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

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students 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 unlawful discrimination on the basis of race, color, creed, sex, marital status, national origin, religion, disability, sexual orientation, gender identity, geographic location, and socioeconomic status. No student shall be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in school district programs or activities on the basis of such protected traits, in accordance with applicable federal and state law. 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 shall 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 as appropriate.

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 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.

This section of the board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual shall mean the legal parents. It shall also mean 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.

Policy Title: OBJECTIVES FOR EQUAL EDUCATIONAL
OPPORTUNITIES FOR STUDENTS

Code No. 500(Cont.)

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including, but not limited to complaints of discrimination, shall be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Sergeant Bluff-Luton Community School District, Sergeant Bluff, IA 51054; or by telephoning 712-943-4338.

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 to the U.S. Department of Education Office for Civil Rights, Chicago Office, Citigroup Center, 500 W. Madison St., Ste. 1475, Chicago, IL 60661, 312-730-1560, or the Iowa Department of Education, Grimes State Office Bldg., 400 East 14th St., Des Moines, IA 50319, 515-281-5294, or the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319, 515-281-4121. 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 of the attendance centers.

Approved _____ Reviewed 10/7/21

Revised 6/2/16

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

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

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

Approved _____

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Except as may otherwise be provided by law, students who are eligible to attend an Iowa public school but who are not legal residents of the school district may be admitted into the school district at the discretion of the superintendent upon application and payment of tuition. The tuition rate shall be the current per-pupil cost of the school district as computed by the board secretary in accordance with applicable law and as authorized by the Iowa Department of Education.

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

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

Nonresident students who are eligible to attend an Iowa public school and who have evidence they will become legal residents of the school district prior to the count date set by law for certified enrollment may be allowed to attend without the payment of tuition.

Approved_____

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Parents within the school district who have children over age six and under age sixteen by September 15 or otherwise of compulsory attendance age, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days or hours school is in session in accordance with the school calendar. Students of compulsory attendance age shall attend school a minimum of 148 days or 975 hours, or they will be subject to appropriate action in accordance with applicable law, including referral 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 accredited or probationally accredited private college preparatory school;
- are excused for sufficient reason by any court of record or judge;
- are excused in accordance with the law regarding deaf and blind children;
- are exempted in accordance with the law regarding religious exemptions;
- are attending an accredited nonpublic school; or,
- are receiving competent private instruction or independent private instruction as provided by law.

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 truancy officer shall investigate the cause for a student's truancy. If the truancy officer is unable to secure the truant student's attendance, the truancy officer should discuss the next step with the school board. If after school board action, the student is still truant, the truancy officer shall refer the matter over to the county attorney or to the attendance cooperation process as appropriate.

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

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

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

Prior to enrollment, the child must provide the administration with their health and immunization certificate, unless immunization is not required for the child's enrollment because such immunization would be injurious to the health or well-being of the child or his or her family or because such immunization conflicts with the child's religion, as evidenced in accordance with applicable law. Failure to provide this information within the time period set by the superintendent shall be reason for suspension, expulsion or denying admission to the student. A student may be provisionally enrolled in school if the child has begun the required immunizations and continues to receive the necessary immunizations as rapidly as is medically feasible.

Approved _____

Reviewed 10/7/21

Revised 2/10/11

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

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

Approved _____

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Revised 08/18/2005

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

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

The superintendent or his/her designee shall determine the amount of credits to be transferred. If the student has not previously attended an accredited school, the following procedures shall be followed:

1. If a student is of elementary age, the elementary principal shall assign the child to a grade level by age, standardized test score, evidence of past work, and other criteria the superintendent deems relevant.
2. If the student is of middle school age, the middle school principal shall assign the child to a grade level by age, standardized test score, evidence of past work, and other criteria the superintendent deems relevant.
3. If the student is of high school age, the high school superintendent shall assign the child to a grade level by age, standardized test score, evidence of past work, and other criteria the superintendent deems relevant. In addition, the superintendent shall award credit for any courses received from an accredited school or institution. Credits from non-accredited schools or institutions shall not transfer to Sergeant Bluff-Luton Community School District transcripts. However, students may elect to take Sergeant Bluff-Luton Community School District competency exams for courses taken in non-accredited schools or institutions. If the student receives a passing score on an exam, the course shall be placed on the Sergeant Bluff-Luton Community School District transcript with a grade of P for Passing. A grade of P shall count in the student's overall grade point average as a 2.0.

It is within the superintendent's discretion to accept or reject credits or grades.

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

Approved _____

Reviewed 10/7/21 __

Revised 10/7/21

Policy Title: STUDENT TRANSFERS OUT OR WITHDRAWALS Code No. 501.7

If the student's parents wish to withdraw or transfer the student from school prior to completing and graduating from the education program, they shall 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 shall state the student's final day of attendance. If the student is not enrolling in another school district, the school district shall maintain the student's records in the same manner as the records of students who have graduated from the school district.

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

Approved _____

Reviewed 10/7/21 __

Revised 6/2/16

Policy Title: STUDENT ATTENDANCE RECORDS

Code No. 501.8

As part of the school district's records, 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.

Approved _____

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STUDENT ABSENCES – EXCUSED

Code No. 501.9

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and student 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.

There may be rare and unusual circumstances created by public emergencies declared by state or local officials which temporarily prevent students from attending traditional, in-person school. In these circumstances, the superintendent will have discretion to make reasonable accommodations for students, on a case-by-case basis, to attend school through remote learning opportunities within the available resources of the district and as permitted by law. During approved remote learning, attendance will be taken, assessments may be administered, and grades will count towards students' cumulative grade point average as if they were attending in person. The provision of special education and accommodations for students who have individualized education programs (IEPs) or Section 504 plans will be determined by each respective IEP or Section 504 team.

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 school the day of the activity 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.

Absence will be classified as follows:

EXCUSED: Unavoidable and excusable

- a. religious observances;
- b. extended illness, hospitalization or doctor's care;
- c. death in the family or family emergency;
- d. court appearance or other legal situation beyond the control of the family; and
- e. other reasons excused by the principal.

UNEXCUSED: Any absence from school not defined above

The Sergeant Bluff-Luton Primary, Elementary, and Middle School will use the following attendance policy:

No student can accumulate ten (10) days or more of unexcused absence per year. At three days of unexcused absence, a meeting will be held with the student, parent/guardian, and administration. Failure to attend will be considered a violation of the Iowa's Compulsory Attendance Law and will subject the student to appropriate action in accordance with applicable law, including referral to the county attorney for action.

The Sergeant Bluff-Luton High School 9-12 uses the following attendance policy:

This attendance policy is based on the fact that something important happens in class every day and that the activity or interaction with teacher and students can never be exactly duplicated.

In order for the Sergeant Bluff-Luton High School staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student, and the school staff at all points in the process. One of the most vital points in education is student attendance. We cannot teach a student who is not present. The following policy has been developed to encourage good attendance.

Attendance for Grades 9-12

No student can accumulate ten (10) days or more of unexcused absence per year. At three days of unexcused absence, a meeting will be held with the student, parent/guardian, and administration. Failure to attend will be considered a violation of the Iowa's Compulsory Attendance Law and will subject the student to appropriate action in accordance with applicable law, including referral to the county attorney for action.

A student in grades 9-12 shall be required to attend each class a minimum of eighty-eight percent (88%) of the days during a semester. Total number of absences should not exceed six days per semester in order to remain in good standing in that class. A student may be removed from a class following the seventh (7th) absence. Attendance will be taken on a per period basis. ** If a student surpasses the allowable absences, they may be dropped from the class and not receive any credit for the remainder of the semester. The student's final grade will be determined by combining previously earned credit with the amount missed after being dropped.

An unexcused tardy will be assigned when the student is late for a class without an excused pass from another teacher or from the office. If a student accumulates three (3) unexcused tardies to the same class, one (1) day of absence will be added to the student's record for that class. Accumulation of six (6) unexcused tardies to the same class will result in a second day of absence being added to the student's record for that class and so on. As a student accumulates absences or tardies, the student, parent and/or guardian will be notified. **Students will receive a detention for each unexcused tardy received after the third tardy.** Failure to serve the detentions in a timely manner, as established by the administration, will lead to a suspension.

NOTE: Students arriving to school or class more than twenty minutes late due to an Unexcused Absence (i.e., oversleeping, running late, etc.) will be recorded as "Absent" from that class and will be directed to a study hall for the remainder of that period. The student is responsible for any missed homework, tests, etc. due to the Unexcused Absence.

Notification Process for Parents/Students

Three (3) Absences - When a student has accumulated a total of three (3) absences from any class during a semester, the teacher will hold a conference with the student and send written notification to parent or guardian. At this time, the parent or guardian is encouraged to contact the teacher to arrange a conference to discuss any concerns regarding the terms of the policy.

Six (6) Absences - When a student has accumulated a total of six (6) absences from any class during a semester, the parent or guardian will receive written notification of the situation. Special Needs students will be referred to their staffing teams for review.

Seven (7) Absences - The student may appeal any of the absences (see Appeal Process).

The students may be placed on a contract to make up the time for the absence to remain in good standing in the class. The student may be removed from the class upon administrative approval.

Local Administration retains the right to review each absence on a case by case basis.

The following absences will not be included in the six-day limit:

1. Approved school activity
2. Documented hospitalization/medical appointments/long term home illness
3. In-school suspension
4. Religious holidays
5. Funeral of relative or member of household
6. College visit (2 days per semester for juniors and seniors)

THE STUDENT IS RESPONSIBLE FOR NOTIFYING THE OFFICE PRIOR TO OR WITHIN TWO DAYS FOLLOWING ANY ABSENCE TO BE CONSIDERED EXCUSED.

Appeal Process for Three (3) Day and Six (6) Day Absence:

Appeal for exemption of one or more absences may be made by the student, parent or guardian. Special Needs students who exceed the six-day limit will be referred to their staffing teams.

To request an appeal, the student, parent, or guardian shall file written notice with the Sergeant Bluff - Luton High School Appeal Board, to the attention of the Assistant Principal, **WITHIN THREE (3) DAYS OF RECEIVING WRITTEN NOTIFICATION OF THE ABSENCES.** Pending the hearing, the student will remain in class. The results of the appeal will determine further action.

The Sergeant Bluff - Luton High School Appeal Board shall consist of the assistant principal, the counselor, and three classroom teachers. No classroom teacher of an appealing student shall be a member of the Appeal Board. Primary judgment concerning the reasonableness of excuse rests with the administrator.

Semester Test Option

All students are required to take Semester Tests.

To encourage exemplary attendance at Sergeant Bluff-Luton High School, students may be rewarded with a "Semester Test Option." Upon meeting the established requirements, students

who maintain perfect attendance during the entire semester or students who accumulate three (3) or less Excused absences (SB-L activities do not count), will have earned the opportunity to “Option Out” of all but **two** semester tests from a core area (i.e., Math, Science, Social Studies, or Language Arts). For students qualifying for the “Semester Test Option”, the semester grade will be determined by averaging grades for the entire semester period. *Students who receive an absence due to an In or Out-of School suspension or from being removed from a class for disciplinary reasons will not be eligible for the semester test option.*

Perfect attendance is difficult to achieve. The semester test option is a reward, not a punishment. A student has 8 semesters in his/her high school career to work toward this option. Any student wishing to appeal an absence to maintain perfect attendance status must notify the administrator and/or a member of the Sergeant Bluff-Luton Appeal Board Committee.

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

Approved 8/17/06 Reviewed 10/7/21 Revised 10/7/21

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 shall attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days or hours established in the school calendar by the board, without reasonable excuse for the absence. These absences may 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 shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Action taken against students receiving special education services for truancy will be in accordance with applicable law.

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

Approved _____

Reviewed 10/7/21

Revised 6/2/16

I. General Attendance Policy

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

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

B. Absences

1. Parents are expected to notify the school prior to 9:00 a.m. regarding a student's absence on the day of the absence. All absences must be reported within two day 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;
 - d. court appearance or other legal situation beyond the control of the family;
 - and
 - e. other reasons excused by the principal.

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 suspensions) 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. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

C. Tardiness

1. A student is tardy when the student initially appears in the assigned area any time after the designated starting time.
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.

D. 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. Other actions may be taken as appropriate in accordance with the truancy law.

II. Excessive Absenteeism

Excessive absenteeism is any absence beyond 3 days or individual class meetings per semester.

- A. When a student has been absent from school or a class 3 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 notification process.
- B. When a student has been absent from school/class 6 or more times during a semester, the teacher or the Principal will inform the Parent or 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

- A. Excessive absences will result in the following:
 - 1. If a student is absent 7 days from any given class, the student will be dropped from that class. The student will receive no credit for the class.
 - 2. If a student is absent 7 days in 1 or more individual classes, the student will be dropped from the regular school program and referred to START pursuant to the district's plan for at-risk students.

IV. Appeals

- A. First level of appeal
 - 1. When notified that the student has missed 3 (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 6 absences and that the student will be dropped from a class or school, the student and parent may file a written appeal with the Assistant Principal within 3 school days of the notification. Sanctions imposed under this policy will be final unless a written appeal is submitted to the Principal.
 - 3. Written appeals will be referred to the Principal.

Policy Title: TRUANCY – UNEXCUSED Code No. 501.10R1(Cont.)
ABSENCES REGULATION

4. The student will remain in the class or in school pending completion of the appeals process.
5. The informal appeals hearing will be scheduled within 3 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.
6. The decision of the Principal will be reached within one day of the hearing. The parent will be notified of the decision in writing.

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 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 shall affirm, reverse or modify the Principal's decision.

C. Appeal to Board of Directors

Students and parents may appeal the superintendent's decision by filing a written request for review by the board within five days of the Superintendent's decision with the board secretary. It is within the discretion of the board to determine whether to hear the appeal. If the appeal is accepted, the board secretary will determine an agreeable time, place and date for the review and notify the interested persons. At the conclusion of the review, the board may affirm, reverse or modify the superintendent's decision.

Policy Title: STUDENT RELEASE DURING
SCHOOL HOURS

Code No. 501.11

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

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

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

Approved _____

Reviewed 10/7/21 __

Revised 10/7/21

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

Approved _____

Reviewed 10/7/21 _ Revised 10/7/21

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, to the extent permitted by law.

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.

Approved _____

Reviewed 10/7/21

Revised 06/2/16

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

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

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

The receiving district will approve open enrollment requests according to the timelines established by law. The parents may withdraw the open enrollment request prior to the start of the school year. The receiving district's superintendent will notify the parents and sending school district by mail within five days of the school district's action to approve or deny the open enrollment request, but no later than June 1.

