An emancipated minor or individual who has reached the age of 18 and is still eligible to attend an Iowa secondary school may declare his/her own residence independent of the residence of the parents.

Each case involving the bona fide residence of a student may be decided upon its individual merits by the Board of Directors, subject to appeal to the State Department of Education.

Legal Reference: *Lakota Cons. Ind. School v. Buffalo Center-Rake Comm. School*, 334 N.W.2d 704 (Iowa 1983).
Mt. Hope School Dist. v. Hendrickson, 197 N.W. 47 (Iowa 1924).
Oshel v. Creston Comm. School Dist., DPI Admin. Doc. 570 (1981).
33 D.P.I. Dec. Rule 80 (1984).
Iowa Code §§ 257.6; 282.2, .6, .7; 285.4 (2013).
1956 Op. Att'y Gen. 185.
1946 Op. Att'y Gen. 197.
1938 Op. Att'y Gen. 69.
1930 Op. Att'y Gen. 147.

Cross Reference: 100 Legal Status of the School Board
501 Student Attendance

Approved 11/12/90 Reviewed 11/11/19 Revised 03/10/97

501.3 COMPULSORY ATTENDANCE

Parents within the school district who have children who are over six and under sixteen years of age 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 180 days or 1,080 hours. Students not attending the minimum days must be exempted by this policy as listed below or, referred to the county attorney. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school;
- are receiving independent private instruction; 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 board. If after board action, the student is still truant, Principal will refer the matter over to the county attorney.

The school will participate in mediation if requested by the county attorney. The superintendent or his/her designee 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.

Legal Reference: Lakota Cons. Ind. School v. Buffalo Center-Rake Comm. School, 334 N.W.2d 704 (Iowa 1983).
Mt. Hope School Dist. v. Hendrickson, 197 N.W. 47 (Iowa 1924).
Oshel v. Creston Comm. School Dist., DPI Admin. Doc. 570 (1981).
33 D.P.I. Dec. Rule 80 (1984).
Iowa Code §§ 257.6; 282.2, .6, .7; 285.4 (2013).
1956 Op. Att'y Gen. 185.
1946 Op. Att'y Gen. 197.
1938 Op. Att'y Gen. 69.
1930 Op. Att'y Gen. 147.

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

Approved 11/11/91 Reviewed 11/11/19 Revised 11/11/19

501.4 ENTRANCE REQUIREMENTS - EVIDENCE OF AGE

A pupil shall not be admitted to kindergarten unless he/she is five (5) years of age on or before the 15th day of September of the current year.

A pupil shall not be admitted to the first grade unless he/she is six (6) years of age on or before the 15th day of September of the current year.

A birth certificate or other satisfactory evidence of age shall be required of each pupil entering school in this district for the first time. Health and immunization certificates are also required, as provided by law and board policy (504.1).

Legal Reference: Iowa Code §§ 139A.8; 282.1, .3, .6 (2013).
1980 Op. Att'y Gen. 258.

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

Approved 03/12/90 Reviewed 11/11/19 Revised 11/11/19

501.5 ATTENDANCE CENTER ASSIGNMENT

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

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

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

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

Cross Reference: 501 Student Attendance

Approved 11/11/19 Reviewed 11/11/19 Revised 11/11/19

501.6 STUDENT TRANSFERS IN

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 student shall have the previously attended school district forward the student's records. If the student does not present the student's cumulative records, the school district shall request student's cumulative records from the previous school district and shall notify the student's parents that the school district has notified the previous school district.

The student must provide the school district with proof of grade level and a copy of the student's permanent records from the student's prior school district. If the student cannot offer proof of grade level, the superintendent will make the grade level determination. The superintendent may require testing or other information to determine the grade level.

The superintendent and the secondary building principal shall determine the amount of credits to be transferred in. The amount of transferred credits from a non-accredited institution shall not exceed 16 credits, **NO** more than 2 credits in each core class (Math, Science, Social Studies, and English/Language Arts) will be accepted. If the student has not previously attended an accredited school, the superintendent is not required to accept credits or grades.

A student who transfers in from a non-accredited setting will only be eligible for honors and awards for the actual period of time he or she has been enrolled as a regular student in the school district. Students transferring into high school from a non-accredited setting will not be eligible for class ranking until they have been fully enrolled for three (3) or more semesters. Students must meet the graduation requirements of the school district in order to be eligible for a diploma.

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

Students expelled or suspended from their previous school district may be denied enrollment by the superintendent, subject to board review.

Legal Reference: 20 U.S.C. § 1232g (2012).
Iowa Code §§ 139A.8; 282.1, .3, .4; 299A (2013).

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

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Reviewed 11/11/19

Revised 11/11/19

501.7 STUDENT TRANSFERS OUT OR WITHDRAWALS

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

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

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

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

Legal Reference: 20 U.S.C. § 1232g (2012).
Iowa Code §§ 274.1; 299.1-.1A (2013).

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

Approved 11/11/19 Reviewed 11/11/19 Revised 11/11/19

501.8 STUDENT ATTENDANCE RECORDS

As part of the school district records of students, the daily attendance of each student shall be recorded and maintained on file with the permanent records of the Board Secretary.

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

Legal Reference: Iowa Code §§ 294.4; 299 (2013).
281 I.A.C. 12.3(4).

Cross Reference: 501 Student Attendance
506 Student Records

Approved 11/11/91 Reviewed 11/11/19 Revised 11/11/19

501.9 STUDENT ABSENCES - EXCUSED

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 shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to; illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day and school-sponsored or approved activities.

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

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

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

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

Legal Reference: Iowa Code §§ 294.4; 299 (2013).
281 I.A.C. 12.3(4).

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

Approved 03/13/90 Reviewed 11/11/19 Revised 08/11/14

501.9.1 STUDENT ATTENDANCE AT EVENTS OUTSIDE OF SCHOOL

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

The Board of Directors has no control or responsibility for any school child when the child is in the custody and control of his/her parents or other agencies.

Approved 03/12/90

Reviewed 11/11/19

Revised 10/10/90

501.10 TRUANCY - UNEXCUSED ABSENCES

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 goals and objectives of the student's Individualized Education Program are capable of being met.

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

Legal Reference: Iowa Code §§ 294.4; 299 (2013).
281 I.A.C. 12.3(4).

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

Approved 03/13/90 Reviewed 11/11/19 Revised 11/11/19

I. General Attendance Policy

A. Absences

1. Parents are expected to notify the school prior to 10:00 a.m. regarding a student's absence on the day of the absence. All absences must be reported within two days of the absence to be considered excused.

Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific days of times they were absent, verification by the doctor or dentist where appropriate, and a signature of the parent.

2. Acceptable reasons for a student's absence from school are limited to the following:
 - a. religious observances;
 - b. extended illness, hospitalization or doctor's care;
 - c. death in the family or family emergency; and
 - d. court appearance or other legal situation beyond the control of the family.
3. Classes missed because of attendance at a school-sponsored trip or activity will not be considered an absence. However, the student will be required to make up work missed.
4. Suspensions from class (either in-school suspensions or out-of-school suspension) will be treated as school-initiated student absences and will not count toward the days absent. However, the student will be required to make up work missed.
5. School work missed because of absences must be made up within two times the number of days absent, not to exceed 10 days. The time allowed for make-up work may be extended at the discretion of the principal.

B. Tardiness

1. A student is tardy when the student initially appears in the assigned area 10 minutes after the designated starting time. Students who are late 11 or more minutes to class will be counted as absent. Students who are tardy seven (7) times in a single class may be removed from that class and receive zero credit. A maximum of five (5) tardies will be allowed per student per semester for all classes combined, including study hall.
2. All incidents of class tardiness will be the responsibility of the teacher. Teachers will emphasize the importance of being on time and explain the classroom rules and procedures for tardies. The tardy sanctions should be consistently applied and sequential. Sanctions may include, but are not limited to, warning, assigned detention, parent contact and referral to the principal.

C. Truancy

1. A student is truant when the student is absent from school or an assigned class or classes without school permission.
2. Work missed because of truancy must be made up the same as work for all other absences.
3. Incidents of truancy will be recorded as part of a student's attendance record and will count toward the absences per semester. The principal will also determine what, if any, disciplinary action is appropriate including, but not limited to, warning, detention, in-school suspension or administrative referral.

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II. Excessive Absenteeism

Excessive absenteeism is any absence beyond eight (8) days or individual class meetings per semester.

- A. When a student has been absent from school or a class five (5) times during a given semester, the student's parent will be contacted via telephone or mail regarding the student's attendance. The classroom teacher or building administrator will initiate the five-day (5) notification process.
- B. When a student has been absent from school/class eight (8) or more times during a year, the teacher or the principal will inform the parent/guardian of the student's status. The principal will notify the student and parent of the excessive absences and initiate appropriate sanctions.

