

STUDENTS

Series 500

Code No.

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Updated 12/12/13, 6/13/16; 5/8/17

OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS

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

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its educational programs and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

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

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

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

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

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Clarke Community School District, PO Box 535, Osceola, Iowa 50213-0535; or by telephoning 641-342-4969.

Approved 8/16/2004

Reviewed 3/23/15

Revised 7/30/07; 11/9/09

OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS

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

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

NOTE: This is a mandatory policy. The third paragraph lists the classes for students protected by law. Age and sexual orientation are not a protected class for students but may be added by the board. This policy includes the school district's general jurisdictional statement in paragraph five. This statement notifies students, employees and others when school district policies, rules and regulations are in effect. By stating it here, it does not need to be in other policies. The statement is, however, included in a few of the policies merely for emphasis. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 19 #10 – June 8, 2007.

STATEMENT OF GUIDING PRINCIPLES FOR STUDENT PERSONNEL

Student Rights and Responsibilities

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

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

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

Objectives to be Achieved

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

- Freedom of Expression - Students may freely express their points of view provided they do not seek to coerce others to join in their mode of expression and provided also that they do not otherwise intrude upon the rights of others during school hours.
- Personal Appearance - Restrictions on a student's hair style or his/her manner of dress will be determined where there is a "clear and present danger to the student's health and safety, causes an interference with work, or creates classroom or school disorder" as a result of such hair style or manner of dress. Participation in voluntary activities may necessitate specific requirements for approved grooming and dress due to the nature of the activity.
- The Right to Petition - Students are allowed to present petitions to the administration at any time. Collecting of signatures on petitions is limited to before and after school hours. No student will be subjected to disciplinary measures of any nature for signing a petition addressed to the administration--assuming that the petition is free of obscenities, libelous statements, personal attack, advocacy of disruption which poses a probable threat of disruption to the regular school program, and is within the bounds of reasonable conduct.
- Student Due Process Rights - Students are to have clearly established means by which "administrative due process" is available to see that the individual's rights are protected. Students are to be involved, singly and collectively, as citizens of the school with the attendant rights of such citizenship and corresponding responsibilities for the proper conduct of their own affairs and those of other students.

CROSS REF.: 503 Student Discipline
 502.7 Search and Seizure
 502.8 Interviews of Students by Outside Agencies
 602.1 Nondiscrimination on the Basis of Sex or Handicap

Adopted: 9/12/1988

Reviewed: 4/13/1998; 12/13/2004; 11/9/09;
3/23/15

Revised:

STUDENT ATTENDANCE

It shall be the policy of this school district to encourage regular attendance on the part of each student. An accurate and consistently maintained record system is crucial to alerting the staff of the attendance pattern of each student.

The staff should use resources available to meet the goal of achieving regular attendance for all students. It is imperative that:

1. Teachers let students know they care for them and want them in attendance every day.
2. Parents and guardians be aware that teachers expect their help in seeing that students attend school daily.
3. Students realize that valuable information and training is provided each day by the teachers, and they will miss important learning opportunities if they do not attend school daily.

Students who are absent from school without a reasonable excuse shall be subject to disciplinary measures which may include, but will not be limited to, short-term and long-term suspension, and denial of credit for the courses involved.

Adopted: 1/14/1991

Reviewed: 4/13/1998; 12/13/2004; 11/9/09;
3/23/15

Revised:

RESIDENT STUDENTS

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

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

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

NOTE: This policy reflects the current Iowa law regarding residency and payment of tuition.

Legal Reference: Lakota Cons. Ind. School v. Buffalo Center-Rake Comm. School, 334 N.W.2d 704 (Iowa 1983).
 Mt. Hope School Dist. v. Hendrickson, 197 N.W. 47 (Iowa 1924).
 Oshel v. Creston Comm. School Dist., DPI Admin. Doc. 570 (1981).
 33 D.P.I. Dec. Rule 80 (1984).
 Iowa Code §§ 257.6; 282.2, .6, .7; 285.4 (2007).
 1956 Op. Att'y Gen. 185.
 1946 Op. Att'y Gen. 197.
 1938 Op. Att'y Gen. 69.
 1930 Op. Att'y Gen. 147.

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

Approved 4/13/1998

Reviewed 8/16/2004; 3/23/15

Revised 11/9/09

NONRESIDENT STUDENTS

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

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

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

NOTE: This policy reflects current Iowa law. Iowa's open enrollment law has not eliminated the need for this policy. This policy affects nonresident students who do not qualify for open enrollment.

Legal Reference: Lakota Cons. Ind. School v. Buffalo Center-Rake Comm. School, 334 N.W.2d 704 (Iowa 1983).
Mt. Hope School Dist. v. Hendrickson, 197 N.W. 47 (Iowa 1924).
Oshel v. Creston Comm. School Dist., DPI Admin. Doc. 570 (1981).
 Iowa Code §§ 257.6; 282.1, .2, .6, .7, .24 (2007).

Cross Reference: 501 Student Attendance

Approved 4/13/1998

Reviewed 3/23/15

Revised 4/27/1998; 8/16/2004
11/9/09

COMPULSORY ATTENDANCE

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of hours school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 1080 hours. Students not attending the minimum hours must be exempted by this policy as listed below or referred to the county attorney. Exceptions to this policy include children who:

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

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

A school personnel, such as, the building administrator, court liaison officer, or school counselor will investigate the cause for the student's truancy. If they are unable to secure the truant student's attendance, they will refer the matter to the county attorney.

The school will participate in mediation if requested by the county attorney. A school personnel, such as, the building administrator, court liaison officer, school counselor, or superintendent will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation to the county attorney.

Note: The compulsory attendance law does not require school districts to have a truancy officer.

Legal Reference: Iowa Code §§ 259A; 279.10-.11; ch. 299; 299A (2013).
441 I.A.C. 41.25(8).
1978 Op. Att'y. Gen. 379.

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

Approved 4/13/1992

Reviewed 4/13/1998

Revised 8/16/2004; 11/9/09;
12/9/13; 08/08/14; 4/13/15

ENTRANCE - ADMISSIONS

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

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

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

NOTE: This policy reflects current Iowa law.

Legal Reference: Iowa Code §§ 139A.8; 282.1, .3, .6 (2007).
1980 Op. Att'y Gen. 258.

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

Approved 9/12/1988 Reviewed 3/23/15 Revised 4/13/1998; 8/16/2004; 11/9/09

ATTENDANCE CENTER ASSIGNMENT

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

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

Legal Reference: Iowa Code §§ 279.11; 282.7-.8 (2007).

Cross Reference: 501 Student Attendance

Approved 8/16/2004 Reviewed 3/23/15 Revised 11/9/09

STUDENT TRANSFERS IN

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

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

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

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

NOTE: School districts do not need parental permission to request student records from previous school districts. The school district sending the records must notify the parents that the student's records have been sent.

Legal Reference: 20 U.S.C. § 1232g (2004).
Iowa Code §§ 139A.8; 282.1, .3, .4; 299A (2007).

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

Approved 8/16/2004

Reviewed 3/23/15

Revised 11/9/09

STUDENT TRANSFERS OUT OR WITHDRAWALS

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

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

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

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

NOTE: The third paragraph is a reflection of federal law regarding the forwarding of student records.

Legal Reference: 20 U.S.C. § 1232g (2004).
Iowa Code §§ 274.1; 299.1-.1A (2007).

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

Approved 8/16/2004

Reviewed 3/23/15

Revised 11/9/09

STUDENT ATTENDANCE RECORDS

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

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

Legal Reference: Iowa Code §§ 294.4; 299 (2007).
281 I.A.C. 12.2(4).

Cross Reference: 501 Student Attendance
506 Student Records

Approved 9/12/1988 Reviewed 4/13/1998; 3/23/15 Revised 8/16/2004; 11/9/09

STUDENT ABSENCES - EXCUSED

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

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

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

Students who wish to participate in school-sponsored activities must attend school the entire day of the day of the activity unless a student presents a doctor note, a dentist note, funeral or emergency verified by the principal.

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

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

Legal Reference: Iowa Code §§ 294.4; 299 (2007).
281 I.A.C. 12.2(4).

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

Approved 8/16/2004

Reviewed 3/23/15

Revised 11/9/09, 4/26/2010

TRUANCY - UNEXCUSED ABSENCES

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

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

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

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

Legal Reference: Iowa Code §§ 294.4; 299 (2007).
281 I.A.C. 12.2(4).

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

Approved 8/16/2004

Reviewed 3/23/15

Revised 11/9/09

TRUANCY - UNEXCUSED ABSENCES REGULATION

I. General Attendance Policy

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

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

B. Absences

1. Parents are expected to notify the school prior to 9 a.m. regarding a student's absence on the day of the absence. All absences must be reported within one 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; and
 - d. court appearance or other legal situation beyond the control of the family.
3. Classes missed because of attendance at a school-sponsored trip or activity will not be considered an absence. However, the student will be required to make up work missed.
4. Suspensions from class *either in-school suspensions or out-of-school suspension* will be treated as school-initiated student absences and will not count toward the days absent. However, the student will be required to make up work missed.
5. If a student accumulates 3 unexcused absences in a class, he or she may lose credit for the class. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing.

School work missed because of absences must be made up within 2 days for first day of absence and 1 day for each day of absence after first day. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

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

If a student loses credit, that fact is recorded in the student's record as an "AD" (administrative drop).

TRUANCY - UNEXCUSED ABSENCES REGULATION

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.

II. Excessive Absenteeism

Excessive absenteeism is any absence beyond 10 days or individual class meetings per semester.

- A. When a student has been absent from school or a class 10 times during a given semester, the student's parent will be contacted via telephone or mail regarding the student's attendance. A school personnel member, such as, a school counselor, building administrator, or the districts court liaison officer will initiate the 10 day notification process.
- B. When a student has been absent from school/class 10 or more times during a semester, a school personnel member, such as, a school counselor, building administrator or the districts court liaison officer will inform the parent of the student's status. The school personnel member, such as, a school counselor, building administrator, or the districts court liaison officer notify the student and the parent of the excessive absences and initiate appropriate sanctions.

III. Appeals **7-12**

A. First level of appeal

1. The principal or designee will notify the parent/guardian by phone or by mail when the student is unexcused from any class for the first time.
2. When a student reaches two (2) unexcused absences in a class, parents will be advised by a principal in writing of the possible loss of credit and a conference will be scheduled with a principal, parent(s)/guardian(s), student, teacher, counselor, and school liaison officer.