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

An open enrollment request out of the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factors for approval by the receiving district, in consultation with the sending district and appropriate area education agency, 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 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 receiving district will determine whether the program is appropriate in accordance with applicable law. The special education student will remain in the school district until the final determination is made.

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

Policy Title: INSUFFICIENT CLASSROOM SPACE

Code No. 501.14A

Insufficient classroom space exists when conditions adversely affect the implementation of the educational philosophy and program of the board. The board shall determine insufficient classroom space on a case by case basis. Criteria to be used by the board in its determination may include, but not be limited to, available licensed personnel, grade level, educational program, instructional method, physical space, student-teacher ratios, equipment and materials available, facilities either being planned or currently under construction, facilities planned to be closed, financial condition of the district, sharing agreements in force or planned, bargaining agreements in force, laws or rules governing special education class size, and district goals and objectives.

This policy shall be reviewed annually by the board.

Approved _____

Reviewed 10/7/21 _

Revised 10/7/21

Policy Title: OPEN ENROLLMENT TRANSFERS -
PROCEDURES AS A RECEIVING DISTRICT

Code No. 501.15

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

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

The superintendent will notify the sending school district and parents within five days of the school district's action to approve or deny the open enrollment request, but no later June 1. The superintendent will also forward a copy of the school district's action with a copy of the open enrollment request to the Iowa Department of Education.

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

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

Generally, students in grades nine through twelve open enrolling into the school district will not be eligible for participation in interscholastic athletic contests and competitions, at the varsity level, during the first ninety days of open enrollment into the school district in accordance with applicable law.

Parents of students whose open enrollment requests are approved by the superintendent are responsible for providing transportation to and from the receiving school district without reimbursement except as otherwise provided by law. The board will not approve transportation into the sending district.

Policy Title: OPEN ENROLLMENT TRANSFERS - Code No. 501.15(Cont.)
PROCEDURES AS A RECEIVING DISTRICT

An open enrollment request into the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factors for approval by the school district, in consultation with the sending district and appropriate area education agency, of such an open enrollment request will be whether the special education program available in the school district is appropriate for the student's needs and whether the enrollment of the special education student will cause the class size to exceed the maximum allowed. The area education agency director of special education serving the school district will determine whether the program is appropriate in accordance with applicable law. The special education student will remain in the sending district until the final determination is made. For children requiring special education, the receiving district will complete and provide to the resident district the documentation needed to seek Medicaid reimbursement for eligible services.

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

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

Approved _____

Reviewed 10/7/21 __

Revised 10/7/21

The school district will make reasonable efforts to locate and identify homeless children and youth within the district, encourage their enrollment, and eliminate existing barriers to their receiving an education which may exist in district policies or practices. Homeless children and youth shall not be segregated from other students enrolled in the school district. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the district's social worker.

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 district social worker 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.

Approved 08/18/2005 Reviewed 10/7/21 Revised 10/7/21

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, bare midriff, hats or caps unless for a specific class or activity, clothing that is hazard to safety, 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 shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

Approved _____

Reviewed 10/7/21

Revised 10/7/21

Policy Title: CARE OF SCHOOL PROPERTY/VANDALISM

Code No. 502.2

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

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

Approved _____

Reviewed 10/7/21

Revised 10/7/21

Policy Title: STUDENT EXPRESSION AND STUDENT PUBLICATIONS Code No. 502.3

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. Students have the right to freedom of expression while they are on the school district premises or under the jurisdiction of the school district or at a school-sponsored activity. However, student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

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 encourage the breaking of laws or school rules, cause defamation of persons, be obscene, lewd, or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, shall consider the forum in which the expression was made and whether review or prohibition of the students' speech furthers an educational purpose. Further, student 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 school district may regulate the content and style of student expression which is school-sponsored, such as newspapers, yearbooks, and theatrical productions that are perceived by the community as bearing the imprimatur of the school.

Students who violate this policy may be subject to disciplinary measures. Employees shall be responsible for insuring students' expression is in keeping with this policy. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy. The superintendent may also develop procedures for safely addressing qualifying types of mass protests by students, including walk-ins and walk-outs. Walk-ins occur when students leave their learning environments during school hours and gather in a group or groups with the purpose of promoting a belief or beliefs. Walk-outs occur when students leave their learning environments during school hours and gather in a group or groups off district property with the purpose of promoting a belief or beliefs.

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

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

Student Publications

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in

journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

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

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

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

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

Approved _____

Reviewed 10/7/21

Revised 10/7/21

STUDENT EXPRESSION AND STUDENT PUBLICATIONS CODE

- A. **Student Expression defined:** Student Expression is speech, action or other forms of expression which convey a student's beliefs, views or opinions.
- B. **Official school publications defined:** An "official school publication" is material produced by students in journalism, newspaper, yearbook, or writing classes and distributed to students either free or for a fee.
- C. **Limitations to Student Expression**
1. No student will express, publish or distribute publication material which is:
 - a. obscene;
 - b. libelous;
 - c. slanderous; or
 - d. encourages students to:
 - 1) commit unlawful acts;
 - 2) violate lawful school regulations;
 - 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.
- D. **Responsibilities of students for official school publications.**
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.
- E. **Responsibilities of faculty advisors for official school publications.**
- 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. Official school publications are produced under the supervision of a faculty advisor. Faculty advisors to students producing official school publications shall supervise the production of the student staff in order to maintain professional standards of English journalism. District employees acting within the scope of their professional ethics will not suffer adverse employment action or retaliated against for acting to protect a student for engaging in authorized student expression or for refusing to infringe on protected student expression.

F. **District employee rights**

Any District employee or official, acting within the scope of that person's professional ethics, if any, shall not be dismissed, suspended, disciplined, reassigned, transferred, subject to termination

STUDENT EXPRESSION AND STUDENT PUBLICATIONS CODE

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

G. **Liability**

Student expression, including 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.

H. **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.

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

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

Student 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 5 days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 5 days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy. The board has discretion to determine whether it will consider any complaint.

If a different complaint procedure is prescribed by board policy for more specific circumstances, such as for complaints of discrimination, bullying, or harassment, then that complaint procedure should be used in lieu of this general policy.

Approved _____

Reviewed 10/7/21 __

Revised 10/7/21

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

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers without prior notice. Students, or at least one other person, will be present during the inspection of their lockers. Each year when school begins, written notice shall be provided to all students and parents, guardians, or legal custodians that school officials may conduct such periodic inspections. Student lockers may also be searched in compliance with board policy regulating search and seizure.

The furnishing of a locker does not create a protected student area or give rise to an expectation of privacy on a student's part with respect to that locker, even if the student is allowed to use a separate lock on the locker.

Approved _____

Reviewed 10/7/21 __

Revised 10/7/21

WEAPONS

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

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

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

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

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

Reviewed 10/7/21 _

Revised _____

Policy Title: SMOKING - DRINKING - DRUGS

Code No. 502.7

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, unauthorized controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or unauthorized controlled substances, or apparatus used for the administration of 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 misconduct will directly affect the good order, efficient management and welfare of the school district.

“Possesses” means the student has actual physical control of the prohibited item because it is on or in the student’s body, in a locker individually assigned to a student, in an item of personal property belonging to the student (including, but not limited to, a book bag, backpack, or purse), or that the student knows, or should know, of the presence of a prohibited item within a vehicle which the student owns or operates and that the student has the ability or right, either alone or with any other person, to maintain control of the prohibited item.

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, purchase, use or being under the influence of beer, wine, alcohol and/or an unauthorized 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 shall include:

- Age-appropriate, developmentally-based tobacco, 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 tobacco or 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, tobacco, 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 shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

K-6 Refer to Start Policy in Student Handbook.

7-12 Refer to Start Policy in Student Handbook and/or Activity Eligibility Policy

Approved _____

Reviewed 10/7/21 __

Revised 10/7/21

I. STATEMENT OF PURPOSE

The Student At-Risk Assistance Team (START) was developed in response to the Iowa Administrative Code rule 281.12.5(13), "Provisions for AT-Risk-Students - The Iowa Standard." START is one component of the At-Risk program.

START is based on the belief that all students attending the Sergeant Bluff-Luton Community Schools should be provided an environment conducive to the development of their maximum learning potential. We recognize that there are many contributing factors that can inhibit student learning potential. We are committed to the maintenance of an educational and healthy environment in which all children can learn.

The main goal of START is to professionally respond to students' problems as they are manifested in school. START will provide a structured, organized approach in order to offer assistance to students troubled by academic, physical, emotional, social, legal, sexual, medical, familial, or chemical use problems. It will also provide a structured, organized liaison between school and outside agencies. This will include monitoring the educational program of students in a treatment program or other human service facility and assist in the adjustment of the student returning from such outside placement. Students/families needing assistance from outside agencies will be forwarded to the Social Health Team. See the next paragraph for additional information regarding Social Health Team services.

The Social Health Team consists of the guidance counselors from each building, the school nurses, school resource officer, SB-L district social worker, and Western Hills AEA 12 staff. The purpose of the Social Health Team is to provide connections to outside agencies for students and families who are in need. Some of the services provided are outside counseling, financial assistance, parenting information, drug and alcohol prevention, teen pregnancy programs, etc. The focus of the team is to ensure that all district children will become successful, productive citizens.

The Sergeant Bluff-Luton Community School District Board of Education is responsible for establishing the START policy and directing its implementation. The school administration must actively enforce this policy and assist in educating the entire school community on its structure and function. Teachers and all other staff must understand the START policy and use the services to benefit students and families.

II. DRUG-FREE SCHOOL GENERAL POLICY (K-12)

- A. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances, alcohol, and/or tobacco products on school premises or school property, or while conducting school business or attending any school function by students is absolutely prohibited. Violations of this policy may result in disciplinary action up to and including expulsion.

- B. All students are expected to report to school and school functions unimpaired by the use of, and not under the influence of, any unauthorized controlled substance or alcohol.
- C. The use of any prescription drug or medication in a manner or amount not prescribed by an attending physician is prohibited while on school premises or school property or while attending school functions.
- D. The use of any over the counter or non- prescription drug or medication in a manner or amount inconsistent with the product's intended use is prohibited while on school premises or school property or while attending school functions.
- E. Any promotional material used for or in conjunction with school activities shall not include advertisement of alcoholic beverages or tobacco.
- F. The promotion on school grounds or school property or at school activities of out of school parties which suggest drug or alcohol use is prohibited.
- G. No look-alike, tobacco, alcohol, or unauthorized drug product will be permitted on school premises or school property or any school function.

III. ENFORCEMENT

The principal or designee, in consultation with his/her superior(s), and in consultation with any directly involved staff member, shall enforce the appropriate sanctions for a violation of this policy as outlined below. In addition, whenever this policy has been violated, START shall be consulted to begin a process of determining what action might best assist the student.

A. SANCTIONS

Although this school district may enforce the appropriate sanctions against a student for violation of this policy, the school district has no authority in terms of legal criminal prosecution of students for possession, use or distribution of alcohol, tobacco, or other drugs. It is the great risk of endangerment to themselves or others, and the fact that these acts are illegal, which obligate this district to report to local law enforcement officials any student who distributes or is in violation of policies pertaining to possession, use, or distribution. Any student who violates this policy runs the risk of legal consequences separate from sanctions outlined in this policy.

Whenever a student receives counseling or therapeutic services at any outside agency, responsibility for payment lies with the parent/guardian or student. This does not apply to services intended to address special education needs.

Any student who uses, possesses, distributes alcohol, tobacco, or other drugs on school property, including all school grounds, school transportation vehicles, or at any school activity, shall be brought to the attention of administration immediately.

1. Kindergarten through second grades

- a. A broad discretionary team approach will be utilized for addressing policy violation. The child's parent or guardian will be contacted immediately. Those involved will be the student's teacher, the involved staff member, the Elementary START and administrative personnel. Jointly, they will address

the policy violation, recognizing the serious and intricate needs of any small child who would possess, use or distribute drugs, tobacco, or alcohol. In line with this, all sanctions and recommendations must be determined on an individual basis.

- b. Sanctions are optional and if administered, must never be punitive in nature, but may be consequential, recognizing that some children in this age group can benefit, at least in part, by reasonable consequences as a result of their behavior. Others need complete emphasis on immediate intervention and assistance.
- c. Local law enforcement will be notified whenever illicit drugs are involved and in all cases of possession or distribution of drugs, including alcohol and tobacco.
- d. All confiscated materials will be handled in the manner outlined under Section VIII of this policy.
- e. Whenever suspected child abuse is present, proper authorities must be notified in accordance with law and school district procedures.

2. Third through Fifth Grade

- a. Tobacco Products
 - 1) First Violation - parent or guardian contacted immediately; 1 day in-school suspension, referral to START with expectation that all subsequent recommendations be followed; local law enforcement officials may be notified.
 - 2) Second Violation - parent or guardian contacted immediately; referral to START; 3 day in-school suspension and assessment at a licensed substance abuse treatment agency; local law enforcement officials may be notified; expectation that all subsequent recommendations of the assessment agency, START and ultimately, school administration be followed.
 - 3) Third Violation and All Following Violations - parent or guardian contacted immediately; referral to START; 5 day in-school suspension and an assessment at a licensed substance abuse treatment agency and completion of all subsequent recommendations of a licensed substance abuse treatment agency; expectation that all recommendations of assessment agency, START and ultimately, school administration be followed; local law enforcement officials may be notified.
- b. Alcohol and/or drugs
 - 1) First Violation - Parent or guardian will be contacted immediately; referral to START; a three day out-of-school suspension will be assigned and an assessment at a licensed substance abuse treatment agency. A meeting will be held with the student, parent, and counselor. Community service may be assigned. The local law enforcement officials will be notified.