III. Application of Sanctions

Excessive absences will result in the following:

- A. If a student is absent eight (8) days from any given class, the student may be dropped from that class. The student will receive no credit for the class.
- B. If a student is absent eight (8) days in five (5) or more individual classes, the student may be dropped from the regular school program, referred to the principal pursuant to the district's plan for at-risk students, and the case may be referred to the county attorney.

IV. Appeals

A. First level of appeal

- 1. When notified that the student has missed eight (8) days or class periods, the parent should contact the teacher and principal to discuss the student's attendance and prevent any further absences.
- 2. When notified that the student has exceeded eight (8) absences and that the student will be dropped from a class or school, the student and parent may file a written appeal with the principal within two (2) school days of the notification. Sanctions imposed under this policy will be final unless a written appeal is submitted to the principal within two (2) school days.
- 3. The student will remain in the class or in school pending completion of the appeals process.
- 4. The informal appeals hearing will be scheduled within two (2) school days after the appeal is filed. The principal will consider the following in reaching a decision:
 - a. absences caused by religious holidays, documented chronic or extended illness, hospitalization, family death or emergency, emergency medical or dental care, court appearances or other legal situations beyond the control of the family, school-related class or program activities;
 - b. attendance history of the student;
 - c. extenuating circumstances particular to the student;
 - d. educational alternatives to removal from class or school; or
 - e. the total educational program for the individual student.
- 5. The decision of the principal will be reached within one (1) school day of the hearing. The parent will be notified of the decision in writing.

Continued on next page

B. Second Level of Appeal

Students and parents seeking a review of the principal's decision regarding sanctions rendered under this attendance policy may do so by filing a written request for review with the superintendent within five (5) school days after the principal's decision. The superintendent will determine an agreeable time, place and date for the review and notify the student and parent. At the conclusion of the review, the superintendent will affirm, reverse or modify the principal's decision.

501.11 STUDENT RELEASE DURING SCHOOL HOURS

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

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

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

Legal Reference: Iowa Code § 294.4 (2013).
281 I.A.C. 12.3(4).

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

Approved 11/11/19 Reviewed 11/11/19 Revised 11/11/19

501.12 PREGNANT AND MARRIED STUDENTS

Marital, maternal, or paternal status shall not effect the rights and privileges of students to receive a public education nor to take part in any extra-curricular activity offered by the school.

Pregnant students shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The physician's approval of continued attendance must be on file at the school. 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.

Legal Reference: Iowa Code §§ 216; 279.8; 280.3 (2013).

Cross Reference: 501 Student Attendance
604.2 Individualized Instruction

Approved 11/12/90 Reviewed 11/11/19 Revised 11/09/09

501.13 STUDENTS OF LEGAL AGE

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

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

Legal Reference: 20 U.S.C. § 1232g (2012).
Iowa Code §§ 22; 282.2, .6, .7; 285.4; 599.1; 622.10 (2013).
281 I.A.C. 12.3(6).

Cross Reference: 501 Student Attendance
506 Student Records

Approved 11/11/19 Reviewed 11/11/19 Revised 11/11/19

501.14 OPEN ENROLLMENT TRANSFER-PROCEDURES AS A SENDING DISTRICT

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

Parents requesting open enrollment out of the school district for their student shall 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 shall be made on forms provided by the Department of Education. The forms are available at the central administration office.

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

The Board 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 superintendent shall notify the parents by mail within five days of the Board action to approve or deny the open enrollment request. Approved open enrollment requests shall be transmitted by the superintendent to the receiving district within five days after the Board's action on the open enrollment request.

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

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

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

Legal Reference: Iowa Code §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1 (2013).
281 I.A.C. 17.
1990 Op. Att'y Gen. 75.

Cross Reference: 501 Student Attendance
506 Student Records

Approved 03/13/90 Reviewed 11/11/19 Revised 11/09/09

501.15 OPEN ENROLLMENT TRANSFERS-PROCEDURES AS A RECEIVING DISTRICT

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

The Board shall 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 shall notify the sending school district within five days of the Board's action to approve or deny the open enrollment request. The superintendent shall notify the parents 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 shall be considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

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

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

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

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

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

Continued on next page

Legal Reference: Iowa Code §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1 (2013).
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

Approved 08/12/96 Reviewed 11/11/19 Revised 11/09/09

501.16 HOMELESS CHILDREN AND YOUTH

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

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

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

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

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

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

Legal Reference: 20 U.S.C. § 6301.
42 U.S.C. § 11302.
42 U.S.C. §§ 11431 *et seq.*
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

Approved 09/12/94 Reviewed 11/11/19 Revised 11/11/19

POLICY 502 STUDENT RIGHTS AND RESPONSIBILITY

502.1 STUDENT APPEARANCE

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

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

The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the 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.

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 (2013).

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

Approved 11/11/19 Reviewed 11/11/19 Revised 11/11/19

502.2 CARE OF SCHOOL PROPERTY/VANDALISM

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

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

Legal Reference: Iowa Code §§ 279.8; 282.4, .5; 613.16 (2013).

Cross Reference: 502 Student Rights and Responsibilities
802.1 Maintenance Schedule

Approved 11/11/19

Reviewed 11/11/19

Revised 11/11/19

502.3 STUDENT EXPRESSION

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

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

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

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

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

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

Cross Reference: 102 Equal Educational Opportunity
502 Student Rights and Responsibilities
504 Student Activities
603.9 Academic Freedom
903.5 Distribution of Materials

Approved 11/11/19 Reviewed 11/11/19 Revised 11/11/19

502.4 STUDENT COMPLAINTS AND GRIEVANCES

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or 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 five days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within three 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.

Legal Reference: Iowa Code § 279.8 (2013).

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

Approved 11/11/19

Reviewed 11/11/19

Revised 11/11/19

502.5 STUDENT LOCKERS

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

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

Legal Reference: Iowa Code §§ 279.8; 280.14; 808A (2013).

Cross Reference: 502 Student Rights and Responsibilities

Approved 11/11/19

Reviewed 11/11/19

Revised 11/11/19

502.6 WEAPONS

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

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

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

Students bringing a firearm to school or knowingly possessing firearms at school shall be expelled for not less than twelve months. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified to a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver 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 shall be 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 shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

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

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

Approved 10/10/95 Reviewed 11/11/19 Revised 09/11/95

502.7 SMOKING, DRINKING AND DRUGS

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

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

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

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

The board believes the substance abuse prevention program will include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and,
- Notification to parents and students that compliance with the standards of conduct is mandatory.

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

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Legal Reference: 34 C.F.R. Pt. 86 (2012).
Iowa Code §§ 123.46; 124; 279.8, .9; 453A (2013).
281 I.A.C. 12.3(6); .5(3)(e), .5(4)(e), .5(5)(e)

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

Approved 07/10/89 Reviewed 11/11/19 Revised 11/11/19

502.8 SEARCH AND SEIZURE

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

It is recognized that 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 on the school premises. Items of contraband may include, but are not limited to, non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student anywhere on the school premises.

All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

Approved 12/10/90

Reviewed 11/11/19

Revised 11/11/19

502.8E1 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. Exigency of the situation: _____

F. What type of search was being conducted: _____

G. Who conducted the search: _____

Position: _____ Sex: _____

H. Witness(s):

III. Explanation of Search.

A. Describe the time and location of the search:

B. Describe exactly what was searched:

C. What did the search yield: _____

D. What was seized: _____

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

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

I. Searches, in General

A. Reasonable Suspicion: A search of a student will be justified when there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated or is violating the law or the rules of the school.

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

- (1) eyewitness observations of school personnel;
- (2) information received from reliable sources;
- (3) suspicious behavior by the student; or
- (4) the student's past history and school record.

B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonable 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 urgency requiring the search without delay.

II. Types of searches.

A. Personal Searches

1. A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal or contraband items.

2. Personally intrusive searches will require some 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 and with another adult witness present, when feasible.

(b) A more intrusive search of the student's person is permissible in emergency situations when the health and safety of the students, employees, or visitors on the school premises are threatened. Such a search may only be conducted in private by a school official of the same sex, 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.

(c) It is recognized that strip searches, body cavity searches and the use of a drug sniffing animal to search a student's body are not to be permitted under Iowa statute.

B. Locker Searches

1. Maintenance Searches: Although school lockers 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 that the lockers are properly maintained. For this reason periodic inspections of lockers is permissible to check for cleanliness and vandalism. Periodic inspections of all or a random selection of lockers may be conducted by school officials in the presence of the student. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials. Any contraband discovered during such searches shall be confiscated by the administration. The administration may try to correct the problem through counseling, parental involvement, medical referrals, or other such referrals depending on the severity of situation.

2. Non-Maintenance Searches: The student's locker and its contents may be searched when a school authority has reasonable suspicion that the locker contains illegal or contraband items. Such searches should be conducted in the presence of another adult witness, when feasible.