TRUANCY - UNEXCUSED ABSENCES REGULATION

3. When a student received three (3) unexcused absences in a class during a semester he/she will be put on a non-credit status. The student may appeal to a committee of teachers and administrators who will decide whether or not a student will receive full, partial or no credit.
4. There will be no credit given for class work during an unexcused absence.
5. In addition, students who have unexcused absences are subject to disciplinary action as determined by the principal.

B. Second Level of Appeal

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

C. Third Level of Appeal

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

D. 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 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.

K-6 Intervention Plan/Appeals

- A. Any student who has missed more than 10 times per semester will receive an unexcused absence from school without written doctor notes or individual conference with the principal.
- B. Parents (guardians) of students who have missed more than three unexcused absences per semester will participate in a team meeting to create a formal intervention plan for improved attendance.
- C. If parents fail to participate in a formal intervention meeting after three attempts by the school, the student will be automatically referred to the liaison officer and possibly the county attorney.
- D. If the student continues to have unexcused absences after the formal intervention plan is in place, the situation will be referred to the liaison officer and possibly the county attorney.

Approved 8/16/04

Reviewed 3/23/15

Revised 11/9/09; 8/8/14

STUDENT RELEASE DURING SCHOOL HOURS

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

7-12 students must sign out at the office.

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

Students in grade 12 may be allowed to leave the school district facilities when they are not scheduled to be in class. Students who violate school rules may have this privilege suspended.

Students in grades 11 or 12 may be allowed to leave the district facility during their lunch period.

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

Legal Reference: Iowa Code § 294.4 (2007).
281 I.A.C. 12.2(4).

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

Approved 8/16/2004

Reviewed 3/23/15

Revised 11/9/09

PREGNANT STUDENTS

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

Legal Reference: Iowa Code §§ 216; 279.8; 280.3 (2007).

Cross Reference: 501 Student Attendance
604.2 Individualized Instruction

Approved 9/12/1988 Reviewed 4/13/1998; 3/23/15 Revised 8/16/2004; 11/9/09

STUDENTS OF LEGAL AGE

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

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

Legal Reference: 20 U.S.C. § 1232g (2004).
Iowa Code §§ 22; 282.2, .6, .7; 285.4; 599.1; 622.10 (2007).
281 I.A.C. 12.3(6).

Cross Reference: 501 Student Attendance
506 Student Records

Approved 8/16/2004 Reviewed 3/23/15 Revised 11/9/09

OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A SENDING DISTRICT

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

Parents requesting open enrollment out of the school district for their student will notify the sending and receiving school district no later than March 1 in the school year 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 by September 1 unless another deadline applies.

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

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

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

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

NOTE: This policy reflects Iowa's open enrollment law. The option addresses the issue of transportation of open enrolled students. The board needs to establish by policy whether it will or will not allow a receiving district to enter the district to pick up open enrolled students. This option is on the bottom of the first page of this policy. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 18 #3 – June 24, 2005.

Legal Reference: Iowa Code §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1 (2007).
281 I.A.C. 17.
1990 Op. Att'y Gen. 75.

Cross Reference: 501 Student Attendance
506 Student Records

Approved 1/14/1991

Reviewed 3/23/15

Revised 4/13/98; 10/27/03; 8/16/2004;
7/25/2005; 11/9/09

OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A RECEIVING DISTRICT

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

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

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

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

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

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

Parents of students whose open enrollment requests are approved by the superintendent are responsible for providing transportation to and from the receiving district without reimbursement. The board will not approve transportation into the sending 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 of such an open enrollment request will be whether the special education program available in the school district is appropriate for the student's needs and whether the enrollment of the special education student will cause the class size to exceed the maximum allowed. The area education agency director of special education serving the school district will determine whether the program is appropriate. The special education student will remain in the sending district until the final determination is made.

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 10/27/03

Reviewed 8/16/2004; 3/23/15

Revised 7/25/2005; 11/9/09

OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A RECEIVING DISTRICT

NOTE: *This policy reflects Iowa's open enrollment law. The board needs to determine whether it will delegate authority to the superintendent to approve timely filed open enrollment requests. This option is the first set of options on page one of the policy. There are three options available to the board:*

- *board retains all approval authority over timely filed requests.*
- *board delegates all approval authority over timely filed requests.*
- *board delegates only some approval authority over timely filed requests.*

After the board makes its decision, the policy needs to be edited to reflect the board's decision.

The second option on page two addresses the issue of transportation of the receiving district to pick up open enrolled students. The board needs to establish by policy whether it will go into the sending district to pick up open enrolled students. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 18 #3 – June 24, 2005.

Legal Reference: Iowa Code §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1 (2007).
281 I.A.C. 17.
1990 Op. Att'y Gen. 75.

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

HOMELESS CHILDREN AND YOUTH

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

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

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

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

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

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

NOTE: This is a mandatory policy.

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

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

Legal Reference: 20 U.S.C. § 6301.
42 U.S.C. § 11302.
42 U.S.C. §§ 11431 *et seq.*
281 I.A.C. 33.

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

Approved 4/13/98

Reviewed

Revised 8/16/2004; 7/25/2005; 11/9/09;
4/13/15; 12/12/16

INTERNATIONAL STUDENTS

Qualified international students may be enrolled and attend school without charge, if they are enrolled in a program approved by the National Association of Secondary School Principals and reside within the boundaries of this district. Proper I-20 forms and other required papers must be processed by the district, the student, and the sponsoring organization before an international student can be formally admitted to school.

CROSS REF.: 501.4, Resident Students

Adopted: 4/13/1992 Reviewed: 12/13/2004; 11/9/09; 3/23/15 Revised: 4/13/1998

SHARED-TIME STUDENTS

Students enrolled in private school may attend public schools on a shared-time basis, provided that (1) courses to be taken in the public school are not offered in private school; and (2) any prerequisites for such courses have been satisfied.

The Board of Directors has the authority to govern and regulate the attendance of shared-time students in the public school.

CROSS REF: 603.9 Shared-Time Enrollment

Adopted: 9/12/1998 Reviewed: 12/13/2004; 11/9/09; 3/23/15 Revised: 4/13/1998

STUDENT APPEARANCE

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

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

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

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

NOTE: This policy reflects the current status of the law regarding student appearance. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 4 #3 May 31, 1994.

Legal Reference: Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethal School District v. Fraser, 478 U.S. 675 (1986).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
Torvik v. Decorah Community School, 453 F.2d 779 (8th Cir. 1972).
Turley v. Adel Community School District, 322 F.Supp. 402 (S.D. Iowa 1971).
Sims v. Colfax Comm. School Dist., 307 F.Supp. 485 (Iowa 1970).
Iowa Code § 279.8 (2007).

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

Approved 4/13/1998 Reviewed 8/16/2004; 3/23/15 Revised 11/9/09

CARE OF SCHOOL PROPERTY/VANDALISM

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

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

Legal Reference: Iowa Code §§ 279.8; 282.4, .5; 613.16 (2007).

Cross Reference: 502 Student Rights and Responsibilities
802.1 Maintenance Schedule

Approved 4/13/1998

Reviewed 3/23/15

Revised 8/16/2004; 11/9/09

FREEDOM OF EXPRESSION

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

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of the administration, encourage the breaking of laws, defame others, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

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

NOTE: This policy represents the current status of students' first amendment rights. For a more detailed discussion of the topic, see IASB's Policy Primer, Vol. 4 #3-May 31, 1994.

Legal Reference: U.S. Const. amend. I.
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethel School District v. Fraser, 478 U.S. 675 (1986).
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
 Iowa Code §§ 279.8; 280.22; 282.3 (2007).

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

Approved 4/13/1998

Reviewed 3/23/15

Revised 8/16/2004; 11/9/09

STUDENT COMPLAINTS AND GRIEVANCES

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

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 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.

NOTE: There should be limits on the length of time an individual has to pursue complaints in order to bring the issue to closure. The board needs to determine the appropriate number of days, five for example, and place that in the blanks. There are limits similar to this in Policy 307, and the board may want to use the same number of days in that policy to ensure consistency.

Legal Reference: Iowa Code § 279.8 (2007).

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

Approved 8/16/2004

Reviewed 3/23/15

Revised 11/9/09

STUDENT LOCKERS

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

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

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

Legal Reference:Iowa Code §§ 279.8; 280.14; 808A (2007).

Cross Reference:502 Student Rights and Responsibilities

Approved 4/13/1998 Reviewed 3/23/15 Revised 8/16/2004; 11/9/09

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, 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.

Note: This is a mandatory policy.

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

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

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

Approved 10/24/94

Reviewed 3/23/15

Revised 4/13/98; 8/16/2004; 11/9/09;
12/12/16

SMOKING - DRINKING - DRUGS

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

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

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

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

The board believes the substance abuse prevention program will include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;

Approved 9/12/1988

Reviewed 3/23/15

Revised 4/13/98; 8/16/2004; 11/9/09

SMOKING - DRINKING - DRUGS

- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- Notification to parents and students that compliance with the standards of conduct is mandatory.

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

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

Legal Reference: 34 C.F.R. Pt. 86 (2004).
Iowa Code §§ 123.46; 124; 279.8, .9; 453A (2007).
281 I.A.C. 12.3(9); .5(3)(e), .5(4)(e), .5(5)(e), .5(21).

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

SEARCH AND SEIZURE

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

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

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

NOTE: This policy reflects the law regarding school district authority for searching students, their possessions and their lockers. Substantive changes were made to 502.8R1.

Legal Reference: U.S. Const. amend. IV.
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Cason v. Cook, 810 F.2d 188 (8th Cir. 1987), *cert. den.*, 482 U.S. 930 (1987).
 Iowa Code ch. 808A (2007).
 281 I.A.C. 12.3(6).