- 2) Subsequent Violation - The student will be suspended from school until a hearing before the Board of Education for a possible long-term suspension or expulsion. Local law enforcement officials will be notified.
3. **Sixth through Eighth Grades**
 - a. Tobacco products
 - 1) **First Violation** - Parent or guardian will be contacted immediately; referral to START; a two day in-school suspension will be assigned and a meeting will be held to evaluate the students situation and determine if further assessment is necessary. A community project of 10 hours may also be assigned. Local law enforcement officials may be notified.
 - 2) **Second Violation** - Parent or guardian will be contacted immediately; referral to START; a three day out-of-school suspension will be assigned and a meeting will be held with the student, parent and counselor. This meeting will be held to evaluate the student's situation and determine if further assessment is necessary. A community project of 15 hours may also be assigned. Local law enforcement officials may also be notified.
 - 3) **Third Violation and All Following Violations** - Parent or guardian will be contacted immediately; referral to START. A five-day out-of-school suspension will be assigned and a meeting will be held with the student, parent and counselor. The student will also be referred to a licensed substance abuse agency for an evaluation. Local law enforcement officials may also be notified.
 - b. Alcohol and/or Drugs
 - 1) **First Violation-** Parent or guardian will be contacted immediately; referral to START; a five day out-of-school suspension will be assigned and an assessment at a licensed substance abuse treatment agency. A meeting will be held with the student, parent and counselor. A community project of 10 hours may be assigned. The local law enforcement officials will be notified.
 - 2) **Subsequent violations-** The student will be suspended from school until a hearing before the Board of Education for possible long term suspension or expulsion. Local law enforcement officials will be notified.
 4. **Ninth through Twelfth grade**
 - a. Tobacco products
 - 1) **First Violation-** Parent or guardian will be contacted immediately; referral to START; **a three day in-school suspension** will be assigned and a meeting will be held with the student, parent, and school counselor. This meeting will be

held to evaluate the student's situation and determine if further assessment is necessary. A community project of 10 hours and/or an educational project may also be assigned. Local law enforcement officials may be notified.

- 2) **Second Violation**-Parent or guardian will be contacted immediately; referral to START. A five-day out-of-school suspension will be assigned and a meeting will be held with the student, parent and counselor. This meeting will be held to evaluate the student's situation and determine if further assessment is necessary. A community project of 15 hours may also be assigned, as well as an educational project. Local law enforcement officials may be notified.
- 3) **Third Violation and All Following Violations**-Parent or guardian will be contacted immediately; referral to the START. The student will be suspended from school until a hearing before the Board of Education for possible long-term suspension or expulsion. Local law enforcement officials may be notified.

b. Alcohol and/or Drugs

- 1) **First Violation**- Parent or guardian will be contacted immediately; referral to START; a ten day suspension will be assigned and an assessment at a licensed substance abuse treatment agency. A meeting will be held with the student, parent, and school counselor. This meeting will be held to evaluate the student's situation and determine if further assessment is necessary. A community project of 10 hours and/or an educational project may also be assigned. Local law enforcement officials will be notified.
- 2) **Subsequent Violations** - The student will be suspended from school until a hearing before the Board of Education for possible long-term suspension or expulsion. Local law enforcement officials will be notified.

***Note Students will not be penalized in reduction of grades for work submitted and completed during any period of suspension. Students will be required to complete work during the suspension.**

The District reserves the right to impose disciplinary action other than as set forth herein, up to and including expulsion, when appropriate.

IV. EXTRA-CURRICULAR POLICY AND SANCTIONS FOR SEVENTH THROUGH TWELFTH GRADES

- A. An activity is defined as any event, performance, project or contest that is scheduled as a result of being a member of any of the above activities, clubs or classes. Therefore, scheduled classes, which by their nature include a series of extra-curricular events, for the purpose of this policy, must follow the same guidelines as school sponsored activities typically categorized "extra-curricular".

- B. It must be understood that this district and the State of Iowa view extra-curricular activities as a "privilege" rather than a "right".
- C. Before beginning any activity or class involving extra-curricular activity, students and a parent or guardian must sign a "Student Awareness of Policy Statement" which applies to the duration of the scheduled activity. This statement will outline the actual policy and policy sanctions for violation and will have a specific statement of the parent's/guardian's and student's awareness and understanding of the policy. One copy will be given to the student and another to his/her parent or guardian. A third copy will be retained at this school for the duration of the activity or class.
- D. See school policies 503.4 and 503.5 for clarification of our school extra-curricular activities eligibility/good conduct policy.

V. SELF REFERRALS FOR ASSISTANCE

- A. When a student requests help because of their own alcohol, tobacco, or other drug usage, and when this is done in a time period separate from a policy violation, none of the "Extracurricular Policy" sanctions nor the "Drug Free School" sanctions shall be applied. Instead, the START will work with the student to insure that appropriate assistance is made available.

VI. PREVENTION

It is the intent of this District to implement programming to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. Additionally, it is our intent to meet or exceed Iowa accreditation standards developed in response to Students-At-Risk, Homeless and Human Growth and Development legislation. Therefore, this district shall maintain a comprehensive prevention strategy for grades K-12, faculty, and community members. Our goal is to reduce the likelihood of substance abuse and related consequences, and the risk of educational failure.

A. GUIDELINES TO ADDRESS THE NEEDS OF STUDENTS

1. All staff must work to create a student-centered educational environment that is positive and nurturing, affirming students as individuals and promoting successful experiences for every child.
2. Curriculum for any subject and all school sponsored activities must be interfaced with materials/activities and a method of delivery which promotes healthy communication skills, positive self-concepts, feeling expression, decision-making skills, conflict resolution skills, personal improvements and a desire for self-discovery.
3. A copy of our school's START Policy shall be maintained in our School Handbook under the "Policies Governing Student Conduct" section, and shall be distributed to each student, Grades K-12, annually. Clarification of the policy will be given at the time of distribution.
4. Special presentations to provide information regarding substance abuse will be offered for grades K-12 in order to:

- a) Inform students of the physiological and psychological effects of alcohol, tobacco, and other drug use on both the user and the family.
 - b) Promote self-discovery and become aware of choices regarding alcohol, tobacco, or other drug use.
 - c) Develop skills in interpersonal communication, decision making, child/parent communication, and peer relationships.
5. Promote positive emotional health, self-esteem, and respect for one's body.

B. IMPLEMENTATION FOR GRADES K-6

1. The classroom teacher for each grade will be responsible for ensuring that special presentations and/or lesson plans are scheduled and delivered to the classroom pertaining to Section VI, of this policy. Consideration will be given to the following minimum guidelines:
 - a) Kindergarten and 1st Grades = 6 (six) classroom lessons per year.
 - b) 2nd through 4th grades = 8 (eight) classroom lessons per year.
 - c) 5th and 6th grades = 12 (twelve) classroom lessons per year.
2. The teacher may use outside resources or deliver special presentations.

C. IMPLEMENTATION FOR GRADES 7-12

1. All faculty are encouraged to coordinate or deliver special presentations in the classroom as related to Section VI, of this policy.
2. In addition, START, in conjunction with administration, will sponsor a minimum of one (1) hour of in-school educational presentations each year.

D. IN SERVICE TRAINING FOR FACULTY, STAFF AND ADMINISTRATORS

1. All staff and administrators shall have training in substance abuse and related issues. New staff members will be in serviced on the START program prior to beginning of the school year.
2. All staff and administrators shall have START training to include understanding the student assistance team concept, behavior of concern identification process, and various faculty roles in implementing policy.
3. START, in conjunction with administration and media staff, shall identify media centers, area agencies and other resources for information regarding substance abuse and related issues.
4. All staff is encouraged to review our school media center's substance abuse related resources, and to assist in maintaining up-to-date information by making suggestions or requests for desired materials.
5. All staff is encouraged to attend substance abuse or related courses as a part of continuing education.

6. START members may be accessed when seeking information regarding substance abuse or related issues.

E. PARENT AND COMMUNITY EDUCATION

1. Each year all parents and community members shall be invited to attend an informational seminar to include discussion on:
 - a) Reducing the likelihood of substance abuse and related consequences.
 - b) Increasing the number of children who successfully complete K-12 grade education.
 - c) Encouraging parent and community input into the ongoing process of START implementation.
 - d) Establishing a unified and comprehensive approach to addressing substance abuse issues with application of both preventative and intervention efforts.

F. CURRICULUM BASED PREVENTION GROUPS

1. Though START and prevention groups are two separate projects, START will support the development of such groups.
2. Groups will be limited in enrollment and will operate on a limited cycle for one class period per week.
3. No student shall be required to enroll in a group.
4. Groups will be preventative in nature and will include interpersonal skill building. They will not be therapeutic or utilized in order to intervene on an existing interpersonal, emotional or behavioral problem, nor will they be intended as an extension of treatment (after care) or other outside counseling services.
5. The groups shall be structured around topics and/or themes and will remain free from giving advice as to how to best handle a particular personal problem.
6. Group facilitator will make referrals to the START or school counselor when appropriate.
7. The groups shall not be identified by record keeping beyond accepted district practices.
8. Class curriculum shall be openly shared with any parent/guardian with such request.
9. Facilitator can be any staff member of this school who has received a minimum of thirty classroom hours of training in curriculum based school groups.
10. Groups shall not be named with common treatment or therapeutic titles such as co-dependency, after care, concerned persons, victim's group, etc.

VII. START MEMBERSHIP/Procedures

This district has four teams serving students: one at the K-2 grade level, one at the 3-5 grade level, one at the 5-8 grade level, and one at the 9-12 grade level. These teams are responsible for detection, referral, and coordination of follow-up with outside agencies.

A. MEMBERSHIP

1. Teams will include a minimum of four school district staff members, with effort to include a counselor and at least three teachers.
2. Staff members who have a predominately flexible work schedule in order to accommodate communication with outside sources will hold team coordinator positions.
3. Terms on the teams will be indefinite but any member may resign at their own request.

B. OPERATIONAL PROCEDURES FOR START MEETINGS

1. START will meet regularly in a private location on school premises.
2. The order of the meeting will be as follows:
 - a. Current business
 - b. Case reviews
 - c. New Cases
 - d. Updates on programming for prevention, At-Risk, and Human Growth and Development.
 - e. Information discussed with START meetings will be kept in strict confidence to the extent possible and/or permitted by law. Only on a need to share or need to know basis will information be shared outside of the meetings.

C. REFERRALS TO START AND CONFIDENTIALITY GUIDELINES

1. Staff may contact any START member to share a concern about a student or to make formal referral. If a staff person wishes to attend a START meeting, they may contact the team coordinator. Information about a student will only be shared as may be permitted by applicable law.
2. Students may contact any START member to share concerns about fellow students or to seek assistance for themselves. When students are seeking assistance for themselves, every effort will be made to link them with appropriate resources. When a student shares concerns about fellow students, START members will listen, but cannot engage in a two-way exchange of information. In addition, no verbal summary of the referral outcome can be given. Information about a student will only be shared as may be permitted by applicable law.
3. Community Members - Community members may contact the START coordinator to seek assistance for their own dependent or to share concerns about a student who is not their own dependent. When a parent/guardian is seeking assistance for their own dependent, START will maintain communication with them throughout a process of linking them with appropriate services. When a community member shares concerns about a student who is not their dependent, START members will listen but cannot engage in a two-way exchange of

information. In addition, no verbal summary of the outcome can be given. Information about a student will only be shared as may be permitted by applicable law.

4. Outside Service Agencies may contact START coordinator regarding students of this district. Once appropriate information forms are released and secured, two-way exchange of information may occur. Information about a student will only be shared as may be permitted by applicable law.
5. Staff or Administrators from other districts fall under the same referral and confidentiality guidelines as community members. (See C.3 above).

D. RECORDS AND FILES

1. START forms will be kept to a minimum to protect confidentiality. START files for the individual students are not a part of the student's official school record and will be destroyed once the student's file remains inactive for a period of two years, upon graduation, or upon permanently leaving the school district, in accordance with applicable law and school district procedures. The parent form used at the K-4 building is found at the end of the START policy. This form is sent to parent/guardians to notify them that their child has been discussed at START.
2. Once a student has been referred to START, the team will determine if behavior checklists will be distributed among staff. The behavior checklists will be returned by placing them in an area accessible only to staff. After the behavior checklists have been fully reviewed and compiled, they will be destroyed and a summary will be placed in the student's file.
3. Parents/guardians, as well as START members (on a need to know basis), have the right to review information in a START file to the extent permitted by applicable law. Access to information in START files can be obtained only through consultation with START coordinator and will not be removed from the location of storage except when required for START meeting proceedings or as may be required by law.

E. COORDINATION WITH OUTSIDE AGENCIES

1. School personnel must secure release forms before talking to an outside agency about a student, in accordance with applicable confidentiality laws.
2. Every effort will be made to supply the teaching staff of any outside agency with current materials and assignments for a student receiving treatment at the agency.
3. While the student is absent from the district due to placement with an outside agency, a representative of this district will attempt to contact the teaching staff of an outside facility at least once a month with clinical staff of a long term residential care facility.
4. A representative of START will attempt to make contact every three weeks with clinical staff of an inpatient facility, and once a month with clinical staff

of a long-term residential care facility, where a student may be receiving treatment at such a facility.

5. Prior to the student's discharge from a treatment program, every attempt will be made to schedule a reentry consultation to include the student, his or her parents/guardians, outside agency's teaching staff, outside agency's clinical staff, and a representative of this school. The consultation will include a verbal, general overview of the student's clinical and educational progress while in treatment and a continuing care plan. This school's representative will subsequently provide a verbal summary for both START and the student's teachers of this district. All information shared about a student will be in compliance with applicable law.

F. POTENTIAL SUICIDE

If the START has reason to believe that a student is suicidal, the administration and the student's parents/guardians will be contacted immediately.

VIII. PROCEDURE FOR DISPOSAL OF ALCOHOL, TOBACCO, OTHER DRUGS, AND DRUG PARAPHERNALIA

(It is essential that staff know exactly how to handle these substances in the school, for the school's safety, and for their own protection.)

A. DISPOSAL GUIDELINES

1. Place the substance or drug paraphernalia in a container, seal it, and label it with the date and time.
2. When substances are acquired during a counseling/information-seeking conference, the name of the student should be recorded on the container.
3. Do not taste the suspected substance under any circumstance.
4. At the earliest opportunity, turn the suspected substance or paraphernalia over to the principal, who will keep it under lock.
5. The principal will contact appropriate law enforcement agency.
6. Upon transferring substances or paraphernalia to the proper authorities, a receipt should be given to school personnel stating the quantity and description of the substance.
7. No authority shall be given to any school personnel to possess any drug or paraphernalia except when transferring to proper authorities.

IX.MEDICAL EMERGENCY

Overdose with alcohol and/or other drugs are life threatening and must be dealt with as a medical emergency. Any medical emergency constitutes the EMT Team being notified immediately. The seriousness of life-threatening situations makes it paramount that every person on staff understands how to handle medical emergencies.