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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 authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Approved 12/10/90

Reviewed 11/11/19

Revised 11/11/19

502.9 INTERVIEWS WITH STUDENTS

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

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

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

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

Legal Reference: Iowa Code §§ 232; 280.17 (2013).
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
502.10 Search and Seizure
503 Student Discipline
902.2 News Conferences and Interviews

Approved 03/12/90 Reviewed 11/11/19 Revised 11/11/19

502.10 STUDENT USE OF MOTOR VEHICLES

Rules and regulations concerning student-driven vehicles in addition to state motor vehicle laws shall be established by the Principal. Motor vehicles may not be used during school hours unless special permission is given by the Principal. The privilege of driving to school may be withdrawn by the Principal if the student fails to comply with state law or rules and regulation of the school.

Approved 03/12/90

Reviewed 11/11/19

Revised 12/10/90

POLICY 503 STUDENT DISCIPLINE

503.1 STUDENT CONDUCT

The Board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises.

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

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or participation; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, 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 buses; while attending or engaged in school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the Board President. The Board shall 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 shall be 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 or after school has been dismissed for the day. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the building principal.

Suspension means either an in-school or an out-of-school suspension. 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. An out-of-school suspension will not exceed ten days. Students having either in-school or out-of-school suspension will not be allowed to participate in activities on the day of suspension.

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Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall 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 shall 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 shall take place. The Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

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

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

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

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

Approved 07/10/89 Reviewed 11/11/19 Revised 11/11/19

503.1R1 STUDENT SUSPENSION

Administration Action

A. Probation

1. Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the Principal for infractions of school rules which do not warrant the necessity of removal from school.

2. The Principal shall conduct an information investigation of the allegations against the student prior to imposition of probationary status. Such investigation shall include, but not limited to, written or oral notice to the student of the allegations against him and an opportunity to respond. Probationary status will not be imposed for a longer period than ten (10) school days. Written notice of the probation and the reasons therefore shall be sent to the parents.

Should the student breach the condition imposed for probation, the penalty of temporarily suspended shall take effect. An investigation similar to that of the informal investigation above shall be made to determine whether the condition imposed has been breached.

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 shall conduct an informal investigation of the allegations against the student prior to imposition of an in-school suspension. Such an investigation shall include, but not be limited to, written or oral notice to the student of the allegations against him and an opportunity to respond. In-school suspension shall not be imposed for a longer period than ten (10) school days. Written notice of the in-school suspension and reasons therefore shall be sent to the student's parents.

C. Out of School Suspension

1. Suspension is the removal of a student from the school environment for periods of short duration. Suspension is to be employed when other available school resources are unable to constructively remedy student misconduct.

2. A student may be suspended for up to five school days by a Principal for a commission of gross or repeated infractions of school rules, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The Principal may suspend such 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.
- b. The basis in fact for the charges, and
- c. The opportunity to respond to those charges.

At the Principal's discretion, the student may be allowed to confront witnesses against the student, or hear witnesses in behalf of the student.

3. Notice of the suspension shall be mailed no later than the end of the school day following the suspension, to the student's parents, the Superintendent and the Board President. A reasonable effort shall be made to notify the student's parents by telephone or personal contact, and such effort shall be documented by the person making or attempting to make the contact. Written notice to the parents shall include the circumstances involving the student which led to the suspension and copy of the board policy and rules pertaining to suspension.

4. The superintendent may extend the suspension an additional 5 days upon the principal's request. The total length of the student's suspension shall not exceed 10 school days. Readmission after extended suspension may occur following a hearing conducted by the superintendent.

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

Continued on next page

Individual Education Program. The Individual Education Program will 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 second out of school suspension to determine whether the student is disabled and in need of special education.

E. Saturday School

1. Saturday school may be held once a month or as the principal schedules, from 8:00-noon. Students are assigned Saturday school for repeat offense, or for moderate violations of school policies. Transportation to and from Saturday school is the responsibility of the parent. Saturday school will be supervised by a staff member of the school.

2. Students failing to report to Saturday school as required will be subject to further disciplinary action determined by the principal.

Approved 07/10/89

Reviewed 11/11/19

Revised 07/09/99

503.2 STUDENT EXPULSION

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

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

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

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

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

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

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

Legal Reference: *Goss v. Lopez*, 419 U.S. 565 (1975).
Wood v. Strickland, 420 U.S. 308 (1975).
Southeast Warren Comm. School District v. Dept. of Public Instruction, 285 N.W.2d 173 (Iowa 1979).
Iowa Code §§ 21.5; 282.3, .4, .5 (2013).
281 I.A.C. 12.3(6).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline

Approved 12/10/90 Reviewed 11/11/19 Revised 11/11/19

503.3 FINES - FEES – CHARGES

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

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

Legal Reference: Iowa Code §§ 256.7(20); 279.8; 280.10, .11; 282.6; 285.1; 301.1 (2013).
281 I.A.C. 18.2.
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

Approved 08/12/96 Reviewed 11/11/19 Revised 11/11/19

503.3E1 STANDARD FEE WAIVER APPLICATION

Date _____ School year _____

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

Name of student: _____ Grade in school _____

Name of student: _____ Grade in school _____

Name of student: _____ Grade in school _____

Attendance Center/School: _____

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

Please check type of waiver desired:

Full waiver _____ Partial waiver _____ Temporary waiver _____

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

Full waiver

- _____ Free meals offered under the Children Nutrition Program (CNP)
- _____ The Family Investment Program (FIP)
- _____ Transportation assistance under open enrollment
- _____ Foster care

Partial waiver

_____ Reduced priced meals offered under the Children Nutrition Program

Temporary waiver

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

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

503.3R1 STUDENT FEE WAIVER AND REDUCTION PROCEDURES

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

A. Waivers -

1. Full Waivers - a student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
2. Partial Waivers - a student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. *A partial waiver is based on the same percentage as the reduced price meals.*
3. Temporary Waivers - a student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and 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 [*school districts need to include their own appeal process*].

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), or transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing 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, secretary, etc.*] for a waiver form. This waiver does not carry over from year to year and must be completed annually.

503.4 GOOD CONDUCT POLICY

Rationale

As representatives of the school, students involved in extracurricular and cocurricular activities have a responsibility to demonstrate good conduct both in and out of school at all times throughout the calendar year, whether school is in session or not. Activity participants not only represent themselves as individuals, but also represent the school and community. Participation in extracurricular and co-curricular activities is considered a privilege. Students who wish to retain the privilege of participating in extracurricular and co-curricular activities must conduct themselves in accordance with this policy.

Definitions

Offense or Violation

- possession, use, or purchase of tobacco products or look-a-like tobacco products such as, but not limited to, e-cigarettes, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use");
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as minor traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).

Activity

The sport, extracurricular, or co-curricular the student is participating in. Examples of activities include but are not limited to: volleyball, cross country, FFA, musical, choir, basketball, cheerleading, speech, softball, etc.

Event

- 1) any public performance or interscholastic competition on the school calendar, with the exception of meetings, pre-season inner squad scrimmages, pre-season band parent night, musical/play matinee
- 2) any performance in which an admission fee is charged
- 3) any scheduled events where a school team, group, or club travels outside the school district

Self-Report

- 1) a report (in person or by phone/ email) made to the principal or athletic director by the student in violation within 72 hours of the occurrence of the violation or alleged violation
- 2) If student fails to self-report within 72 hours, the ineligibility will be doubled (ex. 9 weeks become 18 weeks, 3 events become 6 events)

Penalty

Any student who commits an offense as defined above will be considered to be in violation of the West Lyon Good Conduct policy. Students who violate this policy will not be allowed to participate in events as follows:

- 1st offense: Ineligible for events outlined in chart A (see below) that occur during a 9 week (63 calendar days) period. The 9 week period begins with the first event the student would normally be involved in.
- 2nd offense: Ineligible for events outlined in chart A (see below) that occur during an 18 week (126 calendar days) period. The 18 week period begins with the first event the student would normally be competing or performing in.
- 3rd offense: Ineligible for all events as defined above for 365 calendar days. Ex. All scheduled football games and football playoff games, All musical performances, All 20 basketball games and postseason, etc.

Examples (for illustrative purposes only):

- 1) Student A is involved in volleyball, school musical, and marching band. Student A reports a first-offense violation that happened in July. Student A is ineligible for a 9 week period beginning with the first volleyball event, and is ineligible for 3 volleyball matches, 2 marching band performances, and one musical performance that happen during the 9 week period.

Continued on next page

- 2) Student B is involved in basketball, student council, and speech. Student B reports a first-offense violation during basketball season. The 9 week ineligible period begins with the next basketball event and Student B is ineligible for 4 basketball events/games and 1 speech event that is scheduled during the 9 week period. The student is also removed from student council for the remainder of the school year.
- 3) Student C is involved in FFA, speech, and the spring play. Student C reports a first-offense violation on February 2. The first ineligible event is speech district contest. The 9 week period begins on that date. The student also is ineligible for 1 performance of the school play, and 4 FFA events (one of which is state leadership conference) that is scheduled during the 9 week ineligible period that began with the speech contest.