Cross Reference: 502 Student Rights and Responsibilities
 503 Student Discipline

Approved 9/12/1988

Reviewed 3/23/15

Revised 4/13/98; 8/16/2004
11/9/09

SEARCH AND SEIZURE CHECKLIST

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

A. Eyewitness account.

1. By whom: _____

2. Date/Time: _____

3. Place: _____

4. What was seen: _____

B. Information from a reliable source.

1. From whom: _____

2. Time received: _____

3. How information was received: _____

4. Who received the information: _____

5. Describe information: _____

C. Suspicious behavior? Explain

D. Student's past history? Explain

E. Time of search: _____

F. Location of search: _____

G. Student told purpose of search: _____

H. Consent of student requested: _____

SEARCH AND SEIZURE CHECKLIST

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

- A. What were you searching for: _____
- B. Where did you search? _____
- C. Sex of the student: _____
- D. Age of the student: _____
- E. Exigency of the situation: _____
- F. What type of search was being conducted: _____
- G. Who conducted the search: _____
Position _____
- H. Witness(s): _____

III. Explanation of Search.

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

- B. Describe exactly what was searched:

- C. What did the search yield:

- D. What was seized:

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

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

Reviewed 3/23/15

SEARCH AND SEIZURE REGULATION

I. Searches, in general.

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

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

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

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

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

II. Types of Searches

A. Personal Searches

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

SEARCH AND SEIZURE REGULATION

- (b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker and Desk Inspections

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

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

C. Automobile Searches

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

Approved 9/12/1988

Reviewed 8/16/2004; 11/9/09; 3/23/15

Revised 4/13/98

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

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

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

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

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

NOTE: Iowa law does not address access to students by law enforcement authorities or other officials. This policy reflects the generally accepted practice of school districts.

Legal Reference: Iowa Code §§ 232; 280.17 (2007).
281 I.A.C. 102.
441 I.A.C. 9.2; 155; 175.
1980 Op. Att'y Gen. 275.

Cross Reference: 402.2 Child Abuse Reporting
502.8 Search and Seizure
503 Student Discipline
902.2 News Conferences and Interviews

Approved 4/13/98 Reviewed 3/23/15 Revised 8/16/2004; 11/9/09

USE OF MOTOR VEHICLES

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

Students who drive to and park at their school attendance center shall only drive to and park at their designated attendance center or at either their attendance center or a shared district's attendance center for the purpose of attending extracurricular activities. Students may not loiter around or be in their vehicle during the school day without permission from the principal. Students shall leave their attendance center when there is no longer a legitimate reason for them to be at their attendance center. Students who drive shall enter and leave the parking lot by the routes designated by the principal.

Students who live within one mile of school, and would not otherwise be eligible for a student driving permit, may be eligible for a student driving permit, for driving to and from school and school activities and practices, if

- The student is in grades 9-12
- The student lives less than 1 mile from the school and attains permission from the building principal or superintendent.
- School sponsored transportation is not available to the activity in which the student wishes to participate.
- The student has successfully completed a certified driver's education program.
- The student has had a student learner's permit for at least six (6) months.
- If the student has a temporary or permanent medical condition. Students with a medical condition must provide the District with a copy of their medical records from a certified physician indicating the nature of the medical condition that warrants an exemption from this portion of this policy. Students with medical condition are subject to the rest of this policy as stated and if abused will result in the loss of said privilege of parking on school grounds.

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

NOTE: This policy is not mandatory. The underlined language, however, needs to be in board policy with the board adding its own criteria. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 17 #7 – June 18, 2004.

Legal Reference: Iowa Code §§ 279.8; 321 (2007).

Cross Reference: 502 Student Rights and Responsibilities

Approved 9/12/88 Reviewed 4/13/98; 3/23/15 Revised 8/16/2004; 11/9/09; 11/10/14

RESERVED

STUDENT USE OF BICYCLES

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

Adopted: 9/12/1988 Reviewed: 4/13/1998; 12/13/2004; 11/9/09; Revised:
3/23/15

STUDENT USE OF BICYCLES

Students who ride bicycles to school are requested to park them in an orderly fashion and at the location requested by the building Principal. They are requested to park them upon arrival at school and leave them until ready to return home. For safety reasons, riding bicycles on school grounds during school hours will not be permitted. Bicycle riders should know the rules of the road and follow them. Children who continually fail to follow the bicycle regulations will be asked to leave them at home.

Adopted: 9/12/1998

Reviewed: 4/13/1998; 12/13/2004; 11/9/09;
3/23/15

Revised:

OPEN CAMPUS

Open Campus is a privilege given to seniors in which they are excused from study halls under certain guidelines.

This is designed to encourage students to learn responsibility for their time and actions. The privilege can be lost when the regulations are not followed.

It shall be the responsibility of the superintendent in conjunction with the high school principal, to develop rules and regulations to carry out the intent of this policy.

Adopted: 4/13/1992

Reviewed: 4/13/1998; 12/13/2004; 11/9/09;
3/23/15

Revised:

OPEN CAMPUS

Open Campus Eligibility

JUNIORS: Any junior who misses ten (10) or more days of school during the second semester will lose his/her eligibility for open campus during the first quarter of his/her senior year.

Receiving a failing grade or an incomplete grade during the second semester will result in loss of open campus privileges during the first quarter of his/her senior year.

SENIORS: a) Seniors who miss ten (10) days of school beginning day one of each semester will lose open campus privileges immediately for the remainder of that semester. b) Any senior who has missed ten (10) or more days of school during the first semester will also lose his/her eligibility for open campus during the third quarter of his/her senior year. c) All days including partial days and tardies count toward this total. Grades are also a factor in maintaining open campus privileges. See the following open campus permission form which seniors must sign:

OPEN CAMPUS PARENTAL PERMISSION FORM

The following rules and regulations will apply to open campus for seniors at Clarke Community Senior High School.

1. Students must be in one of these places if they choose to stay at school during their study halls and they are as follows: a) Cafeteria, b) library, or c) study hall.
2. Students are not to be walking around in halls or any place other than the above mentioned areas.
3. No driving cars repeatedly around the school grounds.
4. No excuse for tardiness. If students fail to show up for a class this will be considered an unexcused absence.
5. Seniors are not allowed to eat first lunch shift.
6. Breaking of open campus rules or other school rules could lead to this privilege being withdrawn for that student.
7. Failing grades will mean open campus will be withdrawn and the student placed in study hall. This status will be checked at the end of first quarter, first semester, and third quarter.
8. Incomplete grades from the previous semester will cause loss of privileges until incomplete grade/grades are corrected to a passing mark.
9. Seniors whose assigned teacher will be absent will be on open campus if a substitute teacher is not available, or the students may be assigned to another staff member during the class period. If, due to incomplete or failing grades a senior is assigned to study hall, they are to report to study hall when their assigned teacher is absent.
10. a) Seniors who miss ten (10) days of school beginning day one of each semester will lose open campus privileges immediately for the remainder of that semester. b) Any senior who has missed ten (10) or more days of school during the first semester will also lose his/her eligibility for open campus during the third quarter of his/her senior year. c) All days including partial days and tardies count toward this total.

A parent or guardian with whom the student resides must sign this permission form before the student may participate in open campus.

_____ has my permission to participate in open campus.

Student signature

Printed Parent Name

date

Parent signature

date

Printed Guardian Name

date

Guardian signature

date

NOTE: Senior students will not be allowed open campus privileges until this parental permission form is signed properly and returned to the high school office.

12/13/2004

Revised 4/13/15

STUDENT WORK PERMITS

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

Adopted: 4/13/1992

Reviewed: 12/13/2004; 11/9/09;
3/23/15

Revised: 4/13/1998

STUDENT DRIVER PERMITS

The superintendent or designee of schools shall, when requested, issue an “Affidavit for School License” for a minor in accordance with the provisions of Iowa Code section 321.194. The Clarke Community School District will approve a student driver permit for any of the following three situations.

1. High school students involved in a designated extra curricular activity, meeting all other requirements.
(rodeo is not school sponsored, therefore it is not designated extra curricular activities)
2. High school students open enrolled from a contiguous district into Clarke, meeting all other requirements.
3. High school students attending the Clarke Alternative program, meeting all other requirements.

Approved: 9/23/2002 Reviewed: 11/9/09; 3/23/15

Revised: 12/13/2004; 1/12/11

OPEN LUNCH

Open lunch period is a privilege that eleventh and twelfth (11, 12) grade students are given. Students may leave the campus only during this time and must return on time for the next period class.

Adopted: 4/13/1992

Reviewed: 4/13/1998; 12/13/2004; 11/9/09;
3/23/15

Revised:

STUDENT CONDUCT

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

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

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

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; or while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension and decide whether to hold a disciplinary hearing to determine whether to impose further sanctions against the student which may include expulsion. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault. Assault for purposes of this section of this policy is defined as when, without justification, a student does any of the following:

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

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

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

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

STUDENT CONDUCT

Suspension means; either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten 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 will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

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

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

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

NOTE: This is a mandatory policy and outlines the school district's basic student conduct. Details of how this policy will be implemented should be included in the student handbook.

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

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

Approved 9/12/88

Reviewed 3/23/15

Revised 4/27/98; 9/27/04;
1/11/10; 6/13/16; 12/12/16

STUDENT SUSPENSION

Administration Action

A. Probation

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

B. In-School Suspension

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

C. Out-of-School Suspension

1. Out-of-school suspension is the removal of a student from the school environment for 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 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.

STUDENT SUSPENSION

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

D. Suspensions and Special Education Students

1. Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.
2. Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

Approved 4//27/98

Reviewed 1/11/10; 3/23/15

Revised 9/27/04

EXPULSION

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

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

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

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

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

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

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

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

Legal Reference: Goss v. Lopez, 419 U.S. 565 (1975).
Wood v. Strickland, 420 U.S. 308 (1975).
Southeast Warren Comm. School District v. Dept. of Public Instruction, 285 N.W.2d 173 (Iowa 1979).
 Iowa Code §§ 21.5; 282.3, .4, .5 (2007).
 281 I.A.C. 12.3(6).

Cross Reference: 502 Student Rights and Responsibilities
 503 Student Discipline

Approved 9/12/88

Reviewed 3/23/15

Revised 4/27/98; 9/27/04;
1/11/10

FINES - FEES - CHARGES

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

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

Legal Reference: Iowa Code §§ 256.7(20); 279.8; 280.10, .11; 282.6; 285.1; 301.1 (2007).
281 I.A.C. 18.
1994 Op. Att'y Gen. 23.
1990 Op. Att'y Gen. 79.
1982 Op. Att'y Gen. 227.
1980 Op. Att'y Gen. 532.

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

Approved 4/27/98

Reviewed 3/23/15

Revised 9/27/04; 1/11/10

STUDENT FEE WAIVER AND REDUCTION PROCEDURES

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

A. Waivers -

1. Full Waivers - a student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
2. Partial Waivers - a student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. The reduction percentage will be 50 percent.
3. Temporary Waivers - a student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year.