A.EMERGENCY GUIDELINES

If response to external stimuli is significantly decreased or absent:

1. Call the rescue squad or ambulance for transportation of the person to the nearest hospital or medical facility.
2. Notify the student's parent or guardian of action taken. If the parent is not available, notify the designated responsible party or family physician.
3. While waiting for the arrival of the rescue squad or ambulance:
 - a. Contact the Emergency Response Team, if during working hours.
 - b. Do not leave the person unattended.
 - c. Do not induce vomiting.
 - d. Record vital signs (pulse, respiration, and blood pressure) when equipment and skill are available, and record the times the vital signs were taken. Provide written, factual statements for rescue personnel.
 - e. If alert and responsive to stimuli, the person should be asked about any possible medical condition or medications that would cause the behavior.
 - f. Search area to see if sample of the suspected substance can be found.
 - g. Alert the attending physician to any evidence of the suspected substance or poison, which may have been the cause of the symptom or behavior.
 - h. If qualified, perform CPR and/or appropriate overdose aid when indicated.

B. NON-EMERGENCY GUIDELINES

1. Notify a parent or guardian that the student is ill and describe the symptoms. Urge them to come to school immediately and ask them to take the student to their physician. If a parent or guardian is not available, the designated responsible party or the family physician should be contacted. If none of the above parties are available, the student should be transported to the nearest emergency room.
2. While waiting the arrival of the parent/guardian or designated responsible adult, (or) while waiting to transport to the emergency room:
 - a. Try to determine the nature of the suspected substance taken, the amount, and the time taken.
 - b. Do NOT induce vomiting.
 - c. Record vital signs, and if possible, the time taken.
 - d. Keep the student away from noise and traffic. Be supportive by staying with the student.

X.MANDATORY REPORTING

The Sgt. Bluff - Luton START is aware of special provisions and laws pertaining to a "Child in Need of Assistance" and the issues of child abuse. When necessary, START will seek administrative and/or outside agency assistance to address these issues.

XI.OVERALL PROGRAM AND START EVALUATION

This school district will conduct an annual evaluation of our overall START approach to prevention and intervention as follows:

- A. *Annually, a survey will be distributed to all staff, allowing them anonymous opportunity to share concerns, ideas, and positive elements they have seen. Goals of the survey will be:*
1. *To assess what impact START programming has had on the student body as a whole.*
 2. *To gather input and ideas for possible future program modifications.*
1. *The survey will be gathered and a summary will be drafted by START.*
 2. *START will utilize these results in a program planning, and also make recommendations to administration, if applicable.*

Approved 08/17/06 Reviewed 10/7/21 Revised 6/2/16

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant and without prior notice, conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school district and provided as a courtesy to students. The furnishing of a school locker, desk, or other facility or space owned by the school district and provided as a courtesy to students shall not create a protected student area, and shall not give rise to an expectation of privacy on any student's part with respect to that locker, desk, facility, or space, even if the student is allowed to use a separate lock on the locker, desk, or other facility or space. Locker inspections shall either occur in the presence of the students whose lockers are being inspected or the inspection shall be conducted in the presence of at least one other person. Each year when school begins, students and parents/guardians shall be provided written notice that school officials may conduct such periodic inspections of school lockers, desks, and other facilities or spaces owned by the school district.

In addition, school authorities may, without a search warrant, search a student or other student protected area, student locker, student desk or other facility or space or work area, or student automobile 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 unauthorized controlled substances, such as marijuana, cocaine, amphetamines, and barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. None of these items are 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 to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities.. All searches of an individual student must be based upon reasonable suspicion and belief that a school district policy, rule, regulation or law has been violated that is particular to that student.

Provisions relating to student searches shall be published in the student handbook.

Approved _____

Reviewed 10/7/21 __

Revised 10/7/21

What factors cause you to have a reasonable suspicion that the search of this student or of his/her effects, locker/desk/facility/space or automobile will turn up evidence that the student has violated or is violating the law, policy, or the rules of the school?

- 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. Child's past history. Explain: _____

- E. Time of search: _____

- F. Location of search: _____

- G. Student told purpose of search: _____

- H. Consent requested: _____

- I. Was the search you conducted reasonable in terms of scope and intrusiveness?
 - A. What are you searching for: _____
 - B. Sex of the student: _____

C. Age of the student: _____

D. Exigency of the situation: _____

E. What type of search is being conducted: _____

F. Who is conducting the search: _____

Position: _____

Sex: _____

G. Witness: _____

J. Explanation of the 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 the police: _____

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, or district policy.

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 although this factor alone is not sufficient to provide the basis for reasonable suspicion.

B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search and the search is not excessively intrusive in light of the age and gender of the student and the nature of the infraction. 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 infractions,
4. The objectives to be accomplished by the search, and
5. The exigency 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, unauthorized or contraband items or that the search will otherwise turn up evidence that the student has violated or is violating the law, district policies, or school rules.
2. Personal intrusive searches will require more compelling circumstances to be considered reasonable.
3. If a student is not present when a protected student area is searched, the student shall be informed of the search either prior to or as soon as is reasonably practicable after the search is conducted.

Pat-Down Searches

1. If a pat-down search or 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 of the same sex present, when feasible.
2. 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.
3. 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 conducted by a school official at any time.

B. Locker Inspections and Searches

1. Maintenance Inspections: 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. General maintenance inspections may be conducted by school authorities at any time without prior notice. Locker inspections shall either occur in the presence of the students whose lockers are being inspected or the inspection shall be conducted in the presence of at least one other person.

Any illegal, unauthorized or contraband material discovered during such inspections shall be confiscated by the administration and may be turned over to law enforcement officials. The administration may try to correct the problem through counseling, parental involvement, medical referrals, or other such referrals depending on the severity of the situation and nature of the materials discovered.

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, unauthorized, or contraband items or that the search will

otherwise turn up evidence that the student has violated or is violating the law, district policy, or school rules. Such searches should be conducted in the presence of another adult witness, when feasible.

Policy Title: Search and Seizure Regulation Code No. 502.8R1(Cont.)

C. Automobile Searches

1. Students are permitted to park on school premises as a matter of privilege, not a right. The school retains the 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 or that the search will otherwise turn up evidence that the student has violated or is violating the law or school rules.

D. Use of Drug Sniffing Animals

1. School officials may not use drug-sniffing animals to search a student's body. A search of a student's body using a drug sniffing animal may only be conducted by a peace officer and is governed by statutory and common law requirements for police searches.
2. School officials may use drug-sniffing animals to conduct periodic inspections of school lockers. The use of drug sniffing animals to conduct periodic inspections of school lockers does not require reasonable ground for suspecting that a student has violated or is violating either the law or a school rule or regulation.
3. School officials may use drug sniffing animals to conduct a search of clothing worn or carried by a student; a student's pocketbook, briefcase, duffel bag, book bag, knapsack, or any other container used by a student for holding or carrying personal belongings, and the interior of vehicles of any kind belonging to or used by students. In order to use drug sniffing animals to conduct such searches listed in this paragraph, the following criteria must apply; (a). The school official must have reasonable grounds for suspecting that a student has violated or is violating either the law, district policy, or a school rule or regulation, and (b). The search must be conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

Approved _____

Reviewed 10/7/21 _ Revised 10/7/21

Policy Title: INTERVIEWS OF STUDENTS
BY OUTSIDE AGENCIES

Code No. 502.9

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

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

The Department of Human Services is responsible for the investigation of incidents of alleged child abuse. The school district will cooperate with DHS in any such investigation by providing confidential access to the child named in the report alleging abuse, and to other children alleged to have relevant information, for the purpose of conducting interviews. 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 by outside agencies without the consent of the principal and without proper authority.

Legal Reference: Iowa Code § 232, 279.8.

Cross Reference: 402.2 Child Abuse Reporting
502.8 Search and Seizure
503 Student Discipline

Approved _____

Reviewed 10/7/21 _

Revised 6/2/16

School-Police Cooperation

All interviews of students that are conducted by the police liaison officer at school will be conducted in a manner that complies with applicable state laws and constitutional requirements.

The police liaison officer can remove a disruptive student (s) from the school building and take them to juvenile detention if the action is serious enough to warrant this action.

Police officers other than the liaison officer will be permitted to interview a student at school only when it is not possible for the interview to be conducted at the student's home or when the officer has obtained the consent of the student's parent, guardian, or custodian to conduct the interview at school, or when the interview at school is specifically authorized by law.

If a police officer intends to interview a student at school, the following procedure will apply:

1. The officer will contact the principal and ask to see the student.
2. If the officer has obtained the consent of the student's parent, guardian, or custodian, the officer shall advise the principal of the name of the individual who gave consent and the date and time at which consent was obtained.
3. If the officer has not obtained the consent of the student's parent, guardian or custodian or does not have specific legal authorization to conduct the interview at school, the principal will call the student's parent, guardian, or custodian and attempt to obtain permission for the student to be interviewed at school. If permission of the student's parent, guardian, or custodian is not obtained, the interview will not take place at school.
4. Any interview will be held in a private place and will be witnessed throughout by the building principal or designee.
5. At the beginning of any interview, the principal or designee will inform the student of the request for the interview and the reasons for the interview. All interviews of students that are conducted by a law enforcement officer will be conducted in a manner that complies with applicable state laws and constitutional requirements. If the investigation being conducted involves the possibility that criminal charges may be filed against the student, the officer will inform the student that such a possibility exists.

Policy Title: INTERVIEWS OF STUDENTS
BY OUTSIDE AGENCIES-REGULATION

Code No. 502.9 R(Cont.)

Taking a Student into Custody

A student may be removed from the school by the regular police officer and taken into custody only when it is essential to the best interests of the student or society and pursuant to proper authority. If it is necessary to take a student into custody from the school, the procedure to be followed is:

1. The officer will obtain a warrant or a court order stating the cause or reason the student's removal as specifically as possible or will advise the principal of the legal basis for the student's removal.
2. Before going to the school, the officer will attempt to locate the parents and advise them of his/her action and their right to be present.
3. The officer will notify the Principal that he/she is coming to take a student into custody.
4. A student who is to be taken into custody will be called from his/her classroom and brought to the Principal's office. The school will notify the student's parents of the removal immediately if they have not already been notified by the police officer.

Approved _____

Reviewed 10/7/21

Revised 2/10/11

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 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.

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

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; or 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 hold a disciplinary hearing to determine whether to impose further sanctions against the student which may include expulsion. In making this decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault. Assault for purposes of this section of this policy is defined as:

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

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

Removal from the classroom means a student is sent to the building principal's office. It 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 non-school 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/or an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension 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 Individualized 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.

All procedures regarding discipline of a special education student shall be in accordance with applicable federal and state law.

Policy Title: STUDENT CONDUCT

Code No. 503.1(Cont.)

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

Approved _____

Reviewed 10/7/21 _

Revised 10/7/21

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 will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents.

B. In-School Suspension

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

C. Out-of-School Suspension

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

- b. The opportunity to respond to those charges.

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

- 3. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents, the superintendent, and the board president. A reasonable effort shall be made to personally notify the student's parents 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 which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

D. Suspensions and Special Education Students

- 1. Students who have been identified as special education students will be referred for a review of the student's Individualized Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.
- 2. Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.
- 3. All procedures regarding suspension of a special education student shall be in accordance with applicable federal and state law.

Approved _____

Reviewed 10/7/21 _

Revised 2/10/11

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, or when the presence of the student is detrimental to the best interests of the school. It shall be within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

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

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

1. Notice of the reasons for the proposed expulsion;
2. An explanation of the evidence in support of the reasons for the proposed expulsion, including 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 at the student's own expense; 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's behavior is a manifestation of the student's disability. The IEP 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, provided that an appropriate alternative program is made available to the student. 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 and in accordance with applicable federal and state law.

All procedures regarding expulsion or long-term suspension of a special education student shall be in accordance with applicable federal and state law.

Policy Title: EXPULSION

Code No. 503.2(Cont.)

Approved _____

Reviewed 10/7/21 .

Revised 6/2/16

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines or charges in connection with damage or loss to school property, overdue school materials, or misuse of school property. Students may be assessed fees in connection with course offerings or related activities or transportation in accordance with applicable law.

The superintendent shall inform the board of the dollar amount to be charged to students or others for fines, charges, or fees annually. Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent or student. When an application for any fee waiver is granted, the fees waived are not collectible. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Approved _____

Reviewed 10/7/21 _

Revised 2/10/11

Please sign and return the below waiver if you would like to be eligible for other benefits.

Send to the Superintendent Secretary by one of the following methods:

Drop the waiver off with any school secretary.

Mail to: Sergeant Bluff-Luton CSD
Attn: Superintendent Secretary
201 Port Neal Road
Sergeant Bluff, IA 51054

Fax: 712-943-1131

Scan and email: ap@sblschools.com

WAIVER STATEMENT

If your child(ren) qualifies for free or reduced-price meals, you may also be eligible for other benefits. If you sign this waiver, your child(ren) will be considered for a full or partial waiver of school fees, book fees, transportation fees, driver’s education fees and preschool fees. I understand that I will be releasing information that will show that I applied for free and reduced-price school meals for my child(ren). I give up my rights to confidentiality for waiver of school fees ONLY. I certify that I am the parent/guardian of the child(ren) for whom application is being made. **YOU DO NOT HAVE TO COMPLETE THIS WAIVER TO GET FREE OR REDUCED-PRICE SCHOOL MEALS.**

YOU DO NOT HAVE TO COMPLETE THIS WAIVER TO GET FREE OR REDUCED-PRICE SCHOOL MEALS.

Children:

Name: _____

Name: _____

Name: _____

Name: _____

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.
This institution is an equal opportunity provider.

Iowa Non-Discrimination Statement:

“It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>.”

Approved _____

Reviewed 10/7/21 _

Revised 6/2/16

Policy Title: GOOD CONDUCT RULE

Code No. 503.4

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

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

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures, including, but not limited to, ineligibility to participate in interscholastic activities. The principal shall keep records of violations of the good conduct rule.

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

The detail outlining specific conduct expected and penalties for violation are located in the student handbook.

Approved _____

Reviewed 10/7/21 _

Revised 2/10/11

Policy Title: HIGH SCHOOL ACTIVITY ELIGIBILITY POLICY Code No. 503.5

It is a privilege and an honor to be able to participate in extracurricular activities and represent the Sergeant Bluff-Luton High School. The participant's character and conduct represent the student and the school at all times. Sergeant Bluff-Luton High School students serve as a model to many people and their attitude has an important impact on others. Any student whose habits and conduct in and out of school, during both the school year and the summer, are not consistent with the ideals, principles and standards of the Sergeant Bluff-Luton Community Schools, shall be declared ineligible to participate in interscholastic activities.

CONTROLLED SUBSTANCES, ALCOHOLIC BEVERAGES, TOBACCO, OR UNLAWFUL ACTS

Any participant observed in the unauthorized possession of or use of a controlled substance, alcohol, or tobacco (including attending a party with alcohol or drugs present) by school officials or law enforcement, or who admits such possession or use to school officials or to law enforcement officers, or who is placed under the Juvenile Court Services (arrested) for such possession or use will be declared ineligible to participate in extracurricular activities. The following tiered system is used to determine the student's ineligibility in such cases:

First Offense

The student will be declared ineligible for four (4) weeks of scheduled competition or declared ineligible for one (1) week of scheduled competition, 10 hours of directed service, and an assessment at a substance abuse counseling center.