Student Good Conduct - Related Rules

- A. All students are governed by these regulations from the first day of school or practice, whichever is first, of their 7th grade year through the senior year. If a senior graduate participates in school related activities the following summer (i.e., FFA, baseball or softball), these regulations apply for the duration of the activity. All offenses will accumulate from one offense to the next throughout the student's 7-8 grades, and again through 9-12 school years. If, for example, a 9th grade student was guilty of using tobacco (first offense) and then in 11th grade is guilty of using alcohol, this would constitute a second offense. The Good Conduct policy remains in effect throughout the calendar year (365 days).
- B. Students who have violated the Good Conduct policy in grades 7 & 8 shall have their record expunged at the start of high school, grade 9. A Good Conduct violation in 9th grade shall be recorded as a 1st offense regardless of the student's record in junior high (grades 7 & 8).
- C. If the student denies commission of the offense and is later adjudicated in court, the denial counts as a first offense and the conviction counts as a second offense (or 2nd and 3rd offense if applicable). The 2nd offense (or 3rd offense if applicable) will be enforced.
- D. Students involved in multiple levels (9th, JV, varsity) in a sport during the same season, the student is ineligible for the listed number of events (see Chart A below) for each level of the sport. Example: Student A plays JV and varsity football. The student is ineligible for 2 JV games and 2 varsity games.
- E. If a student is not involved in activities at the time of the Good Conduct violation, the penalty carries over for 1 calendar year and the penalty begins with the first activity the student is involved in within that calendar year.

Examples (for illustrative purposes only):

- 1) A student in wrestling has a Good Conduct violation at the state wrestling meet as a spectator. He is not involved in any other activities. The 9 week, 8 match ineligibility begins at the first match of the next wrestling season the following school year.
- 2) Student A is in 10th grade, not involved in any activities, and has a Good Conduct violation. In 12th grade, Student A gets a part in the school musical. Because this is beyond the 1 year (365 days) limit for Good Conduct ineligibility, Student A has full participation in the school musical.

- F. Students that are injured and are not able to participate in an event due to the injury cannot use the injury time to serve ineligibility. Likewise, students that are ineligible for academic reasons (30 days for failing a class) cannot use that time towards Good Conduct ineligibility. The ineligibility period is placed on hold until the student can resume normal activity.

Examples (for illustrative purposes only):

- 1) Student B has a Good Conduct violation and is ineligible for four softball games. Student B misses one game but then injures her ankle in practice before the second game. The injury is severe enough that she cannot play for 2 weeks as determined by the athletic trainer. Games scheduled during that two week injury period do not count towards the ineligibility penalty of 4 games. Student B will miss the remaining 3 games once the athletic trainer or doctor declares Student B well enough to resume play.
- 2) Student C failed a 1st semester class. She is ineligible by state law to participate in activities for the first 30 calendar days of 2nd semester. She also attended a high school gathering at New Years where alcohol was consumed by minors, a Good Conduct violation. She is ineligible to participate in events as defined above for a 9 week period beginning with the first event Student C participates in after the 30 day academic suspension ends.

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- G. West Lyon will not allow students to participate in an activity for the sole purpose of fulfilling a Good Conduct violation. With the exception of the 9th grade year, a student must have been in the activity for the entire season the previous year for the student's period of ineligibility to apply. A student may not begin an activity mid-season/year for the sole purpose of avoiding consequences in his or her favored area(s) of participation.

Example (for illustrative purposes only):

- 1) Student D participates only in volleyball in grades 9 - 11. In January of her 11th grade year she has a Good Conduct violation. To take care of the ineligibility period before the senior year of volleyball, she decides to participate in track in 11th grade. Since student D was not in track the year before (10th grade), the ineligibility period will be enforced during the upcoming volleyball season, missing 3 matches her senior year.
- H. Students are expected to complete the entire activity season in order to fulfill the Good Conduct violation requirement. If they quit the activity before the season is completed, they will be required to serve the entire consequence over.
- I. The start of a season is defined as beginning on the date of the first event of that activity. The student must finish a season in good standing with the coach/sponsor for the ineligibility to qualify.
- J. Students lose work release or late start/early release privileges, beginning on the date of the 1st event of ineligibility, for:
- 1st offense - 2 weeks
 - 2nd offense - 4 weeks
 - 3rd offense - remainder of school year
- K. Students who transfer in from another school district and the student is currently serving a period of ineligibility for a violation of the previous school district's Good Conduct policy, the student shall be ineligible at West Lyon for the remainder of the ineligibility period as defined by the previous school.
- L. Further penalties may be imposed by the coach/advisor of the activity.
- M. FFA
- The events that count towards ineligibility for FFA must meet the definition as listed previously in this policy or meet the Iowa Degree qualifications for an "above the local level activity." The events under FFA to serve as ineligibility events include, but not limited to State Leadership Conference, WLC, Greenhand Fire-up, the FFA Banquet, any national level events/competitions, any fairs where the student is competing under West Lyon FFA, etc. Multiple day events such as State Leadership Conference still count as one event. FFA meetings and activities held at meetings, or classroom activities do not count towards ineligibility.
- Also, as stated in the West Lyon FFA officer application, the student realizes that if he/she is found to be in violation of the school's good conduct code (as outlined in the school handbook) he/she will be removed from office for the remainder of his/her term, as well as participation from any FFA activities which falls under the school's decision.
- N. NHS (National Honor Society)
- 1) Students who are a member of the West Lyon National Honor Society and have violated the Good Conduct Policy will be removed from membership in the West Lyon National Honor Society at the time of the violation.
 - 2) Students who have violated the Good Conduct Policy but are not yet a member of the West Lyon NHS will have a waiting period of at least 12 months from the date when the Good Conduct Policy is enforced before the student can seek NHS faculty council consideration for NHS membership. The membership consideration process is only available 1 time per school year (February) and only 2 times for each student while they are in high school (February of their sophomore year and February of their junior year). Therefore, the 12 month waiting period would have to be completed before the February consideration time frame of either the student's sophomore or junior year in order to be considered for West Lyon NHS

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membership. No other membership consideration times are available for any student including students with a Good Conduct Violation.

- 3) Students who were removed from the West Lyon NHS as a sophomore because of a Good Conduct Policy violation, may seek re-consideration for NHS membership as a junior, only if their 12 month waiting period has been completed before the February NHS faculty council membership consideration time frame their junior year. If that 12 month waiting period has not been completed for the student, there will be no other opportunity to be re-considered for NHS membership.

O. Appeals

Any student who is found by the administration to have violated the Good Conduct Policy may appeal this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation.

If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary within 3 days following the decision of the superintendent. The written appeal is to include reasons why the student believes the Good Conduct Policy should not be enforced. The review by the board will be in closed session unless the student's parent/guardian (or the student if the student is 18 yrs old) requests an open session. The board hearing date will be determined by the superintendent but shall be no later than 14 calendar days following the board secretary's receipt of the written appeal.

CHART A -

Ineligible for the following events during a 9 week period (1st offense) or 18 weeks (2nd offense)

Activity	1st Offense	2nd Offense	3rd Offense
Football (and Cheerleading)	2 games	4 games	365 days
Cross Country	2 meets	4 meets	365 days
Volleyball	3 matches	6 matches	365 days
Basketball	4 games	8 games	365 days
Basketball Cheerleading	2 games	4 games	365 days
Wrestling	8 matches	16 matches	365 days
Wrestling Cheerleading	2 events	4 events	365 days
Track	2 meets	4 meets	365 days
Golf	2 meets	4 meets	365 days
Baseball	4 games	8 games	365 days
Softball	4 games	8 games	365 days
Marching Band	2 performances	4 performances	365 days
Concert/ Pep Band	2 performances	4 performances	365 days

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Jazz Band	1 performance	2 performances	365 days
Mixed/ Women's Choir	1 performances	2 performances	365 days
Jazz/ Show Choir	1 performance	2 performances	365 days
Honor Choir/Band and/or All-State Choir/Band and/or Solo/Ensemble Contest and/or State Large Group Contest	Ineligible	Ineligible	365 days
FFA	4 events - State & National conference considered 1 event each - officers are removed for remainder of term.	8 events missed - officers are removed from office for remainder of term.	365 days - officers are removed from office for remainder of term.
Speech (including Large Group and Individual Events)	1 event	2 events	365 days
FCCLA	1 event - State & National conf. considered 1 event each. Officers removed for remainder of term.	2 events - officers are removed from office for remainder of term.	365 days - officers are removed from office for remainder of term.
Fall Musical/ Spring Play	1 night of performance missed	2 nights of performance missed	365 days
Elected positions (StuCo, Homecoming/ Prom royalty, Prom servers/ punch pourers, etc.)	Removed from any current office/position for remainder of school year.	Removed from any current office/position for remainder of school year.	Removed from any current office/position for remainder of school year.

Approved 12/10/90

Reviewed 11/11/19

Revised 01/11/16

503.5 PHYSICAL RESTRAINT/CORPORAL PUNISHMENT

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 shall be given an explanation of the reasons for physical force.