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

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

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

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

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

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

Reviewed: 3/23/15

Revised: 1/11/10

STANDARD FEE WAIVER APPLICATION

Fee Sheet - Clarke Community Schools

20__ - __ Complete 1 sheet per family

| | Grade | \$60 Book Fee - \$150 Family max. | \$35 Student Activity Ticket - No tournaments | Office Use Tkt # | |
|---|--------------------|-----------------------------------|---|------------------|--|
| Please Print: Each Enrolled Clarke Student | List | | | | Application for Waiver of Book Fee 20__ - __ I request waiver of book fees for the students listed. All information provided is kept confidential. Type of waiver (mark one) <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> Temporary <small>Please check if the student or student's family meets the financial eligibility criteria or is involved in one of the following programs.</small> Full waiver <input type="checkbox"/> Free meals under Child Nutrition Prog., <input type="checkbox"/> Transportation Assistance -open enrollment, <input type="checkbox"/> Foster Care, <input type="checkbox"/> FIP Partial Waiver <input type="checkbox"/> Reduced priced meals offered under the Child Nutrition Prog. (\$30.00 each, \$75 max.) Temporary waiver - state reason for request _____ _____ Signature of parent/guardian/legal or actual custodian Office use only <input type="checkbox"/> Waived <input type="checkbox"/> Reduced Fees <input type="checkbox"/> Waiver Denied Verified by: _____ Date: _____ |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Student Fee Total \$ | | | | | |
| Adult Sports Pass Purchased | | \$75 - No tournaments | | Tkt # | |
| | | | | | |
| | | | | | |
| Adult Sports Pass Total \$ | | | | | |
| Print Family Name on Lunch Account - NOT STUDENT NAME | Family ID # | \$ to Lunch Account | | | |
| | | | | | |
| Student breakfast \$1.55, K-6 lunch \$2.10, 7-12 lunch \$2.20 | | | | | |
| Grand Total \$ | | | | | |
| | | | | | For Office Use Only Cash Ck # \$ Received _____ Date _____ Rcvd By: _____ |

Reviewed: 1/11/10
 Revised 4/13/15

GOOD CONDUCT RULE

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

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

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

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

NOTE: This is a mandatory policy. The detail outlining specific conduct expected and penalties for violation should be in the student handbook, and students involved in extracurricular activities must be notified of its contents.

Legal Reference: Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555 (Iowa 1972).
In re Jason Clark, 1 D.P.I. App. Dec. 167 (1978).
 Iowa Code §§ 280.13, .13A (2007).
 281 I.A.C. 12.3(6); 36.15(1).

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

Approved 9/12/88

Reviewed 9/27/04; 3/23/15

Revised 4/27/98; 1/11/10

CORPORAL PUNISHMENT

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

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

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

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

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

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

NOTE: A corporal punishment policy is no longer mandated. A policy addressing physical restraint of a student, however, is still mandated. This policy outlines when it may be appropriate for an employee to physically restrain a student. The policy does not need to be amended to reflect the new DE rules on physical restraint unless the board wants to go beyond the rules minimum requirements. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #7 – Dec. 4, 2008

Legal Reference: Ingraham v. Wright, 430 U.S. 651 (1977).
Goss v. Lopez, 419 U.S. 565 (1975).
Tinkham v. Kole, 252 Iowa 1303, 110 N.W.2d 258 (1961).
Lai v. Erickson, PTPC Admin. Doc. 83-12 (1983).
 Iowa Code §§ 279.8; 280.21 (2007).
 281 I.A.C. 12.3(6); 103.
 1980 Op. Att'y Gen. 275.

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

Approved 4/27/98

Reviewed 9/27/04; 3/23/15

Revised 1/26/09; 1/11/10

STUDENT GOVERNMENT

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

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

Legal Reference: Iowa Code § 279.8 (2007).

Cross Reference: 502 Student Rights and Responsibilities
504 Student Activities

Approved 9/12/88 Reviewed 9/27/04; 3/23/15 Revised 4/27/98; 1/11/10

STUDENT ORGANIZATIONS

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

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

Curriculum-Related Organizations

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

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

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

Noncurriculum-Related Organizations

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

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

Approved 9/12/88

Reviewed 9/27/04; 3/23/15

Revised 4/27/98; 1/11/10

STUDENT ORGANIZATIONS

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

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

NOTE: This policy reflects the protection given nonschool-sponsored student groups in the federal Equal Access Act. Option I should be used by school districts that have noncurricular, school-sponsored organizations.

Legal Reference: Westside Community Board of Education v Mergens, 496 U.S. 226 (1990).
 Bender v. Williamsport Area Community School District, 741 F.2d 538 (3d Cir. 1984),
 vacated and remanded on other grounds, 475 U.S. 534 (1986).
 20 U.S.C. §§ 4071-4074 (2004).
 Iowa Code §§ 287.1-.3; 297.9 (2007).

Cross Reference: 502 Student Rights and Responsibilities
 504 Student Activities

STUDENT PUBLICATIONS

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

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

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

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication will follow the grievance procedure outlined in board policy 213.1R1, General Complaints by Citizens. Students who believe their freedom of expression in a student-produced official school publication has been restricted will follow the grievance procedure outlined in board policy 502.4.

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

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

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

Approved 1/14/91

Reviewed 3/23/15

Revised 4/27/98; 9/27/04;
1/11/10

STUDENT PUBLICATIONS CODE

A. Official school publications defined.

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

B. Expression in an official school publication.

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

C. Responsibilities of students.

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

D. Responsibilities of faculty advisors.

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

E. Liability.

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

STUDENT PUBLICATIONS CODE

F. Appeal procedure.

1. Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication will seek review of the decision through the student grievance procedure, under board policy 502.4.
2. Persons who believe they have been aggrieved by a student-produced official student publication will file their complaint through the citizen grievance procedure, under board policy 213.1R1, General Complaints by Citizens.

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

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

Approved 4/17/98

Reviewed 9/27/04; 3/23/15

Revised 1/11/10

STUDENT PERFORMANCES

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

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

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

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

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

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

Legal Reference: Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Iowa Code §§ 280.13-.14 (2007).
281 I.A.C. 12.6.

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

Approved 4/27/98

Reviewed 9/27/04; 3/23/15

Revised 1/11/10

STUDENT FUND RAISING

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

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

NOTE: This is a recommended policy, but the board has the discretion to write it to reflect the board's practice.

Legal Reference: Senior Class of Pekin High School v. Tharp, 154 N.W.2d 874 (Iowa 1967).
Iowa Code § 279.8 (2007).

Cross Reference: 402.9 Solicitations from Outside
502 Student Rights and Responsibilities
503 Student Discipline
504 Student Activities
704.5 Student Activities Fund
905.2 Advertising and Promotion

Approved 4/27/98 Reviewed 9/27/04; 3/23/15 Revised 1/11/10

STUDENT ACTIVITY PROGRAM

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

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

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

A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season with approval of the superintendent, high school principal or athletic director. Such outside participation will not conflict with the school sponsored athletic activity.

It is the responsibility of the superintendent to develop administrative regulations for each school activity. These regulations will 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, academic requirements, and proof of insurance on the student participating in certain activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Note: Boards must have a policy addressing the issue of nonschool athletic participation.

Legal Reference: 20 U.S.C. §§ 1681-1683; 1685-1686 (2004).
34 C.F.R. Pt. 106.41 (2004).
Iowa Code §§ 216.9; 280.13-.14 (2007).
281 I.A.C. 12.6., 36.15(7).

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

Approved 9/12/88

Reviewed 3/23/15

Revised 4/27/98; 9/27/04;
1/11/10

STUDENT SOCIAL EVENTS

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

Adopted: 9/12/1988

Reviewed: 4/27/1998; 12/13/2004; 1/11/10;
3/23/15

Revised:

INTERSCHOLASTIC COMPETITION

Students may participate in interscholastic competitions that are sponsored or administered by organizations registered with the Iowa Department of Education.

It is a privilege and an honor to be able to participate in interscholastic competition and to represent the Clarke Community School District. The student and the school are judged by the participants' character and conduct. Interscholastic participants serve as a model to the younger students in the school district. The superintendent, in conjunction with the appropriate principal shall develop rules of eligibility under which students may participate in interscholastic competition.

CROSS REFS.: 504.6, Student Activity Program

Adopted: 9/12/1988 Reviewed: 4/27/1998; 12/13/2004; 1/11/10; Revised:
3/23/15

Eligibility for Extra-Curricular/Co-Curricular Activities 7-12

It is a privilege and an honor to be able to participate in extra-curricular and co-curricular activities at Clarke Community Schools. Our students and the school are judged by the participant's character and conduct at all times. Clarke Community School students serve as a model to many people and their attitude has an important impact on others. Any student, whose habit and conduct in and out of school, during both the school year and during the summer, are not consistent with the ideals, principles, and the standards of the Clarke Community School District, shall be declared ineligible. It shall be the duty of the building principal or activities director to exclude the student from extra-curricular or co-curricular activities until reinstated to eligibility by the local school administration.

- A. Any student who is observed by a staff member or a law enforcement official, or admits to, or at a judicial or administrative proceeding is found by substantial evidence to have:
- Possession, use, sale, manufacture, purchase, or distribution of tobacco products, regardless of the student's age;
 - Possession, use, sale, manufacture, purchase, or distribution of illegal drugs or the unauthorized possession, use or purchase of otherwise lawful drugs;
 - Possession, use, sale, manufacture, purchase or distribution of alcoholic beverages, including beer and wine.
 - Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).
 - Inappropriate or offensive conduct such as, but not limited to: fighting with staff or students, insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others (Note: this could include group conduct).
 - Repeated violations of rules and regulations established by the Clarke Community School District and/or the Board of Education.
- B. A student who has been found to have violated his/her extra-curricular or co-curricular eligibility shall be penalized as follows:

Alcohol, Tobacco and Controlled Substances

First violation:

1. 20% of the scheduled events for the season. The period of ineligibility will be served continuously from the date of infraction or
2. the period of ineligibility will be reduced to 10% and one event if the student self reports.
3. self-reports are defined as a student voluntarily reporting the violation of the Good Conduct Rule within twenty-four (24) hours of the commission of the violation. This applies to the **first offense only**.

Second violation:

1. an additional 50% of the scheduled events for the season. The period of ineligibility will be served continuously from the date of infraction.
2. 25% of the scheduled events of the season plus a drug/alcohol use evaluation. It is the responsibility of the parent/guardian for any expenses incurred for services.