Second Offense

The student will be declared ineligible for one (1) calendar year or four (4) weeks of scheduled competition, 15 hours of directed service, and an assessment at a substance abuse counseling center.

Third Offense

The student will be declared ineligible for the remainder of his/her high school career.

"Possesses" means the student has actual physical control of the prohibited item because it is on or in the student's body, in a locker individually assigned to a student, in an item of personal property belonging to the student (including, but not limited to, a book bag, backpack, or purse), or that the student knows, or should know, of the presence of a prohibited item within a vehicle which the student owns or operates and that the student has the ability or right, either alone or with any other person, to maintain control of the prohibited item. For purposes of this policy, a student's attendance at a party with alcohol (excepting an authorized social function such as a wedding) or drugs present will be considered possession.

General Information

1. Suspensions will accumulate over a participant's four-year high school career.
2. A participant who has committed a third offense will be granted a right to have their permanent suspension reconsidered after a one-year period of time. The participant may file a written request for reconsideration to the superintendent of schools.

3. An ineligible student must practice with the team but cannot dress for a scheduled event.
4. A student must fulfill all aspects of their ineligibility to become re-eligible (assessment and community service must be completed before allowed to participate).
5. A student must be in attendance for the one-half day of a school-sponsored activity to participate. The principal will make exceptions for appointments that are difficult to reschedule.
6. A student will be ineligible during the period of an appeal if the offense is appealed.

STUDENT GRIEVANCE PROCESS

All students may pursue a complaint under this policy through the following process.

Procedure:

Level One: Immediate Supervisor or Teacher

Any student with a grievance shall first discuss it with his/her immediate supervisor within one school day. He/she has the right to have his/her parents or guardians present at the meeting. The supervisor shall make a written record of such discussion.

Level Two: Principal

If the grievance is not resolved at Level One, and the student wishes to pursue the grievance, the student may formalize it by filing a complaint in writing to the principal. The student shall state the nature of the complaint and the remedy requested. This shall be done within two school days from date of the meeting at Level One. The grievant shall request that a meeting concerning the complaint be held with the principal. The student may be accompanied at the meeting by a parent or guardian. The principal shall investigate this complaint and attempt to resolve it within a reasonable time. A written report regarding the action taken will be given to the student.

Level Three: Superintendent

If the complaint is not resolved at Level Two, the grievant may process it to Level Three by presenting a written appeal to the Superintendent within three school days after the grievant receives the report from the principal. The grievant may request a meeting with the Superintendent. The Superintendent may grant a meeting to the grievant. A parent or guardian may be present. A decision in writing will be rendered by the Superintendent within three school days after receipt of the written appeal.

Level Four: Board of Education

If the student deems it necessary to carry the complaint beyond the decision reached in Level Three, he/she may file his/her complaint with the Board of Education. Such complaint shall be filed with the Secretary of the Board within three days after receiving their decision from the Superintendent. Upon receiving the complaint, the matter may be

placed upon the agenda of the Board of Education for consideration at the next regular meeting of the Board, or the president may call a special Board meeting. The Board shall make a final determination within ten days from this meeting. If the Board takes action on the complaint, the decision of the Board shall be final. If the board declines to take action on the complaint, the decision of the Superintendent shall be final.

GENERAL PROVISIONS

1. A student may withdraw a complaint at any level without prejudice.
2. A grievance not processed within the time limits of any step of the procedure by the grievant shall be considered resolved on the basis of the last answer.
3. In the event a grievance is filed at such time that the supervisor, teacher, principal, or superintendent is absent from duty, such grievance shall be resolved upon return to duty by the above mentioned parties or shall be resolved by a designee. .
4. Ineligibility periods will remain in effect during the pendency of the complaint process.

Examples of Extracurricular Activities (May not be all inclusive)

	<u>Athletic</u>	<u>Non Athletic</u>
Baseball	Track	Dramatics
Basketball	Volleyball	Competitive Speech
Cross Country	Wrestling	Jazz Band
Cheerleading	Golf	Vocal Select Groups
Dance Team	Soccer	Quiz Bowl
Football	Swimming	Student Council
Softball		Solo/Ensemble Contest
		Show Choir
		Dance Team

Policy Title: MIDDLE SCHOOL CONTROLLED
SUBSTANCES, ALCOHOLIC BEVERAGES,
TOBACCO, OR UNLAWFUL ACTS

Code No. 503.5A

It is a privilege to be able to participate in extracurricular activities at the Sergeant Bluff-Luton Middle School. Any student whose habits and conduct in and out of school, during both the school year and the summer, are not consistent with the ideals, principles and standards of the Sergeant Bluff-Luton Community Schools, shall be declared ineligible to participate in interscholastic activities.

CONTROLLED SUBSTANCES, ALCOHOLIC BEVERAGES, TOBACCO, OR UNLAWFUL ACTS

Any participant observed in the unauthorized possession of or use of a controlled substance, alcohol, or tobacco (including attending a party with alcohol or drugs present) by school officials or law enforcement, or who admits such possession or use to school officials or to law enforcement officers, or is placed under the Juvenile Court Services for such possession or use will be declared ineligible. The following tiered system is used to determine the student's ineligibility in such cases:

First Offense

The student will be declared ineligible for four (4) weeks of scheduled competition or declared ineligible for one (1) week of scheduled competition, ten (10) hours of community service, and an assessment at a substance abuse counseling center. (Community service and assessment must be completed before the student can participate)

Second Offense

The student will be ineligible for one (1) calendar year or four (4) weeks of scheduled competition, 15 hours of community service, and an assessment at a substance abuse counseling center. (Community service and assessment must be completed before the student can participate)

Third Offense

The student will be ineligible for the remainder of his/her middle school career.

“Possesses” means the student has actual physical control of the prohibited item because it is on or in the student's body, in a locker individually assigned to a student, in an item of personal property belonging to the student (including, but not limited to, a book bag, backpack, or purse), or that the student knows, or should know, of the presence of a prohibited item within a vehicle which the student owns or operates and that the student has the ability or right, either alone or with any other person, to maintain control of the prohibited item. For purposes of this policy, a student's attendance at a party with alcohol (excepting an authorized social function such as a wedding) or drugs present will be considered possession.

An ineligible student must practice with the team but cannot dress for a scheduled event. Suspensions will accumulate over a participant's middle school career.

Approved _____

Reviewed 10/7/21 _

Revised 10/7/21

Policy Title: STUDENT GOVERNMENT

Code No. 504.1

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

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

Approved _____

Reviewed 10/7/21

Revised 08/18/2005

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

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

Curriculum-Related Organizations

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

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

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

Noncurriculum-Related Organizations

Student-initiated, noncurriculum-related organizations shall be provided access to meeting space and school district facilities before and after the instructional school day.

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

Policy Title: STUDENT ORGANIZATIONS

Code No. 504.2(Cont.)

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

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

Approved _____

Reviewed 10/7/21 _

Revised 6/2/16

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 shall be 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 shall be within the discretion of the superintendent or board, as applicable, to determine whether the event will benefit the education program and the participating students. Contests or other performances by students unapproved by the superintendent or board, as applicable, shall be the responsibility of the parent and the student.

Approved _____

Reviewed 10/7/21 _

Revised 08/18/2005

Policy Title: STUDENT FUND RAISING

Code No. 504.5

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

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

Approved _____

Reviewed 10/7/21 _

Revised 08/18/2005

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

Students will have an opportunity to participate in a school activity unless the activity is not offered or the student cannot participate for disciplinary or other eligibility 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 expense, in which case the board will take action. The events must not disrupt the education program or other school district operations.

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

Extra-Curricular Activities Policy/Rules are located in the Student Handbook that is given to the student every year on the first day of school.

Approved _____

Reviewed 10/7/21 _

Revised 6/2/16

Coaches will communicate the District's cutting policy to each athlete and parent at the beginning of each season during the pre-season meeting. Program expectations, including, but not limited to, suiting up for varsity, playing time, lettering requirements, and training rules shall be clearly communicated at the pre-season meeting. This communication will be done by letter and/or attendance at an open practice for parents.

Cuts may be made at the eighth grade through twelfth grade level after a minimum of five practices, which must span a minimum of five calendar days. Eighth grade students choosing to participate in baseball and softball will have the opportunity to try-out for the high school teams, as outlined by the Iowa High School Athletic Association and the Iowa Girls Athletic Union. If and when choosing to utilize the cut policy, varsity athletic squads shall carry a minimum number of participants in the following activities: basketball (12-15), baseball (14-17), softball (12-15), bowling (12 Girls/12 Boys), and volleyball (12-15). Activities that utilize local, non-school facilities and/or are offered via a Cooperative Sharing Agreement are subject to additional restrictions as outlined by those agencies. Understanding that student-athletes may overlap slightly when determining the Junior Varsity and Varsity teams, every attempt should be made by the coaching staff to maximize the number of participants when finalizing the Ninth, Junior Varsity, and Varsity teams. The coaching staff is required to meet with the Activities Director prior to informing any athlete that they are being cut from the program. This will ensure that proper communication has been on-going between the coaching staff and student-athletes throughout the process.

The Sergeant Bluff-Luton Community School District recognizes the value of participation as part of the educational process. Sergeant Bluff-Luton Community School District strives to create the most competitive high school teams possible while protecting the integrity of the participants, coaches, and processes. Participants and families must understand that participants who make a team(s), may not suit up for all games and that playing time shall not be assumed.

Coaches are required to counsel individuals on a regular basis in regard to their skills relative to the sport. Counseling will be done in a positive manner and is not meant to be a means of chasing athletes away, but to help them evaluate their abilities and future participation in a given activity.

Legal References: (Section 279.8, Code of Iowa)

Approved _____

Reviewed 10/7/21 _

Revised 01/14/2010

All school social events shall be under the control and supervision of licensed school personnel. Approval for any event shall be secured from the principal of the building 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 can be expected to recognize authority and responsibility of the school personnel shall be permitted to attend social functions. Participating students shall ride the bus to and from co-curricular events when the building administrator has deemed transportation necessary. The only exception to this shall be if parents wish to take the student home with them. This action must be cleared through the sponsor of the activity bus.

Approved _____

Reviewed 10/7/21 _

Revised 2/10/11

Policy Title: USE OF MOTOR VEHICLES

Code No. 504.9

Rules and regulations concerning student-driven vehicles in addition to state motor vehicle laws shall be established by the building principal. Motor vehicles should not be used during school hours unless special permission is given by the principal only. The privilege of parking on school grounds may be withdrawn by the principal from the student if he/she fails to comply with state law or rules and regulations as established by the principal.

Approved _____

Reviewed 10/7/21 _

Revised 08/18/2005

Policy Title: CLOSED CAMPUS

Code No. 504.10

Students are not to leave the building/school grounds without permission from the office, or go home over the lunch period or during study periods. Students who leave the building without checking out and returning later will be considered truant. If a student's car is used, this action is a violation of student parking regulations and the owner of the car may lose parking privileges.

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, 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.

Approved _____

Reviewed 10/7/21 _

Revised 10/7/21

Policy Title: MINOR SCHOOL LICENSE

Code No. 504.11

A Minor School License must be approved by the superintendent of schools. Students must live at least 1 mile from the high school before a Minor School License application will be signed. Appeals to the superintendent's decision will be heard by the board of directors. The decision of the board is final. The superintendent, board, and school district are not responsible for actions of the student which pertain to the use of the license.

In general, the minor school license is only good for driving between the hours of 5 a.m. and 10 p.m. over the most direct and accessible route between the licensee's residence and schools of enrollment and between schools of enrollment for the purpose of attending duly scheduled courses of instruction and extracurricular activities within the school district, and to a service station for the purpose of refueling so long as the service station is the station closest to the route the licensee is traveling on.

Approved _____

Reviewed 10/7/21

10/7/21 Revised 6/2/16

Policy Title: STUDENT PROGRESS REPORTS
AND CONFERENCES

Code No. 505.1

Students shall receive a progress report midway through the 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 trimester.

Parent-teacher conferences will be held twice a year at all four schools to keep the parents informed. Parents, teachers, or principals may request a conference for students in grades kindergarten through twelve in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher.

Parents shall also be notified of student progression in reading in accordance with state standards.

Approved _____

Reviewed 10/7/21

Revised 6/2/16

Policy Title: STUDENT PROMOTION –
RETENTION - ACCELERATION

Code No. 505.2

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

The retention of a student will be determined based upon the judgment of the licensed employee and the principal. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed. It shall be within the sole discretion of the board to retain students in their current grade level.

Retention decisions for students in grades kindergarten through three shall be made in accordance with state standards regarding student proficiency in reading.

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

Students in grades kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.

Approved _____

Reviewed 10/7/21 10/7/21 Revised 6/2/16

Policy Title: STUDENT HONORS AND AWARDS

Code No. 505.3

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

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

Approved _____

Reviewed 10/7/21 _

10/7/21 Revised 08/18/2005

A comprehensive testing program shall be 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 shall be required, as part of a program funded by the United States Department of Education, to submit, without prior written consent from the student's parent, or the student if the student is not a minor, to surveys, analysis or evaluation which reveals information concerning:

- political affiliations or beliefs of the student or student's parent;
- mental and psychological problems of the student or the student's family;
- sex behavior and attitudes;
- illegal, anti-social, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom students have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- religious practices, affiliations, or beliefs of the student or student's parent; or
- income, but not including income required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

All surveys and instructional materials and shall be available for inspection by the parents or guardians of the children.

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

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

Approved _____

Reviewed 10/7/21 _

Revised 2/10/11

Students must have successfully completed the courses required by the board for graduation. Students must successfully complete each grade level, grade one through eight, and complete all the required courses of study in grades nine through twelve prior to graduation as determined by the State Department of Education and Board of Directors.

The Sergeant Bluff-Luton Board of Education requires a minimum of 48 credits for graduation. The minimum course requirements are as follows:

English (Composition/Literature classes)	8 Credits
Science (2 Gen. Science, 2 Biology, and 2 Integrated Science or 2 chemistry)	6 Credits
Social Science (1 Geog., 2 World Hist., 2 U.S. Hist., 1 Gov't, 1 Econ.)	7 Credits
Mathematics	6 Credits
Practical/Fine Arts	6 Credits
Physical Education	4 Credits
Computer	1 Credit
Health	1 Credit
Financial Literacy	1 Credit
Electives	8 Credits

To receive credit for course work the student must earn a grade of "D" or better for each trimester. Physical Education is worth 1 credit per semester. Within some of the subject areas there are certain requirements or prerequisites. The Practical/Fine Arts requirement includes Art, Music, Industrial Technology, Family and Consumer Studies, and Business Education Courses.