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

Legal Reference: *Ingraham v. Wright*, 430 U.S. 651 (1977).
Goss v. Lopez, 419 U.S. 565 (1975).
Tinkham v. Kole, 252 Iowa 1303, 110 N.W.2d 258 (1961).
Lai v. Erickson, PTPC Admin. Doc. 83-12 (1983).
Iowa Code §§ 279.8; 280.21 (2013).
281 I.A.C. 12.3(6); 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

Approved 07/10/89 Reviewed 11/11/19 Revised 03/13/00

POLICY 504 STUDENT ACTIVITIES

504.1 STUDENT GOVERNMENT

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

Legal Reference: Iowa Code § 279.8 (2013).

Cross Reference: 502 Student Rights and Responsibilities
504 Student Activities

Approved 12/10/90 Reviewed 11/11/19 Revised 12/10/90

504.2 SECONDARY SCHOOL STUDENT ORGANIZATIONS

The purpose of this policy is to provide procedures and requirements related to student clubs. Providing students an opportunity to participate in curricular and non-curricular clubs broadens and enriches students' educational experience. Therefore, the School District maintains a "limited open forum" that allows access by non-curricular student clubs pursuant to federal law, the Equal Access Act, 20 U.S.C. 4071-4074. The School Board reserves the right to create a closed forum and thus discontinue all non-curricular clubs, at any time, if deemed necessary or appropriate.

Definitions:

"Curricular Student Clubs" shall mean student clubs that are directly related to the curriculum offered in the School District and are organized, sponsored, endorsed and directed by the School District. "Directly related to the curriculum" means:

- The subject matter of the club is actually taught or will soon be taught in a regularly offered course;
- The subject matter of the club concerns the body of courses as a whole;
- Participation in the club is required for a particular class;
- Participation in the club results in academic credit; or
- Activities governed by an Iowa High School Association/Agency.

"Non-Curricular Student Clubs" shall mean student-initiated clubs that do not directly relate to the School District's curriculum, but are allowed to meet on School District premises during non-instructional time. Non-curricular student clubs' meetings, objectives and activities are not sponsored, endorsed, or directed by the School District or its employees.

"Non-Instructional Time" means before the instructional school day begins [7:00 am to 8:15 am] and after the school day [3:30 pm to 5:00 pm].

School District staff, administrators or a group of students may submit an application on a School District approved form to the Secondary/Elementary Principal by April 15th to be considered as an authorized curricular student club for the upcoming school year.

Students may submit an application on a School District approved form to the Secondary/Elementary Principal by April 15th to be considered for access to School District premises for meetings as a non-curricular club for the upcoming school year.

Applications for curricular and non-curricular clubs must include the following:

- The name, purpose and objectives of the club
- The types of activities in which club members may be engaged
- Proposed meeting dates and times

The principal or his/her designee will submit the applications for curricular and non-curricular clubs to the School Board, and the School Board shall accept or reject an application and designate the club as either curricular or non-curricular. The Principal and/or the School Board may request additional information from applicants when deemed necessary for consideration of the application. The School District shall provide written notification to applicants regarding the School Board's determination on the application.

The School District shall assign a staff advisor to curricular clubs. Non-curricular clubs must find an advisor from the certified teaching staff and submit his/her name to the Secondary/Elementary Principal for approval. Assignment of a staff member to a non-curricular club does not imply endorsement or sponsorship of the club. The purpose of the assignment of staff advisors to non-curricular clubs is supervision/oversight of the meetings; and the advisor's role is non-participatory.

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Non-curricular student club meetings shall take place only during non-instructional time on days when school is in session. The time and location of all non-curricular club meetings shall be subject to available space, conflicting activities and programs, and the availability of a staff advisor.

The School District may limit access to non-curricular student clubs by persons who are not students or staff advisor(s). Outside persons may not direct, conduct, control, or regularly attend non-curricular student club meetings.

Notices of Non-curricular student club meetings may be posted only on a bulletin board designated for non-curricular clubs. Such notices may include the name of the club but cannot use the school name, school mascot name, district name, or any name that might imply school or district sponsorship; a brief description of the club; the dates, times and locations of meetings; and a statement indicating that students are invited to attend the meetings. Also, all notices posted by non-curricular clubs must include a disclaimer that states: "This is a non-curricular student club. The School District does not endorse or sponsor the goals, objectives, activities, or opinions of the club." Any distribution or display of other information/materials relating to non-curricular student clubs other than the bulletin board posting may only be provided to students who choose to attend club meetings.

Materials related to non-curricular clubs may not be distributed or displayed in school hallways, classrooms or common areas, nor may announcements be made over the School District's public address system or in school-sponsored publications. Non-curricular clubs may not be recognized in the school yearbook.

The Principal or his/her designee may temporarily or permanently terminate the opportunity of a non-curricular student club to meet on school premises if the club's activities are deemed to have an actual or substantial likelihood of disruption to the operations of the school; interference with the orderly conduct or discipline of students; violation of the rights of other students; promoting or encouraging unlawful or delinquent conduct; or violation of this policy.

The formation and activities of curricular student clubs are subject to direction, supervision and control by the staff advisor and/or the School District. Accordingly, the School District has complete discretion regarding the activities of curricular clubs, including, but not limited to, the content and location of meeting notices; the content, distribution and display of materials related to the club; the requirements and expectations of student members; and any fundraising related to the club.

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 (2012).
Iowa Code §§ 287.1-.3; 297.9 (2013).

Cross Reference: 502 Student Rights and Responsibilities
504 Student Activities

Approved 12/10/90 Reviewed 11/11/19 Revised 02/08/16

504.3 STUDENT PUBLICATIONS

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

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

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

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

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

Legal Reference: 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.

Cross Reference: 307 Communication Channels
502 Student Rights and Responsibilities
504 Student Activities
903.5 Distribution of Material

Approved 12/10/90 Reviewed 11/11/19 Revised 11/11/19

504.3.R1 SCHOOL PUBLICATIONS CODE

- A. Official school publications defined.
An "official school publication" is material produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to students either free or for a fee.
- B. Expression in an official school publication.
1. No student will express, publish or distribute in an official school publication material which is:
 - 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 502.4.
 2. Persons who believe they have been aggrieved by a student-produced official student publication will file their complaint through the citizen grievance procedure, under board policy 213.1.

- 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.

504.4 STUDENT PERFORMANCES

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

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

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

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

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

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

Legal Reference: *Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988).
Iowa Code §§ 280.13-.14 (2013).
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

Approved 11/11/19 Reviewed 11/11/19 Revised 11/11/19

504.5 STUDENT FUND RAISING

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

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

Legal Reference: *Senior Class of Pekin High School v. Tharp*, 154 N.W.2d 874 (Iowa 1967).
Iowa Code § 279.8 (2013).

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

Approved 11/11/19 Reviewed 11/11/19 Revised 11/11/19

504.6 STUDENT ACTIVITIES

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

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

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

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

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

Legal Reference: 20 U.S.C. §§ 1681-1683; 1685-1686 (2012).
34 C.F.R. Pt. 106.41 (2012).
Iowa Code §§ 216.9; 280.13-.14 (2013).
281 I.A.C. 12.3(6), 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

Approved 12/10/90 Reviewed 11/11/19 Revised 11/10/97

504.7 STUDENT SOCIAL EVENTS

All school sponsored social events shall be under the control and supervision of professional school personnel. Approval for an event shall be secured from the Principal before any public announcement is made. Hours, behavior and activities related to social events shall be reasonable and proper as determined by the administration. Only those students who have demonstrated their willingness to abide by the established rules and to recognize the authority and responsibility of the school personnel shall be permitted to attend social functions.

Approved 03/12/90

Reviewed 11/11/19

Revised 12/10/90

504.8 STUDENT DEMONSTRATIONS AND STRIKES
(Disruption of the School)

To insure the orderly process of education and business affairs connected with the schools and the safety of persons and property, the Board directs that the procedures below be followed in case of any type of disruptive demonstration on school property or within school buildings.

This policy is not intended to discourage or prohibit the peaceful expression of opinions or ideas concerning the West Lyon Community School District. However, since the Board is required by law to provide proper school facilities and to maintain an appropriate program of instruction, and is further required to bar any disruption of the school or interference with its normal operation, the following steps shall be taken in the event of any disruption of the normal operations of the schools:

1. The disruption shall be immediately brought to the attention of the Superintendent or his/her representative by the Principal. The Superintendent shall have the authority at his/her discretion to alert the police authorities.
2. Students participating in a disruptive demonstration shall be directed by the Principal or his/her representative to go to their regular classroom assignments. At the same time, the Principal or his/her representative will arrange for a meeting between the administration and the individuals, leaders of a group, or the group. It feasible, to discuss in a rational, orderly manner the problem which has caused the disorder.
3. Non-student demonstrators and other unauthorized persons will be directed by the Principal or his/her representative to remove themselves from school property forthwith.
4. In the event steps 2 and/or 3 fail to stop the demonstration, the Superintendent or his/he representative will ask the police to remove the demonstrators and any individuals failing to comply under step 3.
5. When necessary for their safety, students and staff may be directed to leave the building and school property.
6. At no time, while any demonstration is in process, is the Superintendent or any school or Board personnel to enter into negotiations on the issues with the protesters, either orally or in written form.
7. As soon as normal educational and business processes can be resumed, the Superintendent shall be charged with establishing communications with the leaders of the protesting group in order to resolve their requests or to refer them to the Board in an orderly manner.
8. Students and/or employees participating in a disruptive demonstration on school grounds will be subject to suspension.