Third violation:

1. an additional 12 months of ineligibility

The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in an extra-curricular/co-curricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest. An ineligible student will be expected to practice, but may not participate in games or contests. He or she may not travel with the team or group depending on what the individual coach decides is appropriate for their individual sport or activity.

In situations where the Good Conduct Policy has been violated and the consequence is not completely served the consequence will be carried over to the next activity based on the percentage of ineligibility not served. A meeting will be held with the principal, activities director, head coach, student and parents to discuss the consequence. A student who fails to attend practice during the period of ineligibility or who fails to successfully complete the extra-curricular activity season during which the ineligibility occurs shall be deemed not to have served the prescribed period of ineligibility and shall remain ineligible until the prescribed period of ineligibility is completed.

- C. A student will be declared ineligible for the next grading period if he/she fails two (2) or more courses in the preceding grading period. Semester grades take precedence over quarter grades.
- D. A student will **NOT** be eligible to compete in interscholastic activities if the student:
1. is 20 years of age or older;
 2. does not have a physicians certificate of fitness issued during the school year.
 3. has attended high school for more than eight (8) semesters. (Twenty (20) class days of attendance during any one semester or participation in one interscholastic contest fulfills the requirement of one semester.)
 4. was not enrolled in school anytime during the last semester;
 5. entered school during the current semester later than the second week of school;
 6. has ever accepted an award for participation in high school athletics from a non-school group, other than an inexpensive, unframed, unmounted paper certificate of recognition;
 7. has ever accepted any money for expenses or otherwise, for participating in an athletic contest;
 8. has competed on a non-school team as a team member, or as an individual, while participating in the same sport and during that sport season on a school team as a team member, or as an individual without the previous written consent of the Superintendent or his designee;
 9. has ever trained with a college team or participated in a college sport event;
- E. The student and parents of the student shall be notified in writing by the activities director/designee of any loss of eligibility and the reasons therefore and shall, upon request, be given a hearing before the athletic director. The decision of the athletic director may be appealed to the Principal. A decision of the Principal may be appealed to the Superintendent. A decision of the Superintendent may be appealed to the Board of Education.
- F. This policy shall apply to students whether or not the violation occurs during the school year and whether or not the student has participated in extracurricular activities prior to violating this policy.

NOTE: The above listed extra-curricular/co-curricular activity eligibility rules apply to eligibility. Each coach/moderator may have his/her own rules and regulations regarding practices, attendance, curfews, training rules, etc.

- G. Furthermore, to participate in extracurricular activities, practices and contests, a student shall be in attendance at school all day. In cases of extenuating circumstances, which can be verified, the building principal or designee may waive this rule.

Also, each student athlete may be required to submit proof of sufficient insurance with a family accident policy before participating in an activity or practice.

- H. Voluntarily Seeking Assistance

A student and/or parent may voluntarily seek help from school personnel for a student's use or abuse of alcohol or other controlled substance before being found to be using or possessing such substances by school or law enforcement officials. The school district will keep the request in confidence and not seek to make it serve as a basis for disciplinary actions as long as professional help is procured. If that student continues to use, possess or distribute controlled substances, disciplinary action may be pursued by the school district.

Reviewed 1/11/2010
Revised: 3/8/2010; 4/13/15

STUDENT ATTENDANCE AT EVENTS OUTSIDE OF SCHOOL

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

Adopted: 9/12/1988

Reviewed: 4/27/1998; 12/13/2004; 1/11/10;
3/23/15

Revised:

STUDENT RESEARCH AND PUBLISHING

School district employees and students are encouraged to write and prepare professional material and devices for publication in their areas of expertise. The Board recognized the value of educational research conducted by staff members. However, all research studies carried out within the school system, using district or school data of any kind, or staff or students as subjects, must be approved in advance by the superintendent or his/her designee. Only those studies which have value to the school district will be approved.

Employees or students who desire to copyright or patent, or to market or distribute, materials, processes, inventions, or devices prepared partially or totally on school time, or with school supplies or equipment, or with the use of school student or staff personnel, or any other school-related resource, must follow board policy in regard to these matters.

When human subjects are involved in research, there will be adequate protection of their rights and welfare. The individual(s) will be subjected to no serious risk. Parents of children who are subjects of research, or adults if they are the subjects, will be provided: an explanation of procedures and their purposes; a description of any possible risks and any benefits to be reasonably expected; an offer to respond to inquiries on procedures; instruction on the right to refuse to participate or to discontinue participation at any time without prejudice.

The ownership of materials, processes, inventions, or devices produced solely for the district and at district expense will be vested in the district and will be copyrighted or patented, if at all, in its name.

The ownership of any materials, processes, inventions, or devices developed solely through the individual effort, time, and expense of an employee or student will be vested in the employee or student and be copyrighted or patented, if at all, in his/her name.

In those instances where materials, processes, inventions, or devices are produced by an employee or student with district support, by way of use of school district time, facilities, or other district resources, the ownership of the materials, processes, or inventions will be vested in (and copyrighted or patented, if at all, by) the person designated by written agreement between the parties and entered into prior to the production. This agreement to produce materials, processes, or inventions may be at the initiative of the district or of the employee or student. In the event there is no such written agreement entered into, the ownership will be vested in the district.

The ownership of any materials, processes, inventions, or devices produced by an employee or student in a federal program during hours that he/she was paid by federal funds and/or in which the use of federally funded supplies or equipment played a dominant role will lie in the public domain.

The right of ownership includes the right to copyright or patent and the right to sell or distribute.

There is no requirement for individuals who prepare material on their own time, without use of school facilities, equipment, student or staff personnel, and without mention of the district, to submit such material for review before publication. However, they shall submit a statement to the following:

- a. A specific description of all material.
- b. A statement by the employee or student that the material was not produced during hours paid for by the school district or any agency funneling money through the school district and that there was no use of school supplies, equipment, student or staff personnel.
- c. That the employee or student is the owner of such material for all time and may alter such material as he/she chooses.

No materials, whether the copyright of the school district or of the employee or student producing the same, shall be purchased by the school district unless such materials are free of all copyright and royalty charges.

All royalties from the production of materials, processes, inventions, or other devices not solely owned by the employee or student will be returned by the publisher or producer to the school district.

In order to stimulate the development of such materials, processes, inventions, and devices, 50% of the net proceeds will be distributed to the creators of such. The remaining 50% will be placed in a research fund by the Board. The first dollars will be used to reimburse all costs borne by the district before determining the 50% split.

Adopted:

Reviewed: 4/27/1998; 12/13/2004; 1/11/10;
3/23/15

Revised:

SPORTSMANSHIP, ETHICS, AND INTEGRITY

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

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

Adopted: 2/7/1994

Reviewed: 4/27/1998; 12/13/2004; 1/11/10;
3/23/15

Revised:

HONORARY RECOGNITION

Any regularly enrolled student may be considered for honorary recognition awarded by the school. Honorary recognition may be given to students participating in activities not sponsored, sanctioned, organized, or supervised by the district. The district assumes no responsibility for insurance, liability, or cost for these activities other than the expense of the honors and awards.

Any student or organization wishing to be recognized for participation in a non-school sponsored activity shall obtain approval from the Board of Directors. The Board shall have the right to select activities for recognition based upon how the activities model school sponsored activities in the area of academic eligibility, good conduct, discrimination, and the ability to be supervised. There may also be other factors involved in the Boards approval to recognize these non-school sponsored activities.

Approval for recognition of any non-school sponsored activity must be obtained at least one school year prior to the activity taking place. Rodeo Honorary Recognition is currently in effect.

The Board reserves its right to discontinue Honorary Awards at any time for any reason.

Adopted: 11/14/1994

Reviewed: 4/27/1998; 1/11/10; 3/23/15

Revised: 12/13/2004; 2/14/11

GUIDELINES FOR HONORARY RECOGNITION OF CLARKE STUDENTS FOR THEIR
PARTICIPATION AND ACCOMPLISHMENTS IN IOWA HIGH SCHOOL RODEO ASSOCIATION
ACTIVITIES

The following criteria would apply:

1. Clarke Community School will provide Honorary Certificates for Clarke students who participate in IHSRA events if they meet the following criteria:
 - A. Participate in 3/4 of the rodeos sanctioned by the IHSRA (and/or)
 - B. Place in the top 15 point standings in a particular event at the end of the year.
2. Clarke Community School will assume no responsibility for insurance, liability, coaching, practice, travel, equipment or the cost of any other expense other than the cost of the Honorary Certificate.
3. Eligibility standards to compete in IHSRA activities will be the same as for school sponsored events at the Clarke Community School or meet the State of Iowa Standards, whichever is higher.
4. Disqualification by the IHSRA will result in automatic forfeiture of all school honorary awards for that year. (Disqualification by the IHSRA is the same as set by the NHSRA)
5. A parent of an IHSRA participant from the Clarke district will be designated by the local IHSRA participants as a liaison between the IHSRA and the school.
6. All IHSRA participants understand that these activities are not sponsored, sanctioned, organized, or supervised by the Clarke Community School District.
7. It is the policy of the IHSRA not to discriminate on the basis of sex, race, national origin, creed, age, marital status or physical disability in it's activities, as required by federal and state law.

Adopted: 11/14/1994

Reviewed: 4/27/1998; 12/13/2004; 1/11/10;
3/23/15

Revised:

HOLIDAY PRACTICES

Holidays are defined as July 4th, Labor Day, Thanksgiving and the day after, Christmas and the day after, New Year's, Easter, and Memorial Day.

This policy refers to Middle School and High School except for winter vacation. Middle School does not have practice during the winter vacation although if any coach supervises an open gym time, middle school students may attend.

No practices or contests will be scheduled on Thanksgiving or the day after, and Christmas and the day after.

All practices between the time school is dismissed for winter vacation and the start of school after New Year's will be **voluntary**. However a written excuse from the parent must be given to the coach prior to missing any practice.

Cross References: Policy 504.14 Sunday Activities

Legal References:

Adopted: 8/14/2000

Reviewed: 3/23/15

Revised: 12/13/2004; 1/11/10

SUNDAY ACTIVITIES

The Board recognizes the desirability of preserving Sunday for family activities. However, many school activities are viewed as family activities by many of the district patrons.

The following Sunday activities will be allowed: high school graduation, a maximum of five instrumental music performances, a play, and a musical.

In addition, Sunday athletic practice will be allowed with the permission of the principal if either of the state athletic associations schedule a state tournament series contest on the following Monday.