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. Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

A student will not be allowed to graduate with fewer than Forty-Six (46) credits without approval of the Board.

The required courses of study will be reviewed by the Board every three years.

Policy Title: EARLY GRADUATION

Code No. 505.6

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

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

Approved _____

Reviewed 10/7/21 __

Revised 08/18/2005

Policy Title: COMMENCEMENT

Code No. 505.7

Student who have successfully completed high school shall be granted a diploma. Students who have not met the graduation requirements set by the Board of Directors will not be allowed to participate in commencement activities. An appeal can be made to the Board of Directors for a case with extraordinary circumstances. If a student desires to be excused from graduation activities, he/she may make application to his/her high school principal stating his/her reasons. 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.

Approved _____

Reviewed 10/7/21 __

Revised 10/7/21

Policy Title: TUITION

Code No. 505.8

Except as may otherwise be provided by law, all students who are not residents of the Sergeant Bluff-Luton Community School District are tuition pupils. Tuition will be paid by the student's home district, courts, or in advance by parents/guardians.

The tuition rate is set in accordance with applicable law and authorized by the State Department of Education.

Approved _____

Reviewed 10/7/21 __

Revised 10/7/21

Students who transfer into the Sergeant Bluff-Luton Community School District must meet the immunization and age requirements for students who initially enroll in the school district.

The district retains the right to determine grade level placement and whether or not to accept credits toward graduation that the transfer student earned in a non-accredited setting. The superintendent or designee may require testing, a review of a student's portfolio, or use other reasonable means to make grade placement and/or credit decisions, including both subjective and objective academic evaluations. In the event credit is awarded, neither numerical nor letter grades received in the non-accredited setting will be recorded on the student's permanent record. All credits awarded will be recorded as a passing (P) grade. At Sergeant Bluff-Luton High School, students will be classified by grade level according to the number of credits earned in an accredited setting.

A student who transfers in from a non-accredited setting will only be eligible for honors and awards for the actual period of time the student has been enrolled as a regular full-time student in the school district. Students transferring into the high school from a non-accredited setting will not be eligible for class ranking until they have been fully enrolled for (4) or more semesters. Students must meet the graduation requirements of the school district in order to be eligible for a diploma. Students will participate in graduation ceremonies only if all requirements for a Sergeant Bluff-Luton High School diploma have been completed.

Credits and grades earned through dual enrollment or home school assistance program under Iowa Code Chapter 299A will be accepted toward graduation. Credits and grades earned through dual enrollment or home school assistance program under Iowa Code Chapter 299A will be accepted toward class rank, honors and awards if all other criteria, as described above, are met.

The superintendent or designee shall notify the parents or guardians of known district students who are being educated in a non-accredited setting of the existence and substance of this policy prior to the student's ninth grade year or when such a student has moved into the Sergeant Bluff-Luton School District after the student's ninth grade year.

Approved 8/18/08

Reviewed 10/7/21

Revised 2/10/11

STUDENT RECORDS ACCESS

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

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

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

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

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

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

STUDENT RECORDS ACCESS

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

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

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

In general, the school may only disclose personally identifiable information from a student's education record with the signed and dated written consent of the parents or eligible student. However, student records may be disclosed in limited circumstances without parental or eligible student's written permission. In general, 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 and will only be used for purposes for which the disclosure is intended. This disclosure may be made to the following individuals or under the following circumstances:

- to officials within the school district and employees whom the Superintendent has determined to have a legitimate educational interest, including, but not limited to, Board Members, employees, school district attorney, auditor, certain health professionals, and individuals serving on official school committees;
 - A school official also may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records;
 - 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;
- to officials of another educational agency or institution in which the student wishes to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer, provided the school notifies the parents or eligible student that the student records are being sent (unless the disclosure is initiated by the

eligible student or parent, or the annual notification includes a provision that records will automatically be transferred in such cases) and the parents or eligible student have an opportunity to receive a copy of the records and challenge the contents of the records;

- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to determine the eligibility, amount, or conditions for the aid, or enforce the terms and conditions of the aid;
- to organizations conducting educational studies in order to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction, and where the circumstances satisfy other requirements, including that the study does not release personally identifiable information, the information is destroyed when no longer needed, and the school district has entered into a written agreement with the organization in accordance with law;
- to accrediting organizations to carry out their accrediting functions;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or lawfully 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 designated by the school.

The above list is not exclusive. Other disclosures may be made by the school without consent as are permitted by law.

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

The Superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The Superintendent, however, does not need to keep a list of the parents or authorized educational employees and officers 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, class attended, grade level completed and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault or can be maintained and stored electronically with a secure backup file.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school to provide educational services to a special education student, the parents or eligible student are notified. For purposes of this rule, “no longer needed to provide educational services” means that a record is no longer relevant to the provision of instructional, support, or related services and it is no longer needed for accountability and audit purposes. At a minimum, a record needed for accountability and audit purposes must be retained for five years after completion of the activity for which funds were used. If the parents or eligible student request that the personally identifiable information be destroyed, the school will destroy the records (except for permanent records). Prior to the destruction of the records, the school must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. In the absence of parents’ or an eligible student's request to destroy the records, the school must maintain the records for at least three years after an individual is determined to be no longer eligible for special education.

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

It is the responsibility of the Superintendent to annually notify parents and eligible students of their right to inspect and review the student's records, seek amendment of the student’s records, and consent to disclosures of information from the student’s records except as may otherwise be permitted by law. The notice is given in a parents' or eligible student's native language. Should the school collect personal information from students for the purposes of marketing or selling that information, the school will annually notify parents or eligible students of such activity and provide them an opportunity to opt out.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy and the Family Educational Rights and Privacy Act and its corresponding regulations. Complaints should be forwarded to the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC. 20202.

STUDENT RECORDS CHECKLIST

(These provisions are necessarily general in nature; in specific cases, reference should be made to the appropriate school district policy or procedures and/or applicable law).

	Copy to Parent Upon Request**	Parent Sig. Required**	User Must Sub. Written Req.*	No Parent Sig. Required**	Parent Notify in Advance**	Parent Notify of Release**	Req. Made Part of Stud. Rec.	Sche. Hearing Foll. b/wrtn. decision t/Par.	
Subpoena or Judicial Order				•	• (unless excepted by law)				Lawfully Issued 506.1E7
Student Financial Aid				•			•		Written Request
School or Staff in Same School System				•					No Written Request Necessary
Other School System Where Student Plans to Enroll or is Enrolled	•		•	•		•	•		Opportunity for hearing 506.1E2
United States Comptroller General			•	•			•		506.1E2
Dept. of Education Secretary			•	•			•		506.1E2
Iowa Dept. of Education Official			•	•			•		506.1E2
Parent Inspection of Student Educational Records**	•	•							506.1E5
Parent Request for Hearing to Challenge Record		•						•	506.1E4 Any explanatory letter is added to record
Parent Authorization for School to Release Information	•	•							506.1E3
Notification of Transfer of Student Records	•			•					506.1E6

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

**When a student has attained the age of 18 years, the permission or consent required of the rights accorded the parent of the student will thereafter be required of and accorded only to the student. Parents may still be provided access to the student records of an eligible student who is defined as a dependent by the Internal Revenue Code.

Approved 5/25/06

Reviewed 10/7/21

Revised 10/7/21

REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF STUDENT RECORDS

The undersigned hereby requests permission to examine the Sergeant Bluff-Luton Community Schools official student records of:

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

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

The undersigned certifies that they are (check one):

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

The undersigned requests the records for the following purpose:_____.

The undersigned agrees that the information obtained will only be used and redisclosed consistent with state or federal law without the written permission of the parents of the student, or the student if the student is an eligible student as defined by law.

(Signature)

(Title)

(Agency)

APPROVED: _____
Signature: _____
Title: _____
Dated: _____

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

AUTHORIZATION FOR RELEASE OF STUDENT RECORDS

The undersigned hereby authorizes the Sergeant Bluff-Luton Community Schools to release copies of the following official student records:

Concerning: _____
(Full Legal Name of Student) (Date of Birth)
_____ from 20 ____ to 20 ____
_____ (Name of Last School Attended) (Year(s) of Attend.)

The reason for this request is: _____

My relationship to the child is: _____

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

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

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

REQUEST FOR HEARING ON CORRECTION OF STUDENT RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

I believe certain official student records of my child, _____, (full legal name of student), _____ (school name), are inaccurate, misleading or in violation of privacy or other rights of my child. I hereby request a hearing as provided for by applicable law.

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

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

My relationship to the child is: _____

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

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

REQUEST FOR EXAMINATION OF STUDENT RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

The undersigned desires to examine the following official education records.

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

(Name of School)

My relationship to the student is: _____

(check one)

I do
 I do not

desire a copy of such records. I understand that a reasonable charge may be made for the copies to the extent permitted by law.

(Parent's Signature)

APPROVED:

Signature: _____
Title: _____
Dated: _____

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

NOTIFICATION OF TRANSFER OF STUDENT RECORDS

To: _____ Date: _____
Parent/or Guardian

Street Address: _____
City/State _____ ZIP: _____

Please be notified that copies of the Sergeant Bluff-Luton Community Schools official student records concerning _____, (full legal name of student) have been transferred to:

School District Name Address

upon the written statement that the student intends to enroll or is enrolled already in said school system.

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

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

(Name)

(Title)

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

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

Identification of Agencies: This agreement is between the Sergeant Bluff-Luton Community Schools and (agencies listed) (hereinafter "Agencies").

Statutory Authority: This agreement implements *Iowa Code* § 280.25 and is consistent with 34 C.F.R. 99.31(a)(5) and 99.38.

Parameters of Information Exchange:

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

Confidentiality: Confidential information shared between the agencies and the Sergeant Bluff-Luton Community Schools will remain confidential and will not be shared with any other person, unless otherwise provided by law. Agencies or individuals violating the terms of this agreement may subject their entity represented and themselves personally to legal action pursuant to federal and state law.

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

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

Amendments: This agreement constitutes the entire agreement among the agencies with respect to information sharing. Agencies may be added to this agreement at the discretion of the Sergeant Bluff-Luton Community School District.

Term: This agreement is effective from (September 1, 20 or other date).

Termination: The Sergeant Bluff-Luton Community School District may discontinue information sharing with an agency if the Sergeant Bluff-Luton Community School District determines that the agency has violated the intent or letter of this agreement.

APPROVED:

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

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

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

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

ANNUAL NOTICE

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

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

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

Parents or eligible students may ask the Sergeant Bluff-Luton Community Schools to amend a record that they believe is inaccurate or misleading or a violation of the student's privacy or other rights. They should write the administrator, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Sergeant Bluff-Luton Community Schools decides not to amend the record as requested by the parent or eligible student, the school 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. If after a hearing it is decided that the record will still not be amended, the parent or eligible student may place an explanatory letter in the student record commenting on the contested information or setting forth the reasoning for disagreeing with the school.

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

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official may include a person employed by the Sergeant Bluff-Luton Community School District as an administrator, supervisor, instructor, or support employee (including health or medical staff and law enforcement unit personnel); a person serving on the board; a person or company with whom the district has contracted to perform a special task or otherwise provide services (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another agency official in performing his or her tasks.

A Sergeant Bluff-Luton Community 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 school district discloses education records without consent to officials of another school in which a student seeks or intends to enroll or is already enrolled.

(4) 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. Parents and eligible students have the right to inform the Sergeant Bluff-Luton Community Schools that they do not want directory information, as defined below, to be released without their consent. In general, directory information can be released without prior parental or eligible student consent. Any student over the age of eighteen or parent not wanting this information released to the public without their consent must make objection in writing to the appropriate school administrator by ____Sept. 1_____ of each school year. The objection needs to be renewed annually.

ANNUAL NOTICE

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed, and includes, but is not limited to:

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

Note: Student names, addresses, and telephone numbers may be accessed by military recruiters and postsecondary educational institutions without prior parental consent in accordance with law. Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district to withhold the information.

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

Student Privacy Policy Office, U.S. Department of Education,
400 Maryland Ave., SW, Washington, DC, 20202.

USE OF STUDENT RECORDS REGULATION

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

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

A. Access to Records

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

The parent or legal guardian or eligible student will, upon written request to the board secretary, have the opportunity to receive an interpretation of the records, have the right to question and seek amendment of the data, and, if a difference of opinion is still noted after a hearing in accordance with applicable law, is permitted to file a letter in the cumulative folder stating the dissenting person's position.

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. Sergeant Bluff-Luton Community Schools officials having access to student records are defined as having a legitimate educational interest. A Sergeant Bluff-Luton Community School official is a person employed by the Sergeant Bluff-Luton Community School District as an administrator, supervisor, instructor or support employee (including health or medical staff and law enforcement unit personnel); a person serving on the agency board; a person or company with whom the Sergeant Bluff-Luton Community Schools has contracted to perform a special task or otherwise provide services (such as an attorney, auditor, AEA employees, 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 agency official in performing his or her tasks. A Sergeant Bluff-Luton Community 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.

B. Release of Information Outside the District

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

Hearing Procedures

1. Upon parental or eligible student request, the Sergeant Bluff-Luton Community Schools will hold a hearing regarding the content of a student's records which the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student.
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 Sergeant Bluff-Luton Community Schools 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 officer's decision to the administrator within 10 days if the administrator does not have a direct interest in the outcome of the hearing.

7. The parents may appeal the administrator's decision, or the hearing officer's decision if the administrator was unable to hear the appeal, to the board within 10 days. It is within the discretion of the board to hear the appeal.
8. If the final decision is that the record will not be amended, the parent or eligible student may place an explanatory letter in the student record commenting on the contested information or setting forth the reasoning for disagreeing with the school.

STUDENT DIRECTORY INFORMATION

Student directory information is designed to be used internally within the Sergeant Bluff-Luton Community School District. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information is defined in the annual notice. It may include, but is not limited to, the student's name, address, telephone number, date and place of birth, e-mail address, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, and awards received, the most recent educational agency or institution attended by the student, photograph and other likeness, and other similar information.

In general, directory information can be released without prior parental or eligible student consent. Prior to developing a student directory or to giving general directory information to the public, parents and eligible students will be given notice annually of the intent to develop a directory or to give out general directory information and have the opportunity to deny the inclusion of their child's information in the directory or in the general directory information about the students without their consent.