Legal Reference: 34 C.F.R. Pt. 86 (2012).
Iowa Code §§ 123.46; 124; 279.8, .9; 453A (2013).
281 I.A.C. 12.3(6); .5(3)(e), .5(4)(e), .5(5)(e)

Approved 12/10/90 Reviewed 11/11/19 Revised 8/11/14

504.9 INTERSCHOLASTIC COMPETITION

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

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

No student shall participate in an athletic practice or contest without filing a doctor's certificate of good health.

Approved 3/12/90

Reviewed 11/11/19

Revised 12/10/90

POLICY 505 STUDENT SCHOLASTIC ACHIEVEMENT

505.1 STUDENT PROGRESS REPORTS AND CONFERENCES

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

Parent-teacher conferences will be held each semester.

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.

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

Cross Reference: 505 Student Scholastic Achievement
506 Student Records

Approved 11/10/99 Reviewed 11/11/19 Revised 9/14/15

505.2 STUDENT PROMOTION – RETENTION -- ACCELERATION

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

The district shall adhere to the following:

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

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

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

Cross Reference: 501 Student Attendance
505 Student Scholastic Achievement
603.2 Summer School Instruction

Approved 11/11/19

Reviewed 11/11/19

Revised 11/11/19

505.3 STUDENT HONORS AND AWARDS

Any regularly enrolled student may be considered for honors or awards given by the school. Qualifications for such awards shall be established by professional school personnel who have been delegated the responsibility by the Superintendent of School or the Principal.

Legal Reference: Iowa Code § 279.8 (2013).

Cross Reference: 504 Student Activities
505 Student Scholastic Achievement

Approved 03/12/90 Reviewed 11/11/19 Revised 12/10/90

505.4 TESTING PROGRAM

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

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

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

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

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

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

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

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

Approved 10/10/94 Reviewed 11/11/19 Revised 12/09/02

505.5 GRADUATION REQUIREMENTS

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

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

English/Language Arts	<u> 8 </u> credits
Science	<u> 6 </u> credits
Mathematics	<u> 6 </u> credits
Social Studies	<u> 2 </u> credits
Physical Education	<u> 8 </u> semesters
United State Government	<u> 2 </u> credits
American History	<u> 2 </u> credits
Financial Literacy	<u> 1 </u> credits*

*Beginning with graduating class of 2021

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

Beginning with the class of 2022, graduation requirements for special education students will include successful completion of four years of English, three years of math, three years of social studies and three years of science.

Legal Reference: Iowa Code §§ 256.7, 11, .11A, .41; 279.8; 280.3, .14.
281 I.A.C. 12.2, .5; 12.3(5).

Cross Reference: 505 Student Scholastic Achievement
603.3 Special Education

Approved 1/14/91 Reviewed 11/11/19 Revised 11/11/19

505.6 EARLY GRADUATION

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

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

Legal Reference: Iowa Code §§ 279.8; 280.3 (2013).
281 I.A.C. 12.2; .5; 12.3(5)

Cross Reference: 505 Student Scholastic Achievement

Approved 7/10/89 Reviewed 11/11/19 Revised 9/14/15

505.7 COMMENCEMENT

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.

Legal Reference: Iowa Code §§ 279.8; 280.3 (2013).
281 I.A.C. 12.5.

Cross Reference: 505 Student Scholastic Achievement

Approved 03/12/90 Reviewed 11/11/19 Revised 09/14/92

505.8 PARENT AND FAMILY ENGAGEMENT DISTRICTWIDE POLICY

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

1. Involve parents and families in the development of the Title I plan, the process for school review of the plan and the process for improvement by having parents and families participate in stakeholder groups and in-person meetings where parents give input and feedback. An annual meeting, held in the fall, informs parents and family members of the requirements of the program and their right to be involved. Notification of this meeting is sent in the district and building newsletter.
2. Provide the coordination, technical assistance and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance by providing parents and family members with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. Parents and family members receive an explanation of the school's performance profile, the forms of academic assessment used to measure student progress, and the expected proficiency levels in the annual progress report distributed to stakeholders in the spring of the year, through individual reports given to parents at conference time, and through report cards.
3. To the extent feasible, coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies outlined in other relevant Federal, State, and local laws and programs by working with local public preschool programs, Headstart programs, local library programs, and special education programs (IDEA). In addition, the district's homeless education program will coordinate with the local backpack program to offer support to students that are good insecure, especially over the weekends.
4. Conduct with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the school served including identifying: barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, parents of any racial or ethnic minority, parents with disabilities and parents with limited literacy); needs of parents and family to assist their children's learning; and strategies to support successful school and family interactions by including parents in a meaningful manner. In addition to surveys, the district uses focus groups and open discussion groups for this evaluation. Parents and families have a voice. The evaluation tools and methods identify the type and frequency of school-home interactions and the needs of parents and families have to better support and assist their children in learning. The evaluations will target at least three key areas: barriers, ability to assist learning, and successful interactions.
5. Use the findings of the annual evaluation to design strategies for more effective parent and family involvement and to revise, as necessary, the parent-and family involvement policies by uncovering best practices that are working and adapt those ideas to the district and individual school needs. The findings are also used to design evidence-based strategies for more effective parent and family engagement. A jointly developed school/parent compact outlines how parents and family members, the entire school staff, and students all share responsibility for improved student achievement. The compact also describes the means by which the school and parents will build and develop a partnership to help children achieve our local high standards. This is distributed in the parent handbook and is reviewed at the annual meeting.

Continued on next page

6. Involve parents and families in Title I activities by establishing a parent advisory committee comprised of a sufficient number and representative group of parents or family members to adequately represent the needs to the population. The school will provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

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

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

Legal References: 20 U.S.C. §6318

Cross References: 903.2 Community Resource Persons and Volunteers

Approved 11/11/19 Reviewed 11/11/19 Revised 11/11/19

505.8R1 PARENT AND FAMILY ENGAGEMENT BUILDING-LEVEL REGULATION

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

1. Policy Involvement: The district will host an annual meeting and invite all parents to attend; and inform parents of their rights and the district's requirements under Title I. This meeting will also invite parents to become involved in the planning, review and improvement of a building policy and in developing the district plan. The district will inform parents of:
 - programs under this policy,
 - curriculum and assessment used for students,
 - the opportunity to meet with administration to participate in decisions related to their children's education,
 - a description and explanation of curriculum used in the school forms of academic assessment used to measure student progress, and
 - achievement levels of the challenging State academic standards.
2. Accessibility: Provide opportunities for informed participation of parents and family members in understandable formats and languages. This includes participation by parents and family members who may have disabilities, limited English proficiency, and migratory children. Offer a flexible number of meetings during the day, evening and weekends to facilitate parent involvement. The superintendent has discretion to allow schools to provide childcare for families of students during these meetings through Title I funds.
3. High Student Academic Achievement: Each school in the district will jointly develop with parents and family members a school-parent compact that outlines how parents, staff and students share responsibility for improving student academic achievement; and how a partnership will be built to achieve this. The compact will describe the responsibility of the school to provide high quality curriculum and instruction, and the parents' responsibility to support their children's learning. This will also address the importance of communication between schools and parents through parent teacher conferences, regular reports to parents on their children's progress, and ensuring regular meaningful communication between family and school staff.
4. Building Capacity for Involvement: Each school within the district will include in their plan ways to achieve the following:
 - Assist parents and families to understand topics including academic standards and assessments and how to monitor student progress;
 - Provide materials and training to help parents work with students to improve achievement;
 - Educate teachers and staff in how to communicate with parents and build ties to foster academic success;
 - Coordinate and integrate other federal, state and local programs to support parents in more fully participating in students' education;
 - Ensure information related to programs is sent to parents and families in understandable formats; and
 - Provide other reasonable support to encourage parental involvement
5. Schools Operating a Schoolwide Program: Each school operating a schoolwide program under this policy shall:
 - Involve parents on a timely and ongoing basis in the planning, review and improvement of programs, including the parent and family engagement school policy drafting and review, and the joint development of the schoolwide program.
 - If the schoolwide program plan is not satisfactory to the parents of the participating children, parent comments will be requested and submitted with the plan to the district.

POLICY 506 EDUCATION RECORDS

506.1 STUDENT RECORDS ACCESS

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the counselor's office, principal's office, the main office, the nurse's office, or special education rooms. Student is defined as an enrolled individual, PK-12 including children in school district child-care programs.