Cross References: Policy 504.13 Holiday Practices

Legal References:

Adopted: 9/25/2000

Reviewed: 1/11/10; 3/23/15

Revised: 12/13/2004

STUDENT PROGRESS REPORTS AND CONFERENCES

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

Parent-teacher conferences will be held at least one time each year, in the fall, at the elementary, middle school and high school to keep the parents informed. The conferences at the middle/high school are not individually scheduled.

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

Legal Reference: Iowa Code §§ 256.11, .11A; 256E.1(1)(b)(1); 280 (2007).
281 I.A.C. 12.3(6), .3(7), .5(16).

Cross Reference: 505 Student Scholastic Achievement
506 Student Records

Approved 4/12/93

Reviewed 5/26/15

Revised 4/27/98; 9/27/04;
1/11/10

STUDENT PROMOTION - RETENTION - ACCELERATION

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

The district shall adhere to the following:

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

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

Legal Reference: Iowa Code §§ 256.11; 279.8; 280.3
281 I.A.C. 12.5(16).

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

Approved 9/12/88

Reviewed _____

Revised 4/27/98; 9/27/04;
1/11/10; 5/26/15; 6/13/16; 2/12/18

STUDENT HONORS AND AWARDS

The school district will provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students to assist students in setting goals. Students are made aware of honors and awards and the action necessary on the part of the student to achieve them.

- Award students with a cumulative GPA of 4.0 or greater as “Top of the Class” at graduation. When class rank is required for scholarship purposes any and all students achieving 4.0 or greater will be ranked number one.
- Award students with a cumulative GPA of 3.75-3.99 as graduating “With High Distinction” at graduation.
- Award students with a cumulative GPA of 3.5 – 3.74 as graduating “With Distinction” at graduation.

Students who graduate having attended more than eight semesters of high school will not be eligible for these honors and awards unless at the principal’s discretion.

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

Legal Reference: Iowa Code § 279.8 (2007).

Cross Reference: 504 Student Activities
505 Student Scholastic Achievement

Approved 9/12/88 Reviewed 4/27/98; 5/26/15 Revised 9/27/04; 1/11/10; 2/13/17; 9/25/17

TESTING PROGRAM

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

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

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

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

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

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

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

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

Approved 9/12/88

Reviewed 9/27/04; 5/26/15

Revised 4/27/98; 1/25/02; 1/11/10;
12/12/16

GRADUATION REQUIREMENTS

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

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 53 credits prior to graduation. The following credits will be required:

Clarke High School Diploma (53 credits)

| | |
|--------------------|--|
| Language Arts | <u>8</u> credits (2 credits grade 9 level English, 2 credits grade 10 level English, 2 credits grade 11 level English, 1 credit English IV/Contemporary Literature/Journalism senior year, 1 elective) |
| Mathematics | <u>6</u> credits (All students will complete 6 credits of math during grades 9-12) |
| Science | <u>6</u> credits (2 credits grade 9 level science, 2 credits biological science, 2 credits elective) |
| Social Studies | <u>6</u> credits (2 U.S. History, 1 Government and 3 electives) |
| Health | <u>2</u> credits (1 Personal Health, 1 Family Health) |
| Physical Education | <u>8</u> credits |
| Speech | <u>1</u> credit |
| Advisory | <u>1/8th</u> credit per semester |

Advisory credit is not a graduation requirement.

| | |
|--------------------------|-------------------|
| Elective Courses | <u>16</u> credits |
| Senior Portfolio/Project | |

Clarke Honors Diploma (53 Credits) ONLY VALID for graduating classes of 2018, 2019, 2020

| | |
|--------------------|--|
| Language Arts | <u>8</u> credits (2 credits grade 9 level English, 2 credits grade 10 level English, 2 credits grade 11 level English, 1 credit English IV/Contemporary Literature/Journalism senior year, 1 elective) |
| Mathematics | <u>8</u> credits (All students will complete 6 credits of math during grades 9-12) |
| Science | <u>8</u> credits (2 credits grade 9 level science, 2 credits biological science, 2 credits elective) |
| Social Studies | <u>8</u> credits (2 American History, 1 World History, 1 Government, 4 electives) |
| Foreign Language | <u>4</u> credits |
| Fine Arts | <u>2</u> credits (Arts, Band, Chorus, Theater) |
| Health | <u>2</u> credits (1 Personal Health, 1 Family Health) |
| Physical Education | <u>8</u> credits |
| Speech | <u>1</u> credit |
| Advisory | <u>1/8th</u> credit per semester |

Advisory credit is not a graduation requirement.

| | |
|--|------------------|
| Elective Courses | <u>4</u> credits |
| At least 2 Weighted or Dual Credit Classes | |
| Senior Portfolio/Project | |

Students must indicate their intentions and request a Clarke Honors Diploma before the end of the 1st Quarter of their Senior Year. Request forms may be found in the Guidance Office.

A Minimum of a 3.75 GPA

GRADUATION REQUIREMENTS

Clarke Learning Center Diploma (43 credits)

| | |
|--------------------------|--|
| Language Arts | <u>8</u> credits (5 broad English, 1 Literature, 1 Writing, 1 Speech) |
| Social Studies | <u>6</u> credits (2 U.S. History, 1 Government, and 3 electives) |
| Mathematics | <u>6</u> credits (2 Personal Finance, 4 electives) |
| Science | <u>6</u> credits |
| Health | <u>2</u> credits (1 Personal Health, 1 Family Health) |
| Career Exploration | <u>2</u> credits (1 credit – in class; 1 credit – COE/EBCE/Internship/Work Experience) |
| Physical Education | <u>8</u> credits |
| Electives | <u>5</u> credits |
| Senior Portfolio/Project | |

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

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

NOTE: This is a mandatory policy. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #7 – Dec. 4, 2008 or 13 #3 – June 8, 2000.

Legal Reference: Iowa Code §§ 256.11, .11A; 279.8; 280.3, .14 (2007).
281 I.A.C. 12.2; .3(7); .5; 41.404(6)(e).

Cross Reference: 505 Student Scholastic Achievement
603.3 Special Education

Approved 1/11/93 Reviewed 4/27/98

Revised 9/27/04; 8/19/08;
1/26/09; 1/11/10; 5/9/11; 6/25/12;
5/26/15; 9/25/17

EARLY GRADUATION

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

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

NOTE: This is a mandatory policy. School districts do not have the authority to limit when a student may graduate early. Students can graduate early whenever they meet the school district's graduation requirements. It is recommended that when a student graduates early, the student either gets the diploma or a notice from the school district that the student has graduated. The board should determine in policy how an early graduate will be treated after the student graduates. The board should determine whether the early graduate will be allowed to participate in activities and, if so, which activities.

Legal Reference: Iowa Code §§ 279.8; 280.3 (2007).
281 I.A.C. 12.2; .3(7); .5.

Cross Reference: 505 Student Scholastic Achievement

Approved 4/8/91 Reviewed 9/27/04; 5/26/15 Revised 4/27/98; 1/11/10

COMMENCEMENT

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

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

Legal Reference: Iowa Code §§ 279.8; 280.3 (2007).
281 I.A.C. 12.5

Cross Reference: 505 Student Scholastic Achievement

Approved 9/12/88 Reviewed 9/27/04; 5/26/15 Revised 4/27/98; 1/11/10

PARENT AND FAMILY ENGAGEMENT

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

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

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

NOTE: This is a mandatory policy.

Legal References: 20 U.S.C. § 6318.

Cross References: 903.2 Community Resource Persons and Volunteers

Approved 12/12/16

Reviewed

Revised

STUDENT TRANSFERS IN FROM NON-ACCREDITED SETTINGS

Students who transfer into the Clarke 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 for the transfer student coming from 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, including both subjective and objective academic evaluations. Neither numerical nor letter grades received in the non-accredited setting will be recorded on the student's permanent record.

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

For students transferring into the high school from a non-accredited setting, the district will not accept nor assess students' academic work for the purposes of determining grades or credits.

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

Students transferring from a school in another country will have their records reviewed by the superintendent or designee. Grade placement, as well as, credits accepted will be determined after a thorough review.

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 students' ninth grade year.

Cross Reference: 505.5 Graduation Requirements
604.1 Competent Private Instruction

Approved: 12/9/ 2002

Reviewed: 12/13/2004; 1/24/2005; 1/11/10;
5/26/15

Revised:

EDUCATION RECORDS ACCESS

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

Definitions

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

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

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

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

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

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

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

Approved 9/12/88

Reviewed 11/8/2004

Revised 4/27/98; 9/27/04;
1/26/09; 2/15/10; 6/25/12;
6/8/15 ; 5/8/17

EDUCATION RECORDS ACCESS

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

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

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

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

EDUCATION RECORDS ACCESS

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

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

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

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agency (agencies) involved.

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

The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

EDUCATION RECORDS ACCESS

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within a reasonable time following receipt of the request.

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

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

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

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

NOTE: This is a mandatory policy.

NOTE: For districts that include the option language regarding the interagency agreement, please ensure that the policy is included in the student handbook, in accordance with law.

Legal Reference: 20 U.S.C. § 1232g, 1415.
34 C.F.R. §§ 99; 300 .610, *et seq.*
Iowa Code §§ 22; 279.9B, 280.24, 280.25, 622.10
281 I.A.C. 12.3(4); 41
1980 Op. Att'y Gen. 720, 825.

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

REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF EDUCATION RECORDS

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

(Legal Name of Student)

(Date of Birth)

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

The undersigned certifies that they are (check one):

- (a) An official of another school system in which the student intends to enroll. ()
- (b) An authorized representative of the Comptroller General of the United States. ()
- (c) An authorized representative of the Secretary of the U.S. Department of Education or U.S. Attorney General ()
- (d) A state or local official to whom such is specifically allowed to be reported or disclosed. ()
- (e) A person connected with the student's application for, or receipt of, financial aid (SPECIFY DETAILS _____.) ()
- (f) Otherwise authorized by law: SPECIFY DETAILS: _____. ()
- (g) A representative of a juvenile justice agency with which the school district has an interagency agreement. ()

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

(Signature)

(Title)

(Agency)

APPROVED:

Date: _____

Address: _____

Signature: _____

City: _____

Title: _____

State: _____ ZIP: _____

Dated: _____

Phone Number: _____

Reviewed: 2/15/10; 5/26/15
Revised 5/8/17

AUTHORIZATION FOR RELEASE OF STUDENT RECORDS

The undersigned hereby authorizes Clarke Community School District to release copies of the

following official education 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: _____

Reviewed: 2/15/10; 5/26/15
Revised 5/8/17

REQUEST FOR HEARING ON CORRECTION OF EDUCATION RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

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

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

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

My relationship to the child is: _____

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

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

Reviewed: 2/15/10; 5/26/15

Revised 5/8/17

REQUEST FOR EXAMINATION OF EDUCATION RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

The undersigned desires to examine the following official education records.