Student names, addresses, and telephone numbers may be accessed by military recruiters and postsecondary educational institutions without prior parental consent in accordance with law. Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district to withhold the information.

It is the responsibility of the administrator to provide notice, including notice as to the method parents or eligible students are to use to make an objection to the disclosure of directory information, and to determine the method of notice that will inform parents and eligible students. The objection needs to be renewed annually.

Approved 5/25/06

Reviewed 10/7/21

Revised 10/7/21

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The Sergeant Bluff-Luton Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. A copy of the Sergeant Bluff-Luton Community School District's policy is available for review in the administrative office.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. In general, directory information can be released without prior parental or eligible student consent.

Student names, addresses, and telephone numbers may be accessed by military recruiters and postsecondary educational institutions without prior parental consent in accordance with law. Parents not wanting military recruiters and post-secondary institutions to access the information must ask the Sergeant Bluff-Luton Community Schools to withhold the information.

The Sergeant Bluff-Luton Community School District has designated the following information as directory information: Student's name; address; telephone number; date and place of birth; email address, grade level, enrollment status, major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors, and awards received; and the most recent educational institution attended by the student; photograph and other likeness and other similar information. You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the Sergeant Bluff-Luton Community School in writing not later than September 1 each school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

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

RETURN THIS FORM

Sergeant Bluff-Luton Community School District Parental Directions to Withhold Student/Directory Information, for 20__ - 20__ school year.

Student Name: _____ Date of Birth _____

School: _____ Grade: _____

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

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

Parental Directions to Withhold Student Names, Addresses and Phone Numbers from Military Recruiters and Post-Secondary Educational Institutions, for 20__ - 20__ school year.

Date of Birth _____

Student Name:

School:

Grade:

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

(Date)

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

Approved _____

Reviewed 10/7/21

Revised 2/11/11

USE OF DIRECTORY INFORMATION

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

The following information may be released to the public in regard to any individual student of the Sergeant Bluff-Luton Community School District as needed. Any student over the age of eighteen or parent not wanting this information released to the public without their consent must make objection in writing by September 1 to the administrator. The objection needs to be renewed annually.

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

Student names, addresses, and telephone numbers may be accessed by military recruiters and postsecondary educational institutions without prior parental consent in accordance with law. Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district to withhold the information.

DATED _____, 20 ____.

STUDENT PHOTOGRAPHS

The board will permit student "portrait" photographs to be taken on agency 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 shall be the responsibility of the administrator to develop administrative rules regarding student photographs.

Approved 5/25/06

Reviewed 10/7/21

Revised 2/10/11

STUDENT LIBRARY CIRCULATION RECORDS

Student library circulation records are designed to be used internally to assist in the orderly administration of the agency libraries and media center. As a general rule, student library circulation records are considered confidential records and will not be released without appropriate consent or as otherwise provided by law. Individuals who may access such records may include a student's parents, the student, authorized licensed employees, authorized government officials from the U.S. Comptroller General, the Secretary of Education, Commissioner and Director of the National Institute of Education, and the Assistant Secretary for Education and State Education Department. Appropriate authorities in a health or safety emergency may access the student's library circulation records without the approval or the notification of the student or student's parents in accordance with applicable law. Parents may not access records, without the student's permission, of a student who has reached the age of majority unless the student is considered a dependent for tax purposes.

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

It shall be the responsibility of the administrator, in conjunction with the school librarian, to develop administrative regulations regarding this policy.

Approved 5/25/06 _____

Reviewed 10/7/21 ____

Revised 10/7/21 ____

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

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

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

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

Approved _____

Reviewed 10/7/21 __

Revised 2/10/11

Policy Title: ADMINISTRATION OF MEDICATION
TO STUDENTS

Code No. 507.2

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, in accordance with the requirements of Iowa law.

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 at 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. In accordance with law, the school district shall permit the self-administration of medication by students with asthma or other airway constricting diseases or the use of an epinephrine auto-injector by students with risk of anaphylaxis, upon the written approval of the student's parents and prescribing licensed health care professional, regardless of competency. 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 name and purpose and its dosage; the name, signature and title of the person administering the medication; and the time and method of administration and any unusual circumstances, actions or omissions. Administration of medication records shall be kept confidential as provided by law.

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 any updates and periodically review the prescribed course. Annually, each student shall be provided with the requirements for administration of medication at school.

Disposal of unused, discontinued/recalled, or expired medication shall be in compliance with federal and state law. Prior to disposal, school personnel shall make a reasonable attempt to return a student's medication to the student's parents by providing written notification that expired, discontinued/recalled, or unused medications need be picked up. If medication is not

Policy Title: ADMINISTRATION OF MEDICATION
TO STUDENTS

Code No. 507.2(Cont.)

picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

Approved _____

Reviewed 10/7/21 _

Revised 2/10/11

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

Code No. 507.2E2

The undersigned are the parent(s), guardian(s), or person(s) in charge of
(Student's Full Legal Name) _____, in
the ___ grade at the _____ building in
the Sergeant Bluff-Luton Community School District.

It is necessary that (Student's Full Legal Name) _____
receive (name of medication) _____, beginning
on (date) _____ and continuing through (date) _____.

___ I hereby request the Sergeant Bluff-Luton Community School District, or its authorized
representative, to administer the above-named medication to my child named above and
agree to:

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

OR

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

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

If any changes occur in the medication, dosage or time of administration, the parent is to notify
school officials immediately. The authorization shall be reviewed as soon as practical.

Dated this _____ day of _____, 20 __.

Name of Student

Parent/Guardian

Home Ph. #

Alternate Ph. #

PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE SELF-
ADMINISTRATION OF ASTHMA OR OTHER AIRWAY CONSTRICTING DISEASE
MEDICATION OR EPINEPHRINE AUTO-INJECTOR

I am the parent/guardian/custodian of _____
(student's full legal name), date of birth _____ in the _____
school building in the Sergeant Bluff-Luton Community School District.

In order for a student with asthma or other airway constricting disease to self-administer asthma or other airway constricting disease medication, or for a student with a risk of anaphylaxis to self-administer an epinephrine auto-injector:

- Parent/guardian must provide a signed, dated written authorization for student self-administration of medication or use of an epinephrine auto-injector.
- The student's licensed health care professional must provide a signed, dated written authorization for student self-administration of medication or use of an epinephrine auto-injector containing:
 - name and purpose of the medication or epinephrine auto-injector,
 - prescribed dosage,
 - times or special circumstances under which the medication or epinephrine auto-injector is to be administered.
- The medication or epinephrine auto-injector must be in the original, labeled container as dispensed or the manufacture's labeled container containing the student's name, name of the medication or epinephrine auto-injector, directions for use, and date.
- Authorization must be renewed annually. If any changes occur in the medication or epinephrine auto-injector, dosage or time of administration, the parent is to notify school officials immediately. The authorization shall be reviewed as soon as practical.

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

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

Medication or <u>Epinephrine Auto-Injector</u>	Dosage	Route	Time
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Purpose of Medication or Epinephrine Auto-Injector & Administration Instructions

Special Circumstances	Discontinue or Re-Evaluate Date (mark which)
-----------------------	--

Prescriber's Signature	Date
Printed Name	

Prescriber's Address	Emergency Phone
----------------------	-----------------

- I request the above named student possess and self-administer asthma or other airway constricting disease medication(s) and/or possess and use an epinephrine auto-injector at school and in school activities according to the authorization and instructions.
- I understand the Sergeant Bluff-Luton Community School District and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication or epinephrine auto-injector or for supervising, monitoring, or interfering with a student's self-administration of medication or use of an epinephrine auto-injector. I acknowledge that the school district is to incur no liability, except for gross negligence, as a result of self-administration of medication or use of an epinephrine auto-injector by the student.
- I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change.
- I agree to timely provide safe delivery of medication or epinephrine auto-injector and equipment to and from school and to timely pick up remaining medication or epinephrine auto-injector and equipment.
- I agree the information is shared with school personnel in accordance with the Family Education Rights and Privacy Act (FERPA) and any other applicable laws.
- I agree to provide the school with back-up medication or epinephrine auto-injector approved in this form.

Parent/Guardian Signature (agree to above statement)	Date
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Parent/Guardian Address	Home Phone
-------------------------	------------

Business Phone

Self-Administration Authorization Additional Information:

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

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

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

A student shall notify the superintendent or the school nurse when the student learns the student has a communicable disease. It shall be the responsibility of the superintendent, when the superintendent or school nurse, upon investigation, has knowledge that a reportable communicable disease is present, to notify the Iowa Department of Public Health and local health authorities as may be required by law. Health data of a student is confidential and it shall not be disclosed to third parties unless such disclosure is in accordance with applicable law.

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

Approved _____

Reviewed 10/7/21 __

Revised 2/10/11

DISEASE	INCUBATION PERIOD	TRANSMISSION	COMMON SYMPTOMS	RECOMMENDATIONS
Chickenpox* (Varicella)	From 2-3 weeks, usually 13-17 days.	From person-to-person by direct contact and droplets or by airborne spread of vesicular fluid or secretions of the respiratory tract.	Sudden onset with slight fever and itchy eruptions which become vesicular (small blisters) within a few hours. Lesions commonly occur in successive crops, with several stages of maturity present at the same time. Communicable for as long as 5 days (usually 1-2 days) before eruption of vesicles and for not more than 5 days after the appearance of the first crop of vesicles.	<u>CASE</u> : Exclude from school for at least 5 days after eruptions first appear or until vesicles become dry. Avoid exposure to women in early pregnancy who have not had chickenpox and/or varicella vaccine. <u>CONTACTS</u> : On appearance of symptoms, exclude from school.
Conjunctivitis, Acute Bacterial (Pink Eye)	Usually 24-72 hours.	By contact with discharges from the conjunctivae or contaminated articles.	Pink or red eyeball with swelling of the eyelids and eye discharge. Eyelids may be matted shut after sleep.	<u>CASE</u> : Exclude from school while symptomatic or until 24 hours of antibiotic treatment has been completed. <u>CONTACTS</u> : School exclusion not indicated.
Fifth Disease (Erythema Infectiosum)	From 4-20 days	Primarily through contact with respiratory secretions.	Mild illness without fever. Rash characterized	<u>CASE</u> : Exclusion from school not indicated. <u>CONTACTS</u> : School exclusion not indicated.

			by a vivid reddening of the skin, especially of the face, which fades and recurs; classically, described as a “slapped face appearance.”	Pregnant women and immunocompromised persons should seek medical advice.
Measles* (Rubeola, Red Measles)	From 7-18 days, usually 10 days.	Airborne by droplet spread or direct contact with nasal or throat secretions of an infected person.	Prodrome characterized by fever followed by reddened eyes, runny nose, cough. Dusky-red blotchy rash appears on day 3 or 4 and lasts 4 -7 days. Highly communicable from beginning of prodromal period to 4 days after appearance of the rash.	<u>CASE:</u> Exclude from school until at least 4 days after appearance of the rash. Check immunization records of all students. Discuss with your local health department. <u>CONTACTS:</u> Exclude from school immediately on signs of prodrome.
Meningitis, Meningococcal*	From 2-10 days, usually 3-4 days.	By direct contact or droplet spread of nasopharyngeal secretions of an infected person.	Sudden onset of fever and intense headache. Delirium and coma often appear early; a characteristic (measles-like) rash usually follows. Can be fatal despite prompt diagnosis and treatment.	<u>CASE:</u> Exclude from school during acute illness. Non-communicable after 24 hours of appropriate drug therapy. <u>CONTACTS:</u> School exclusion not indicated. Observe carefully for symptoms, especially fever. Parents of day care/nursery school contacts should be advised to check with their child’s physician concerning prophylactic treatment

				with rifampin. Discuss with your local health department.
Mumps*	From 12-25 days, usually 18 days.	By droplet spread or by direct contact with saliva of an infected person.	Fever with swelling and tenderness or one or both parotid glands located below and in front of the ears. Unrecognized mild cases without swelling may occur. Communicable from 6 days before swelling until 9 days after.	<u>CASE</u> : Exclude from school for 9 days after the onset of parotid gland swelling. <u>CONTACTS</u> : School exclusion not indicated.
Pediculosis (Head Lice)	Under optimum conditions, eggs hatch in 7-13 days and reach maturity in about 10 days.	By direct contact with an infested person or their personal belongings such as combs, brushes, and hats.	Severe itching and scratching, often with secondary infection. Eggs of head lice (nits) attach to hairs as small, round, gray lumps.	<u>CASE</u> : Exclude from school until treatment removes all live lice. <u>CONTACTS</u> : Direct inspection of head. School exclusion not indicated in absence of infestation of live lice.
Pertussis*	Commonly 6-20 days.	By direct contact with respiratory secretions of an infected person by the airborne route.	The initial stage begins with upper respiratory symptoms and increasingly irritating cough. The paroxysmal stage usually follows within 1-2 weeks, and lasts 1-2 months.	<u>CASE</u> : Exclude from school until a physician advises return (usually 5 days after initiation of erythromycin therapy). Discuss with your local health department. <u>CONTACTS</u> : Exclude on first indication of symptoms.

			Paroxysmal stage is characterized by repeated episodes of violent cough broken by a high-pitched inspiratory whoop. Older children may not have whoop. Convalescence may require many weeks.	
Rubella* (German Measles)	From 14-23 days, usually 16-18 days.	By direct contact or droplet spread of nasopharyngeal secretions of an infected person.	Mild symptoms; slight fever, rash of variable character lasting about 3 days; enlarged head and neck lymph glands common. Joint pain may occur, especially in older children and adults. Communicable for 7 days before onset of rash and at least 4 days thereafter.	<u>CASE</u> : Exclude from school for 7 days after onset of rash. Avoid exposure to women in early pregnancy. Check immunization records of all students. Discuss with your local health department. <u>CONTACTS</u> : Those who are pregnant and not immunized should be urged to seek medical advice.
Scabies	From 2-6 weeks.	By direct skin-to-skin contact.	Begins as itchy raised areas around finger webs, wrists, elbows, armpits, belt-line, and/or genitalia. Extensive	<u>CASE</u> : Exclude from school until 24 hours of antibiotic treatment has been completed. <u>CONTACTS</u> : Direct inspection of body. School exclusion not indicated in absence of infestation.

			scratching often results in secondary infection.	
Streptococcal Diseases (Including Impetigo and Scarlet Fever)	Impetigo: variable, often 1-3 days	By direct contact with infected persons and carriers or by contact with their respiratory droplets.	Multiple skin lesions usually of exposed area (e.g., elbows, legs, and knees), but may involve any area. Lesions vary in size and shape, and begin as blisters, which rapidly mature into brown crusts on a reddened base. Healing from center outward produces circular areas, which may resemble ringworm.	<u>CASE</u> : Exclude from school until lesions are healed or until 24 hours of antibiotic treatment has been completed. <u>CONTACTS</u> : Exclusion from school not indicated. Observe carefully for symptoms.
	Scarlet Fever: usually 1-3 days, rarely longer.			<u>CASE</u> : Exclude from school during acute illness. Non-communicable after 24 hours of appropriate drug therapy. <u>CONTACTS</u> : Exclude on first indication of symptoms. Culturing of school contacts and treatment of carriers not usually indicated.
	Streptococcal sore throat: short, usually 1-3 days.			Fever, sore throat, exudative tonsillitis or pharyngitis. Sandpaper-like rash appears most often on neck, chest, and skin folds of arms, elbows, groin, and inner aspect of thighs.