Parents and eligible students shall 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 shall be provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent of 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 shall have the right to access the information relating to their student or to be informed of the information. Eligible students shall also have the right to access the information relating to themselves or be informed of the information.

Parents and eligible students shall 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 shall 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 shall be 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 shall 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 believe 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 shall be made to the student record, the school district shall 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 shall 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 shall be 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 shall 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 shall 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. 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 shall 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 shall 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 may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student shall be notified. 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 of the reasons for which they may want the records

maintained. In the absence of parents or an eligible student's request to destroy the records, the school district must maintain the records for at least five years.

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.

The purpose of the agreement shall be 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 shall be used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

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

Agencies will contact the principal. The principal will then forward copies of the records within 10 business days of the request.

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

It shall be the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice shall be given in a parents' or eligible student's native language.

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

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

Approved 12/10/90 Reviewed 11/11/19 Revised 08/11/14

506.1E8 FERPA ANNUAL NOTICE

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

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

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

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

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

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

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

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist, a 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 or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

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

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

506.1R1 USE OF STUDENT RECORDS REGULATION

Student records are all official records, files, and data directly related to students, including all material incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system specifically including, but not necessarily limited to: date, 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 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 and include, but not limited to, employees, board members and the school attorney. Legitimate educational interest includes, but is not limited to:

- a. performing a task specified in the employee's job description or by contract agreement access in order to fulfill a professional responsibility;
- b. performing a task that is related to a student's education;
- c. performing a task related to the discipline of a student; or
- d. providing a service or benefit relating to the student or student's family, such as healthcare, counseling, job placement or financial aid.

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.

They will receive a copy of such information if it is requested in writing at a reasonable cost and shall have the opportunity to challenge the records as described above.

2. Student records may be released to official education and other government agencies only if the names and all identifying markings are removed to prevent the identification of individuals.

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 shall be released, to whom they

shall be released, and the reason for the release. A copy of the specific records being released will be made available to the person signing the release form if requested.

4. Before furnishing student records will be furnished in compliance with judicial orders or pursuant to any lawfully issued subpoena, the school district will make a reasonable attempt to notify if the parents, legal guardian, or eligible student of majority age are notified in advance.

5. Student records may be disbursed by the administration following (1) proper notification of students and guardians and (2) an opportunity for the student or guardian to request the information not be disbursed. Any request restricting distribution will be honored.

6. Student records may be shared with juvenile justice agencies with which the school district has an interagency agreement. This information is shared without prior parental consent. The agreement is a public document available for inspection.

C. Hearing Procedures

1. Upon parental request, the school district will hold a hearing regarding the consent of a student's records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.

2. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.

3. The hearing officer may be an employee of the school district so long as the employee does not have a direct interest in the outcome of the hearing.

4. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual 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 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 school days. It is within the discretion of the board to hear the appeal.

506.2 STUDENT DIRECTORY INFORMATION

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

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

It shall be the responsibility of the Superintendent to provide notice in concert with board policy, "Student Records Access."

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

Approved 07/10/89 Reviewed 11/11/19 Revised 12/10/90

506.2R1 USE OF DIRECTORY INFORMATION

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

If you do not want the West Lyon 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 September 1st. The West Lyon School District has designated the following information as directory information:

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

506.3 STUDENT PHOTOGRAPHS

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

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

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

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

Legal Reference: Iowa Code § 279.8 (2013).
1980 Op. Att'y Gen. 114.

Cross Reference: 506 Student Records

Approved 11/11/19 Reviewed 11/11/19 Revised 11/11/19

506.4 STUDENT LIBRARY CIRCULATION RECORDS

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

It is the teacher-librarian's or librarian aide'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-librarian or librarian aide, to develop administrative regulations regarding this policy.

Legal Reference: 20 U.S.C. § 1232g (2012).
34 C.F.R. Pt. 99 (2012).
Iowa Code §§ 22 (2013).
281 I.A.C. 12.3(4), (12).
1980 Op. Att'y Gen. 720, 825.

Cross Reference: 506 Student Records

Approved 01/11/10 Reviewed 11/11/19 Revised 08/11/14

POLICY 507 STUDENT HEALTH AND WELL-BEING

507.1 STUDENT HEALTH CERTIFICATE

The Board of Directors believes that the health and safety of all the children attending public school is paramount. To ensure healthy children at our public school, the Board requires the children to be immunized and receive physical examinations in accordance with its policies and the law.

Any student enrolling for the first time in the district or desiring to participate in athletic extra-curricular activities shall have a physical examination by a licensed physician. A certificate of health stating the results of the physical examination and signed by the physician shall be on file. Each student shall submit a current certificate of health upon the request of the Superintendent of Schools. Failure to provide this information may be grounds for expulsion and the student will be unable to participate in extra-curricular athletics.

A student enrolling for the first time in the district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and any other immunizations required under the law. The student will be admitted conditionally, if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for expulsion.

No student will be allowed to circumvent these requirements. However, exemptions from the immunization requirement will be allowed only for medical or religious reasons recognized under the law. A valid Iowa State Department of Health Certificate of Immunization Exemption shall be completed and filed with the Superintendent of Schools for both the religious and the medical exemption. The medical exemption shall state the medical reason for non-compliance with the immunization requirement and be signed by the student's licensed physician. The religious exemption shall state the religious reasons for non-compliance with the immunization requirement and be signed by the parent, guardian, legally authorized representative or applicant, if of adult age, and notarized.

It shall be the responsibility of the Superintendent of Schools to develop regulations to ensure compliance with this policy.

Legal Reference: Iowa Code §§ 139A.8; 280.13 (2013).
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

Approved 01/14/92 Reviewed 11/11/19 Revised 08/11/14

507.2 ADMINISTRATION OF MEDICATION TO STUDENTS

Students may be required to take medication during the school day. Medication shall be administered by the school nurse, or in the nurse's absence, by a person who has successfully completed an administration of medication course reviewed by the Board of Pharmacy Examiners. The course shall be conducted by a registered nurse or licensed pharmacist. A record of course completion will be maintained by the school district. Students who have demonstrated competence in administering their own medication may self-administer their medication.

Medication will not be administered without written authorization that is signed and dated from the parent, and the medication must be in the original container which is labeled by the pharmacy or the manufacturer with the name of the child, name of the medication, the time of the day which it is to be given, the dosage and the duration. Written authorization will also be secured when the parent requests student co-administration of medication when competency is demonstrated. When administration of the medication requires ongoing professional health judgment, an individual health plan will be developed by the licensed health personnel with the student and the student's parents. A written record of the administration of medication procedure must be kept for each child receiving medication including the date; student's name; prescriber or person authorizing the administration; the medication and its dosage; the name, signature and title of person administering the medication; and the time and method of administration and any unusual circumstances, actions or omissions. Administration of medication records shall be kept confidential.

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

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

Legal Reference: Disposing on Behalf of Ultimate Users, 79 Fed. Reg. 53520, 53546 (Sept. 9, 2014).
Iowa Code §§124.101(1); 147.107; 152.1; 155A.4(2); 280.16; 280.23.
281 IAC §41.404(1)(f), (3)(f)
657 IAC §8.32(124); §8.32(155A).
655 IAC §6.2(152).

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

Approved 08/14/00 Reviewed 11/11/19 Revised 08/11/14

507.3 COMMUNICABLE DISEASES

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" will 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 Web site: <https://idph.iowa.gov/CADE/reportable-diseases>.

Legal Reference: *School Board of Nassau County v. Arline*, 480 U.S. 273 (1987).
29 U.S.C. §§ 701 *et seq.* (2012).
45 C.F.R. Pt. 84.3 (2012).
Iowa Code ch. 139A.8 (2013).
641 I.A.C. 1.2-5, 7.

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

Approved 03/12/90 Reviewed 11/11/19 Revised 11/11/19

507.4 STUDENT ILLNESS OR INJURY AT SCHOOL

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

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

Legal Reference: Iowa Code § 613.17 (2013).

Cross Reference: 507 Student Health and Well-Being

Approved 11/11/19 Reviewed 11/11/19 Revised 11/11/19

507.5 EMERGENCY PLANS AND DRILLS

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters are conducted each school year. Fire and tornado drills are 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. Employees will participate in emergency drills. Licensed employees are responsible for instructing the proper techniques to be followed in the drill.

Legal Reference: Iowa Code § 100.31 (2013).
281 I.A.C. 41.25(3).

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

Approved 12/10/90 Reviewed 11/11/19 Revised 11/11/19

507.5.1 EMERGENCY SCHOOL CLOSINGS

The Superintendent of Schools or his/her designated representative shall have the authority to close school because of extreme weather or other emergency conditions for the length of time the emergency exists. He/She shall make provisions to publicly announce such closings via available mass communication media as soon as possible after the decision to close.

Make-up days will be scheduled so that students will attend school for the minimum number of school days or hours per year prescribed by statute, Iowa Department of Education rules and Board policy. On any day when school is forced to close early, the portion of that day that school was in session will be counted in accordance with prescribed statute, Iowa Department of Education rules and Board policy.