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

(Name of School)

My relationship to the student is: _____

(check one)
 I do
 I do not

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

(Parent's Signature)

APPROVED:

Date: _____

Signature: _____

Address: _____

Title: _____

City: _____

Dated: _____

State: _____ ZIP _____

Phone Number: _____

Reviewed: 2/15/10; 5/26/15
Revised 5/8/17

NOTIFICATION OF TRANSFER OF EDUCATION RECORDS

To: _____ Date: _____
Parent/or Guardian

Street Address:

City/State _____ ZIP: _____

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

School District Name Address

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

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

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

(Name)

(Title)

Reviewed: 2/15/10; 5/26/15

Revised: 5/8/17

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date

Dear (Parent) :

This letter is to notify you that the Clarke Community School District has received a _____
(subpoena or court order)

requesting copies of your child's education records. The specific records requested are _____

_____.

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

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

at _____ .
(phone #)

Sincerely,

(Principal or Superintendent)

Reviewed: 2/15/10; 5/26/15

Revised: 5/8/17

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

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

Identification of Agencies: This agreement is between the Clarke Community School District (hereinafter "School District") and _____ (agencies listed) (hereinafter "Agencies") .

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

Parameters of Information Exchange:

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

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

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

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

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

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

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

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: _____

APPROVED: April 27, 1998
Reviewed: 5/26/15
Revised: 2/15/10; 6/25/12; 5/8/17

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

ANNUAL NOTICE

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

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

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

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

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

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

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

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

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

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

ANNUAL NOTICE

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

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

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

Revised: 2/15/10; 6/25/12

Reviewed:

Revised: 5/26/15; 5/8/17

USE OF EDUCATION RECORDS REGULATION

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

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

A. Access to Records

1. Parents, eligible students, and other individuals authorized in accordance with law will have access to the student's education records during the regular business hours of the school district. Parents and eligible students will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. An eligible student or parent, upon written request to the Administrator/Designee shall receive an explanation and interpretation of the education records.

A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.

2. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

B. Release of Information Outside the School - Information from education records may be disclosed to outside parties as outlined in board policy and otherwise provided by law.

C. Procedures for Requesting a Record Amendment

1. If the eligible student, parent, or legal guardian believe the information in the education records is inaccurate, misleading, or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education student records.
2. The school district will decide whether to amend the education student records within a reasonable time after receipt of the request.
3. If the school district determines an amendment is made to the education student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.
4. If the school district determines that amendment of the student's education record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. The hearing officer may be an employee of the school district, so long as the employee does not have a direct interest in the outcome of the hearing.

USE OF EDUCATION RECORDS REGULATION

5. Upon parental request, the school district will hold a hearing regarding the content of a student's education records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
6. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
7. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.
8. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
9. The parents may appeal the hearing officer's decision to the superintendent within 10 days if the superintendent does not have a direct interest in the outcome of the hearing.
10. The parents may appeal the superintendent's decision, or the hearing officer's decision if the superintendent was unable to hear the appeal, to the board within 10 days. It is within the discretion of the board to hear the appeal.
11. If the parents' and the eligible student's request to amend the education student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the education student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's education records will become a part of the education student record and be maintained like other education student records. If the school district disclosed the education student records, the explanation by the parents will also be disclosed or the eligible student of the decision writing.

Approved: 4/27/98

Reviewed 5/26/15

Revised 11/8/04; 2/15/10; 7/13/15
5/8/17

STUDENT DIRECTORY INFORMATION

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

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

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

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

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

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

Legal Reference: 20 U.S.C. § 1232g
34 C.F.R. § 99
Iowa Code § 22; 622.10
281 I.A.C. 12.3(4); 41
1980 Op. Att’y Gen. 720.

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

Approved 4/27/98

Reviewed 5/26/15

Revised 11/8/04; 2/15/10;
6/25/12; 5/8/17

USE OF DIRECTORY INFORMATION

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

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

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

If you do not want the Clarke Community School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15 of current school year. Clarke Community School District has designated the following information as directory information:

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

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

Approved: 4/27/98

Reviewed: 11/8/04; 5/26/15

Revised: 2/15/10; 6/25/12;
5/8/17

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The Clarke Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). A copy of the school district's policy is available for review at www.clarke.k12.ia.us (District tab, Board of Education, Board Policies) and all school building offices.

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

The school district has designated the following information as directory information:

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

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than _____, 20__ of this school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

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

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

RETURN THIS FORM

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

Student Name: _____

Date of Birth _____

School: _____

Grade: _____

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

(Date)

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

Reviewed 5/26/15

Revised 2/15/10; 6/25/12; 5/8/17

STUDENT PHOTOGRAPHS

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

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

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

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

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

Cross Reference: 506 Student Records

Approved 4/27/98 Reviewed 11/8/04; 5/26/15 Revised 2/15/10

STUDENT LIBRARY CIRCULATION RECORDS

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

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

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

NOTE: This is a mandatory policy and a reflection of federal and Iowa law. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #1 – August 31, 2007.

Legal Reference: 20 U.S.C. § 1232g (2004).
34 C.F.R. Pt. 99 (2004).
Iowa Code §§ 22 (2007).
281 I.A.C. 12.3(4), (12)
1980 Op. Att'y Gen. 720, 825.

Cross Reference: 506 Student Records

Approved 4/27/1998

Reviewed 10/8/2004; 5/26/15

Revised 10/22/2007; 2/15/10

STUDENT HEALTH AND IMMUNIZATION CERTIFICATES

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

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

Students enrolling for the first time in the school district will also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, 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, within 60 calendar days, will be grounds for suspension, expulsion or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

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

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

Legal Reference: Iowa Code §§ 139.8; 280.13 (2007).
281 I.A.C. 33.5.
641 I.A.C. 7.

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

Approved 9/12/88 Reviewed 4/27/98 Revised 11/8/04; 2/15/10; 5/26/15

ADMINISTRATION OF MEDICATION TO STUDENTS

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

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

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

Persons administering medication shall include authorized practitioners, such as, licensed registered nurses, and physicians, and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course). A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist and a record of course completion shall be maintained by the school.

A written medication administration record shall be on file including:

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

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

Approved 11/8/04

Reviewed 5/26/15

Revised 1/26/09; 2/15/10;
6/13/16

ADMINISTRATION OF MEDICATION TO STUDENTS

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

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

NOTE: Iowa law requires school districts to allow students with asthma or other airway constricting diseases or students with a risk of anaphylaxis who use epinephrine auto-injectors to self-administer their medication if the parent provides (1) written authorization; and (2) a written statement from the prescribing licensed health care professional. Students do not have to prove competency to the school district. The consent form, see 507.2E1, is all that is required. Students misusing this privilege may have the privilege withdrawn after notification is provided to the student's parent.

NOTE: Disposal procedures reflect the Iowa Department of Education School Medication Waste Guidance, issued in May 2015.

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

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

AUTHORIZATION-ASTHMA OR OTHER AIRWAY CONSTRICTING DISEASE MEDICATION OR EPINEPHRINE
AUTO-INJECTOR SELF-ADMINISTRATION CONSENT FORM

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

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

Provided the above requirements are fulfilled, the school shall permit the self-administration of medication by a student with asthma 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 or after normal school activities, such as while in before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed, after notification is provided to the student's parent.

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

AUTHORIZATION-ASTHMA OR OTHER AIRWAY CONSTRICTING DISEASE MEDICATION OR EPINEPHRINE
AUTO-INJECTOR SELF-ADMINISTRATION CONSENT FORM

Medication Dosage Route Time

Purpose of Medication & Administration /Instructions

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

Prescriber's Signature _____ / _____ / _____
Date

Prescriber's Address _____
Emergency Phone

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

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

Parent/Guardian Address _____
Home Phone

Business Phone

Self-Administration Authorization Additional Information
Reviewed: 2/15/10; 5/26/15; 6/13/16

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

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

Birthdate

School

Date

School medications and health services are administered following these guidelines:

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

Medication/Health Care Dosage Route Time at School

Administration instructions

Special Directives Signs to observe and Side Effects

Discontinue/Re-Evaluate/Follow-up Date

Prescriber's Signature (if prescription medication) Date

Prescriber's Address Emergency Phone

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

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

Parent's Signature

_____/_____/_____
Date

Parent's Address

Home Phone

Additional Information

Business Phone

Authorization Form

Reviewed: 2/15/10; 5/26/15; 6/13/16

COMMUNICABLE DISEASES - STUDENTS

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

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

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

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

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

NOTE: This policy is consistent with current health practices regarding communicable diseases. The bloodborne pathogen language in the second paragraph and accompanying regulation is in compliance with federal law on control of bloodborne pathogens.

Legal Reference: School Board of Nassau County v. Arline, 480 U.S. 273 (1987).
29 U.S.C. §§ 701 *et seq.* (2004).
45 C.F.R. Pt. 84.3 (2004).
Iowa Code ch. 139A.8 (2007).
641 I.A.C. 1.2-.5, 7.

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

Approved 9/12/1988 Reviewed 4/27/1998; 5/26/15 Revised 11/8/04; 2/15/10

STUDENT ILLNESS OR INJURY AT SCHOOL

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

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

It is the responsibility of the principal to ensure an accident report is filed by the school health professional with the superintendent/designee within twenty-four hours after the student is injured.

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

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

NOTE: This policy outlines the recommended practice.

Legal Reference: Iowa Code § 613.17 (2007).

Cross Reference: 507 Student Health and Well-Being

Approved 2/11/91 Reviewed 4/27/98 Revised 11/8/04; 2/15/10; 5/26/15

EMERGENCY PLANS AND DRILLS

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

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

NOTE: The last sentence of the first paragraph is a legal requirement.

Legal Reference: Iowa Code § 100.31 (2007).
281 I.A.C. 41.25(3).

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

Approved 9/12/88 Reviewed 4/27/98; 5/26/15 Revised 11/8/04; 2/15/10

STUDENT INSURANCE

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

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

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

Legal Reference: Iowa Code § 279.8 (2007).

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

Approved 8/8/88 Reviewed 5/26/15 Revised 4/27/98; 11/8/04; 2/15/10

CUSTODY AND PARENTAL RIGHTS

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 are followed by the school district. It is the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action.