			Sudden onset of fever, sore throat, exudative tonsillitis or pharyngitis, and enlarged lymph nodes. Symptoms may even be absent in some cases.	
Tinea Corporis (Ringworm of the Body)	From 4-10 days.	By direct or indirect contact with lesions of an infected person or contaminated environmental surfaces.	Circular well-demarcated lesion that can involve face, trunk, or limbs. Itching is common.	<u>CASE:</u> Exclusion from school not indicated as long as lesions are covered or child is receiving treatment. During treatment, exclude from gymnasiums and swimming pools. <u>CONTACTS:</u> School exclusion not indicated.

NOTE: A more complete discussion of these conditions and other communicable diseases may be found in *Control Communicable Diseases Manual* (2008) published by the American Public Health Association. Additional information and consultation are also available through your local health department. Iowa Department of Public Health, Office of Epidemiology, 321 E. 12th Street, Des Moines, IA 50319-0075

Please visit our web site at www.idph.state.ia.us.

*Officially reportable in Iowa to the local health department. All outbreaks and unusual occurrences of disease are also reportable.

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

Anthrax	Mumps
Botulism	Pertussis
Brucellosis	Plague
Campylobacteriosis	Poliomyelitis
Chlamydia	Psittacosis
Cholera	Rabies (human and animal)
Cryptosporidiosis	Rocky Mountain spotted fever (RMSF)
Cyclospora	Rubella (including congenital)
Diphtheria	Salmonellosis (including Typhoid fever)
Encephalitis, arboviral (e.g., West Nile, St. Louis, LaCrosse, WEE, EEE, VEE)	Severe acute respiratory syndrome (SARS)
Enterococcus, <u>invasive</u> disease	Shigellosis
<i>Escherichia coli</i> O157:H7 and related diseases	Smallpox
including HUS	<i>Staphylococcus aureus</i> :
Giardiasis	<u>Invasive</u> disease
Gonorrhea	Methicillin-resistant, <u>invasive</u> disease
<i>Haemophilus influenzae</i> type B, <u>invasive</u> disease	Vancomycin-resistant
Hansen's disease (Leprosy)	<i>Streptococcus pneumoniae</i> , <u>invasive</u> disease
Hantavirus syndromes	Streptococcus, Group A, <u>invasive</u> disease
Hepatitis A, B, C, D, E	Syphilis
Human immunodeficiency virus (HIV) infection including HIV-exposed newborn infants	Tetanus
Legionellosis	Toxic shock syndrome
<i>Listeria monocytogenes</i> , <u>invasive</u> disease	Trichinosis
Lyme disease	Tuberculosis
Malaria	Viral hemorrhagic fever (VHF) (e.g., Lassa, Marburg, Ebola, Crimean-Congo, South <u>American</u>)
Measles (rubeola)	Yellow fever
Menningococcal, <u>invasive</u> disease	

Any other disease which is unusual in incidence, occurs in unusual numbers of circumstances, or appears to be of public health concern, e.g., epidemic diarrhea, food or waterborne outbreaks, acute respiratory illness, or appears to be the result of a deliberate act such as terrorism.

Policy Title: STUDENT ILLNESS OR INJURY AT SCHOOL

Code No. 507.4

When a student becomes ill or is injured at school, the school district shall 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 to 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 shall be the responsibility of the principal to file an accident report with the superintendent within twenty-four hours after the student is injured.

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

The superintendent shall be 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.

Approved _____

Reviewed 10/7/21 __

Revised 2/10/11

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

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

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

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

Approved _____

Reviewed 10/7/21 __

Revised 08/18/2005

Policy Title: STUDENT INSURANCE

Code No. 507.6

Students shall 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 shall be 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.

The purchase of pupil insurance shall be voluntary with the entire cost being paid by the student or his/her parents.

Approved _____

Reviewed 10/7/21 __

Revised 2/10/11

Policy Title: CUSTODY AND PARENTAL RIGHTS

Code No. 507.7

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

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

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

Approved _____

Reviewed 10/7/21 __

Revised 08/18/2005

Policy Title: STUDENT SPECIAL HEALTH SERVICES

Code No. 507.8

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

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

Approved _____

Reviewed 10/7/21 __

Revised 10/7/21

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

A. Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Approved _____

Reviewed 10/7/21 __

Revised 10/7/21

Policy Title: USE OF VIDEO CAMERAS IN SCHOOL BUILDINGS Code No. 507.9

The board supports the use by the School District of video cameras in school buildings and our school busses as a means to monitor and maintain a safe environment for students and employees. The contents of the digital video recordings may be used as evidence in a student disciplinary hearing.

Student Records

The content of the digital video recording is a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose or as may be otherwise authorized by law may view the video recordings. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, and educational staff. If the content of the video recordings becomes the subject of a student disciplinary proceeding, it may be treated like other evidence in the proceeding.

Notice

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

The Sergeant Bluff-Luton Communication School District Board of Directors has authorized the use of video cameras in school district buildings. The video cameras will be used to monitor student behavior to maintain order in the buildings and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video recordings may be used in a student disciplinary proceeding. The content of the video recordings are confidential student records and will be retained with other student records. Video recordings will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view video recordings of their child if the video recordings are used in a disciplinary proceeding involving their child or as may be otherwise authorized by law.

The following notice will also be placed in buildings with a video camera system.

Video camera may be in operation.

Approved 1/18/07

Reviewed 10/7/21

Revised 2/10/11

WELLNESS POLICY

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

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

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals.

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the school district will utilize electronic identification and payment systems; promote the availability of meals to all students; and/or use nontraditional methods for serving meals, such as "grab-and-go" or classroom breakfast.

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

Specific Wellness Goals

- Specific goals for nutrition education, (see Appendix A)
- Physical activity, (see Appendix B)
- Other school-based activities that are designated to promote student wellness, (see Appendix C)

The nutrition guidelines for all foods available with the objective of promoting student health and reducing childhood obesity in the school district (see Appendix D).

The board will monitor and evaluate this policy by reviewing and acting on the yearly report submitted by the Wellness Committee after comparing the contents of the report with the directives of the Board Policy 507.10.

The school Wellness Committee shall consist of:

School Nurse
Food Service Supervisor
Physical Education Representative
Building Principal
Associate
Superintendent
At Risk Coordinator
Health Teacher
Family Consumer Science Teacher
Building Cook
School Board Member
District Advisory Committee Member
Two members of the high school Student Council (9-12)

Approved: 7/27/06 Reviewed 10/7/21 Revised 10/1/15

Appendix A

NUTRITION EDUCATION AND PROMOTION

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

- Is offered at appropriate grade levels and classes as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health.

GOAL: Offer more opportunities for students to consume fruits and vegetables while participating in the school lunch program. This can be accomplished by surveying students concerning which fruits and vegetables they prefer and by offering samples of various fruits and vegetables to encourage students to try a variety of healthy foods.

PHYSICAL ACTIVITY

Physical Education

In accordance with applicable law, the school district will provide physical education that:

- Is for all students in grades PK-12
- Is taught by a certified physical education teacher
- Includes students with disabilities; students with special health care needs may be provided with physical activity in alternative settings.

GOAL: 70% of physical education class time will be used for moderate activity.

Daily Recess

Elementary schools should provide recess for students that:

- Is at least 20 minutes a day
- Is preferably outdoors
- Encourages moderate to vigorous physical activity verbally and through the provision of space and equipment.

Physical Activity and Punishment

Employees should not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

Appendix C

OTHER SCHOOL-BASED ACTIVITIES THAT PROMOTE STUDENT WELLNESS

Integrating Physical Activity Into Classroom Settings

The school district will:

- Offer classroom health education that compliments physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities.

GOAL: Provide opportunities for physical activity to be incorporated into other subject lessons. This can be accomplished by encouraging classroom teachers to provide short activity breaks between lessons as appropriate.

Communication with Parents

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

- Provide parents a list of foods that meet the school district's snack standards and ideas for healthy celebrations/parties, rewards and fundraising activities
- Provide information about physical education and other school-based physical activity opportunities
- Support parents' efforts to provide their children with opportunities to be physically active outside of school
- Encourage parents to pack healthy lunches and snacks.
- Will use the school nurse newsletter to provide parents information about healthy foods and physical activities

Food Marketing in Schools

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

- Limit food and beverage marketing to the promotion of foods and beverages that meet sound nutrition standards
- Promote healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products
- Market activities that promote healthful behaviors

Staff Wellness

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

- Develop, promote and oversee a multifaceted plan to promote staff health and wellness developed by the staff wellness committee

Safe Routes to School

The school district will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school through the implementation of a Safe Routes to School program. When appropriate, the district will work together with the school board members, parents, City of Sergeant Bluff, SIMPCO, and Siouxland District Health Department in these efforts.

Appendix D

NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS

School Meals

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

- Be appealing and attractive to children
- Be served in clean and pleasant settings
- Meet, at a minimum, nutrition requirements established by local, state and federal law
- Offer a variety of fruits and vegetables
- Serve only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives (as defined by the USDA), and
- Ensure that 100% of the served grains are whole grain

Cold lunch/outside food and beverages

“Fast Food” and soda pop may not be consumed during the regularly scheduled breakfast or lunch program. Parents/guardians will be directed to another area to eat if these items are brought into the cafeteria

Schools should

- Engage students and parents
- Share information about the nutritional content of meals with parents and students

Breakfast

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

- Operate a breakfast program

Free and Reduced-Price Meals

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

Meals Times and Scheduling

The school district

- Will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch
- Will provide students access to hand washing or hand sanitizing before they eat meals or snacks

Qualification of Food Service Staff

Qualified nutrition professionals will administer the meals programs. The school district will

- Provide continuing professional development.

Sharing of Foods

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

Food Sold Outside the Meal (e.g. vending, a la carte, sales)

Elementary Schools: The food service program will approve and provide all food and beverage sales to students in elementary schools PK-5 during school time (8:00 a.m. to 4:00 p.m.)

Secondary Schools: In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable meal programs (including those sold through a la carte snack lines, vending machines, student stores or fundraising activities) during the school day, or through programs for students after the school day, will meet sound nutrition and portion size standards.

Fundraising Activities

There are two types of fundraising regulated and other. Regulated fundraisers are those that offer the sale of foods or beverages on school property and that are targeted primarily to PK-12 students by or through other PK-12 students, student groups, school organizations, or through on campus school stores. Regulated fundraising activities must comply with the state nutrition guidelines. All other fundraising activities are encouraged, but not required, to comply with the state nutrition guidelines if the activities involve foods and beverages.

The school district encourages fundraising activities that promote physical activity. The school district will make available a list of ideas for acceptable fundraising activities

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.

Rewards

The school district will discourage the use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through meals) as a punishment.

Celebrations

Schools should evaluate their celebrations practices that involve food during the school day.

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/Reosurces/servingsafechapter6.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.

Appendix E

Monitoring

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

- The principal will ensure compliance with those policies in the school buildings.
- Food service staff, at the school or school district level, will ensure compliance with nutrition policies within food service areas.
- The superintendent and wellness committee will develop a summary report every 3 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.
- The report will be provided to the school board and also distributed to the school district.

Policy Review

Policy will be reviewed every year by the wellness committee to review compliance, assess progress, and determine areas in need of improvement. Recommendations for changes will be presented to the board of education for their review and approval.

Policy Title: CLASS OR STUDENT GROUP GIFTS

Code No. 508.1

The board welcomes gifts to the school district from a class or student group. While class gifts to the school district do not require the approval of the superintendent, the board encourages students to consult with the superintendent or other licensed employees prior to selecting a gift for the school district. All such gifts may be accepted by the school district in accordance with applicable law.

Approved _____

Reviewed 10/7/21 ___

Revised 2/10/11

Policy Title: FAMILY NIGHT

Code No. 508.2

It is recognized that school functions and activities, outside of the classroom, occupy much of the time of many students during each week of the school year. It is also recognized that family and non-school related activities have a vital influence on pupil training, and that the school district should not encroach upon such activities unnecessarily.

It is, therefore, established as a policy of the school district to avoid all school sponsored functions and activities, including co-curricular activities on Sundays, in order that students have the opportunity to enjoy such time exclusively with parents, families, and friends; and the school district will avoid whenever possible any co-curricular activities after 6:00 p.m. on Wednesday night.

Approved _____

Reviewed 10/7/21

Revised 6/2/16

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

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

The student's parent or guardian shall be contacted as soon as possible following the injury, and told that the student cannot return to participate in the activity until evaluated by an appropriate health-care professional. The student shall not return to participate in the activity or practice on the same day of a concussion. The student shall not return to participation in an extracurricular interscholastic activity, contest or practice until a written clearance to participation signed by the appropriate health care provider is given to the district. The student shall be examined by an appropriate health-care professional the same day the injury occurs. A licensed health care provider means a physician, physician's assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist or licensed athletic trainer. There may be situations when the Iowa High School Athletic Association, Iowa Girls High School Athletic Union and/or the District specifically designates individuals to act as the health-care professional during an activity or event. In such situations, the Iowa High School Athletic Association's, the Iowa Girls High School Athletic Union's, and/or the District's decision regarding the designation of the health-care professional is final. The written release shall be maintained as part of the student's cumulative record.

For students who participate in an extracurricular interscholastic activity which is a contest in grades seven through twelve, the District shall adopt a return to play protocol consistent with the Department of Public Health's rules and a return to learn plan based on guidance developed by the Brain Injury Association of America in cooperation with a student removed from participation in an extracurricular interscholastic activity and diagnosed with a concussion or brain injury, the student's parent or guardian, and the student's licensed health care provider to accommodate the student as the student returns to the classroom.

Approved 8/8/2019

Reviewed 10/7/21

Revised _____