When weather conditions worsen during the day after school has begun, students will be returned to their originating location as soon as arrangements can be made and all activities will be canceled for the remainder of the day.

When school is canceled for the full day, the administration will determine if any activity will be held later in the day or in the evening.

Approved 02/10/86

Reviewed 11/11/19

Revised 08/11/14

507.6 STUDENT INSURANCE

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.

Legal Reference: Iowa Code § 279.8 (2013).

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

Approved 11/11/19 Reviewed 11/11/19 Revised 11/11/19

507.8 STUDENT SPECIAL HEALTH SERVICES

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

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

Legal Reference: Board of Education v. Rowley, 458 U.S. 176 (1982).
Springdale School District #50 v. Grace, 693 F.2d 41 (8th Cir. 1982).
Southeast Warren Comm. School District v. Dept. of Public Instruction, 285 N.W.2d 173 (Iowa 1979).
20 U.S.C. §§ 1400 *et seq.* (2012).
34 C.F.R. Pt. 300 *et seq.* (2012).
Iowa Code §§ 256.11(7); 256B; 273.2, .5, .9(2)-(3); 280.8 (2013).
281 I.A.C. 41.404(1)(f); (3)(f); 41.405

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

Approved 03/13/95 Reviewed 11/11/19 Revised 11/11/19

507.8R1 SPECIAL HEALTH SERVICES REGULATION

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 will be on file:
- Written statement by the prescriber detailing the specific method and schedule of the special health service, when indicated.
 - Written statement by the student's parent requesting the provision of the special health service.
 - Written report of the preplanning staffing or meeting of the education team.
 - Written individual health plan available in the health record and integrated into the IEP or IFSP.
- D. Licensed health personnel, in collaboration with the education team, will determine the special health services to be provided and the qualifications of individuals performing the special health services. The documented rationale will 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 are 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.

507.9 WELLNESS POLICY

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

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

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

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

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

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

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

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

Specific Wellness Goals:

Nutrition Education and Promotion

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

1. Is part of not only health education classes, but also classroom instruction in the subjects of math, science, language arts, social science, physical education and electives (HS)
 - a. Hold a “Nutrition Week” or “Wellness Week” to focus on nutrition throughout the school. May focus on a different food group each day.
 - b. Find materials to incorporate healthy lifestyles and nutrition into physical education classes.
2. Includes enjoyable, developmentally appropriate, culturally relevant participatory activities.
 - a. Physical Education classes and recess use appropriate activities.
 - b. Links with meal program and other foods and nutrition related services such as “theme days” for lunch.
3. Promotes fruits, vegetables, whole grains, low fat and fat free dairy products and healthy food.
 - a. Hang posters in the multipurpose room and or Commons area that promotes healthy eating. Talk about what is on the posters and why they are important.
 - b. When writing the daily menu, show which food group the items belong to so students become aware of what they are eating.

Nutrition Guidelines for All Food Available on Campus

NG Goal A: Snacks and Celebrations – The District will:

1. Assess if and when to offer snacks based on timing of meals.
2. Will provide a list of healthy snack and celebration suggestions.
3. Encourage healthful snacks.
4. Administrators and teachers will evaluate their celebration practices that involve food during the school day.

NG Goal B: Vending and Concessions

1. Food items sold outside the meal program will offer some healthful alternatives.
2. Concession Stand Managers will investigate offering some healthful alternative snacks such as nuts, trail mix, etc.

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

1. be appealing and attractive to children;
2. be served in clean and pleasant settings;
3. meet, at a minimum, nutrition requirements established by state and federal law;
4. offer a variety of fruits and vegetables, legumes and whole grains;
5. serve only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives (as defined by the USDA);

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

1. provide continuing professional development for all nutrition professionals; and,
2. provide staff development programs that include appropriate certification and/or training programs for child nutrition directors, nutrition managers and cafeteria workers, according to their levels of responsibility.

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.

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

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

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

Birthdays/Celebrations/Party Treats – Students are allowed to bring treats for their class on their birthday (or half birthday) if they desire. Please do not send anything that the students cannot handle carrying to school themselves. The treats should be simple enough that the students can be done sharing in 10-15 minutes. If students bring treats to school, the treats must be store bought, pre-packaged and unopened. The ingredients must be clearly listed on the packaging.

Treats/snacks can be fun and healthy. We are encouraging students to choose healthy food items as a part of our district’s commitment to wellness. The following is a list of suggestions you may consider when selecting items for birthday treats and class parties.

Beverages

- *Low-fat or non-fat milk (plain or flavored)
- *100% fruit juice
- *Water (plain, flavored-no added sugars or sweeteners)

Food

- *100% fruit snacks
- *Whole-grain crackers with cheese cubes
- *String Cheese
- *Pretzels
- *Baked potato chips
- *Low-fat popcorn
- *Flavored rice cakes
- *Graham crackers
- *Animal crackers
- *Angel food cake, plain or topped with fruit
- *Low-fat pudding

Food (Continued)

- *Low-fat yogurt cups
- *Applesauce cups (unsweetened)
- *Squeezable yogurt
- *Frozen fruit bars (100% fruit juice)
- *Low-fat granola bars
- *Trail/cereal mix (whole-grain, low-sugar cereals mixes with dried fruit, pretzels, etc..)
- *Fresh fruit—This may be ordered through school kitchen with one week’s notice.
- *Dried fruit
- *Raw vegetables with low-fat dip

Non-Food

- *Pencils
- *Erasers
- *Stickers

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

- All foods made available on campus comply with the state and local food safety and sanitation regulations.
- Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools. http://www.fns.usda.gov/tn/Resources/servingsafe_chapter6.pdf
- For the safety and security of the food and facility, access to the food service operations are limited to child nutrition staff and authorized personnel.

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

In the school district:

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

Assessments will be repeated every three (3) years to help review policy compliance, assess progress and determine areas in need of improvement. As part of that review, the school 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 school district, and individual schools within the school district will, revise the wellness policies and develop work plans to facilitate their implementation.

Physical Activity

PA Goal A: The school district will provide physical education that:

- is for all students in grades K-12 for the entire school year;
- is taught by a certified physical education teacher;
- includes students with disabilities, students with special health-care needs may be provided in alternative educational settings; and,
- engages students in moderate to vigorous activity during at least 50 percent of physical education class time.

PA Goal B: Elementary schools should provide recess for students that:

- Is at least 20 minutes per day;
- Is preferably outdoors;
- encourages moderate to vigorous physical activity verbally and through the provision of space and equipment; and,
- discourages extended periods (i.e., periods of two or more hours) of inactivity.

Physical Activity and Punishment

PP Goal A: Employees should not use physical activity (running laps, push-ups) or withhold opportunities for physical activity (PE) as punishment.

PP Goal B: Administrators and teachers will explore other alternatives for punishment and options for alternate recess activities and getting make-up work completed.

Other School Based Activities That Promote Student Wellness

OA Goal A: Students need opportunities for physical activity beyond the PE class.

1. Teachers will be encouraged to provide short physical activity breaks between lessons or classes where appropriate.

OA Goal B: The school district will support parents' efforts to provide a healthy diet and physical activity by:

1. Encouraging parents to pack healthy lunches and snacks.
2. Provide a list of healthy snacks.
3. Include in newsletters information about physical activity opportunities and healthy eating practices.
4. Encouraging parents to share their healthy food practices as classroom guest speakers.

OA Goal C: The school district will offer and encourage more physical activity or game rewards

Plan for Measuring Implementation

PM Goal A: Monitoring

1. The Superintendent will ensure compliance with established school district nutrition and physical activity wellness policies.

2. In each school, the principal will ensure compliance with those policies in school and will report on compliance to the Superintendent.
3. Food service staff will ensure compliance with nutrition policies within the food service areas and will report to the Superintendent.

PM Goal B: Policy Review

1. Policy will be reviewed every year by the Wellness Committee to review compliance, Assess progress, and determine areas in need of improvement.

Approved 07/12/06

Reviewed 11/11/19

Revised 06/12/17

POLICY 508 MISCELLANEOUS STUDENT-RELATED MATTERS

508.1 CLASS OR GROUP GIFTS TO SCHOOL

Student groups may make expenditures for gifts to the district upon securing the agreement of the Principal and the approval of the Superintendent. Gifts may be accepted and acknowledged by the Superintendent or his/her designated representative acting for the Board.

Legal Reference: Iowa Code §§ 68B; 722.1, .2 (2013).

Cross Reference: 704.4 Gifts - Grants - Bequests

Approved 03/12/90 Reviewed 11/11/19 Revised 11/11/19

508.2 OPEN NIGHT

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6:00 p.m. whenever possible. It is the responsibility of the principal to oversee the scheduling of school activities for compliance with this policy.

Legal Reference: Iowa Code § 279.8 (2013).

Cross Reference: 900 Principles and Objectives for Community Relations

Approved 11/11/19

Reviewed 11/11/19

Revised 11/11/19