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

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

Legal Reference: Iowa Code §§ 232.67, .70, .73, .75; 235A; 279.8; 710.6 (2007).
441 I.A.C. 9.2; 155; 175.

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

Approved 4/27/98 Reviewed 11/8/04; 5/26/15 Revised 2/15/10

STUDENT SPECIAL HEALTH SERVICES

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

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

Note: This is a mandatory policy and its accompanying regulations and they reflect Iowa law. The regulation is new. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 13 #3 – June 8, 2000.

Legal Reference: Board of Education v. Rowley, 458 U.S. 176 (1982).
 Springdale School District #50 v. Grace, 693 F.2d 41 (8th Cir. 1982).
 Southeast Warren Comm. School District v. Dept. of Public Instruction, 285
 N.W.2d 173 (Iowa 1979).
 20 U.S.C. §§ 1400 *et seq.* (2004).
 34 C.F.R. Pt. 300 *et seq.* (2004).
 Iowa Code §§ 256.11(7); 256B; 273.2, .5, .9(2)-(3); 280.8 (2007).
 281 I.A.C. 41.405

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

Approved 4/17/04 Reviewed 5/26/15 Revised 11/8/04; 1/26/09; 2/15/10

SPECIAL HEALTH SERVICES REGULATION

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

A. Definitions

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

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

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

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

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

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

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

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

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

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

SPECIAL HEALTH SERVICES REGULATION

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

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

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

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

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

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

C. Prior to the provision of special health services the following will be on file:

- Written statement by the prescriber detailing the specific method and schedule of the special health service, when indicated.
- Written statement by the student's parent requesting the provision of the special health service.
- Written report of the preplanning staffing or meeting of the education team.
- Written individual health plan available in the health record and integrated into the IEP or IFSP.

SPECIAL HEALTH SERVICES REGULATION

- D. Licensed health personnel, in collaboration with the education team, will determine the special health services to be provided and the qualifications of individuals performing the special health services. The documented rationale will include the following:
- Analysis and interpretation of the special health service needs, health status stability, complexity of the service, predictability of the service outcome and risk of improperly performed service.
 - Determination that the special health service, task, procedure or function is part of the person's job description.
 - Determination of the assignment and delegation based on the student's needs.
 - Review of the designated person's competency.
 - Determination of initial and ongoing level of supervision required to ensure quality services.
- E. Licensed health personnel will supervise the special health services, define the level of supervision and document the supervision.
- G. Licensed health personnel will instruct qualified designated personnel to deliver and perform special health services contained in the eligible individual health plan. Documentation of instruction and periodic updates are on file at school.
- H. Parents will provide the usual equipment, supplies and necessary maintenance for such. The equipment is stored in a secure area. The personnel responsible for the equipment are designated in the individual health plan. The individual health plan will designate the role of the school, parents, and others in the provision, supply, storage and maintenance of necessary equipment.

Reviewed: 2/15/10; 5/26/15

WELLNESS POLICY

The Clarke Community school 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 habits 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 Smart Snack Nutrition Standards and in compliance with state and federal law. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals. *See the DE guidance on Healthy Hunger free Act and the new meal guidelines @ educateiowa.gov under nutrition tab.* www.sns.usda.gov/schoolmeals/healthy-hunger-free-kids-act.

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

The school district will develop a local wellness policy committee comprised of parents, students, and representatives of the school food authority, the school board, school administrators, and the public, physical education teachers, and school health professionals. Community members will be invited to participate via website and local print invitation. The local wellness policy committee will develop a plan to implement the local wellness policy and periodically review and update the policy. The committee has designated the District Food Service Director and District Superintendent to monitor implementation and evaluation the implementation of the policy. The committee will report annually to the board and community regarding the content and effectiveness of this policy and recommend updates if needed. When monitoring implementation, schools will be evaluated individually with reports prepared by each school and the school district as a whole. The report will include which schools are in compliance with this policy, the extent to which this policy compares to model Wellness policies and describe the progress made in achieving the goals of this policy. District wellness reports will be posted on the district website.

Specific Wellness Goals (boards need to insert their specific goals here)

- specific goals for nutrition education and promotion, (*see Appendix A*)
- physical activity, (*see Appendix B*)
- other school-based activities that are designed to promote student wellness, (*see Appendix C*)

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

The board will monitor and evaluate this policy – see *Appendix E*.

Legal Reference: Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 *et seq.* (2005)
Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*,
Iowa Code 256.7(29), 256.11(6)
281 IAC 12.5(19), 12.5(20), 58.11

Cross Reference: 504.5 Student Fund Raising
504.6 Student Activity Program
710 School Food Services

Approved 6/26/06

Reviewed 5/26/15

Revised 2/15/10; 7/12/10; 3/28/11; 8/13/12;
04/25/16; 3/13/17

NUTRITION EDUCATION AND PROMOTION

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

- is offered at each grade level as part of a sequential, comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- includes enjoyable, developmentally appropriate, culturally relevant participatory activities, such as contests, promotions, taste-testing, and school gardens;
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and physical activity;
- links with meal programs, other foods and nutrition-related community services; and,
- includes training staff.

Reviewed: 7/12/10; 5/26/15

Revised: 2/15/10; 3/28/11; 8/13/12; 4/25/16; 3/13/17

PHYSICAL ACTIVITY

Daily Physical Education

The school district will provide physical education that:

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

(The Centers for Disease Control and Prevention recommends at least 150 minutes a week for elementary students and 225 minutes a week for middle and high school students);

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; and,
- discourages extended periods (i.e., periods of two or more hours) of inactivity.

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

Physical Activity and Punishment

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

Optional Issues

Physical Activity Opportunities after School

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

Reviewed: 3/28/11; 5/26/15

Revised: 2/15/10; 7/12/10; 8/13/12; 4/25/16; 3/13/17

OTHER SCHOOL-BASED ACTIVITIES THAT PROMOTE STUDENT WELLNESS

Integrating Physical Activity into Classroom Settings

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

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

Optional Issues

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:

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

Food Marketing in Schools

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

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

OTHER SCHOOL-BASED ACTIVITIES THAT PROMOTE STUDENT WELLNESS

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

Staff Wellness

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

Revised 2/15/10; 7/12/10; 3/28/11; 8/13/12; 5/26/15, 4/25/16; 3/13/17

NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS

School Meals

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

- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by state and federal law;
- offer a variety of fruits and vegetables legumes and whole grains;
- serve only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives (as defined by the USDA);
- will follow the Smart Snacks Nutrition Standards for the national school breakfast and school lunch programs.

Schools should:

- engage students and parents, through taste-tests of new entrees and surveys, in selecting foods offered through the meal programs in order to identify new, healthful and appealing food choices; and
- share information about the nutritional content of meals with parents and students. (The information could be made available on menus, a web site, on cafeteria menu boards, placards or other point-of-purchase materials.)

Breakfast

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

- operate the breakfast program, to the extent possible;
- arrange bus schedules and utilize methods to serve breakfasts that encourage participation;
- notify parents and students of the availability of the School Breakfast Program, where available; and,
- encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials or other means.

Free and Reduced-Priced Meals

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

- utilize electronic identification and payment systems;
- provide meals at no charge to all eligible children; and,
- promote the availability of meals to all students.

Meal Times and Scheduling

The school district:

- should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.; should not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and,
- should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS

Qualification of Food Service Staff

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

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

Sharing of Foods

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

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

All foods and beverages sold individually outside the reimbursable meal programs (including those sold through a la carte [snack] lines, student stores or fundraising activities) during the school day, or through programs for students after the school day will meet Smart Snacks as required by state or federal law. For current state guidelines, click here <http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>.

Snacks

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

School-Sponsored Events

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

Food Safety

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

- All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.
http://www.fns.usda.gov/tn/Resources/servingsafe_chapter6.pdf
- 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.

School Sponsored Fundraiser

Fundraisers sold during school hours, 12:00 AM – 30 minutes after the last school bell for the day will be non-food related or meet Smart Snack Nutrition Standards. Fundraising efforts held outside school hours are encouraged to sell only non-food items, promote physical activity, or include foods and beverages that meet or exceed the Smart Snacks nutrition standards.

Reviewed: 5/26/15

Revised: 2/15/10; 7/12/10; 3/28/11; 8/13/12; 4/25/16; 3/13/17

PLAN FOR MEASURING IMPLEMENTATION

Monitoring

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

In each school:

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

In the school district:

- the school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the school district has not received a SMI review from the state agency within the past five years, the school district will request from the state agency that a SMI review be scheduled as soon as possible; results will be posted on the district website.

Policy Review

Each school in the school district will complete the Wellness Policy Building Progress Report per national regulations of the school's existing wellness, nutrition and physical activity environments and practices. The results of the school-by-school assessments will be compiled at the school district level to identify and prioritize needs.

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

Reviewed: 2/15/10; 7/12/10; 3/28/11; 5/26/15

Revised: 8/13/12, 4/25/16; 3/13/17

CLASS OR STUDENT GROUP GIFTS

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

Legal Reference:Iowa Code §§ 68B; 722.1, .2 (2007).

Cross Reference:704.4 Gifts - Grants - Bequests

Approved 9/12/88 Reviewed 11/8/04; 5/26/15 Revised 4/27/98; 2/15/10

OPEN NIGHT

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

Legal Reference:Iowa Code § 279.8 (2007).

Cross Reference:900 Principles and Objectives for Community Relations

Approved 4/27/98 Reviewed 11/8/04; 5/26/15 Revised 2/15/10

EMERGENCY SCHOOL CLOSINGS

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

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

Transportation in Poor Weather Conditions

Buses will not operate when weather conditions (fog, rain, snow, ice storm, etc.) make it unsafe to do so. Because weather conditions may vary around the district and may change quickly, the best judgment will be used that is possible with the information available.

The final decision in declaring conditions "unsafe" will be made by the superintendent or his/her designee.

Notification to all interested persons will be accomplished by commercial radio or television when school is canceled, temporarily delayed, or dismissed early. For information regarding text or email notification please refer to the school website, www.clarke.k12.ia.us and click "Sign up for the News Update" button.

When weather conditions worsen during the day after school has begun, students will be returned to prearranged locations. Parents will be asked to choose the designated location or to pick up the student at school. The district will attempt to comply with special requests for pick up or delivery of students.

Adopted: 9/12/1988

Reviewed: 2/15/10

Revised: 4/27/1998; 12/13/2004;
5/26/15