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

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

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 (2015).  
                              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:     102     School District Instructional Organization  
                              501     Student Attendance

Approved June 12, 1995

Reviewed August 16, 2021

Revised \_\_\_\_\_

## 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.

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 (2015).

Cross Reference:      501    Student Attendance

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## 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 days or 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 days or hours must be exempted by this policy as listed below or referred to the county attorney. Exceptions to this policy include children who:

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

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

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

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

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

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

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## ATTENDANCE COOPERATION PROCESS

When it is determined that a student is in grades K-6 is in violation of the school district attendance policy and procedures, the principal or other designated school official will check the Department of Human Services records to determine whether the student's family is receiving Family Investment Program (FIP) benefits. If the student's family is receiving FIP benefits, the principal or other designated school official will notify DHS. DHS is then responsible for the ACP.

If the student's family is not receiving FIP benefits, the principal or other designated school official will initiate the ACP. The parents will be contact to participate in the ACP. The principal or other designated school official may also invite juvenile court officers, the county attorney, other school officials and others deemed appropriate. If others are invited who don't have access to the student's records either by law or a Juvenile Justice Agency Information Sharing Agreement, parental consent is needed for them to participate in the ACP.

The purpose of the ACP is to determine the cause of the student's nonattendance, get the parties to agree to solutions addressing the nonattendance and initiate referrals to any other services that may be necessary. The agreement is then written. The agreement is to include all terms agreed to and future responsibilities of all parties. All parties must sign the agreement and failure to sign by the parents is considered a violation of the process and initiates the next step in the process listed below.

If the parents do not participate in the ACP, if the parties do not enter into an ACP or if the parents violate a term of the agreement, the student is deemed truant. For FIP students and non-FIP students, the school district notifies the county attorney when students are truant. When a student is deemed truant, for FIP students, DHS is again notified and DHS then initiates the process whereby FIP benefits are reduced.

## ENTRANCE - ADMISSIONS

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

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

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

Legal Reference: Iowa Code §§ 139.9; 144.45(5); 282.1, .3, .6 (2015).  
1980 Op. Att'y Gen. 258.

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

Approved June 12, 1995

Reviewed August 16, 2021

Revised December 21, 2020



## ATTENDANCE CENTER ASSIGNMENT

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

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

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

Legal Reference: Iowa Code §§ 279.11; 282.7-.8 (~~2015~~).

Cross Reference: 501 Student Attendance

Approved June 12, 1995

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Revised August 19, 2019

## 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, and only if there are no disciplinary measures in effect from their previous school district.

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. Grades from a non-accredited school will not be figured into grade point averages, class ranking, or any academic awards.

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

A student must attend classes at West Hancock High School at least two years after transferring from another school and must be enrolled at West Hancock High School at graduation time to be included in the class ranking.

## STUDENT TRANSFERS IN FROM COMPETENT PRIVATE INSTRUCTION

Students who have been taught through competent private instruction are welcome to attend the West Hancock Community Schools upon meeting legal admissions requirements. In determining the grade placement of a student or the credits to be accepted for a student, the following considerations will be made.

### Grades K-8

If the student has been receiving competent private instruction through a licensed practitioner or under the instructional supervision of a licensed practitioner, as long as the recommendation is age-appropriate for the student. For grade placement other than that which is age-appropriate, documentation must be presented to the superintendent to justify the recommended placement. Such documentation may include, but not be limited to, portfolios, a transcript from an organization which provides the curriculum for the competent private instruction program, and/or standardized test scores. If necessary, the superintendent may require that the student take a standardized test to determine whether the student can demonstrate the necessary skills to justify the placement.

Legal Reference: 20 U.S.C. § 1232g (2004).  
Iowa Code §§ 139.9; 282.1, .3, .4; 299A (2015).

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

Approved June 12, 1995

Reviewed August 16, 2021

Revised August 11, 1997

## STUDENT TRANSFERS IN

## STUDENT TRANSFERS IN FROM COMPETENT PRIVATE INSTRUCTION

## Grades 9-12

A student who is entering grade 9 for the first time at the start of the school year will be subject to the same considerations as those given to students entering grades K-8.

A student who is enrolling at any level in grades 9-12 after having received competent private instruction during those grade levels will be required to provide documentation of work accomplished in each subject area considered to be at the high school level. Such documentation may include, but not be limited to, portfolios, actual completed assignments, information from a licensed practitioner who is providing instruction or instructional supervision, or a transcript from an organization which provides the curriculum for the competent private instruction program. If concerns exist about the documentation provided to the school, the superintendent may require the student to pass the semester test for a given subject with at least a "C" grade before approving credit.

Credits approved from competent private instruction will be recorded as a "P" on the student's transcript and not be included in computing grade point average, class ranking, or any academic awards.

Unless there are extenuating circumstances, a student who has received competent private instruction must attend West Hancock High School for his/her full senior year to be eligible for a diploma from West Hancock High School. The combination of credits approved from competent private instruction and those earned at West Hancock must total forty-six (46) credits. Any requests for exceptions to this policy must be presented to the board for action.

Legal Reference: 20 U.S.C. § 1232g (2004).  
Iowa Code §§ 139.9; 282.1, .3, .4; 299A (2015).

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

## STUDENT TRANSFERS OUT OR WITHDRAWALS

If the student's parents wish to withdraw or transfer the student from school prior to completing and graduating from the education program, they should notify the administration 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 administration in writing. This notice will include the name of the school district and the person at the new school district to whom the student's cumulative records should be sent. If the new school district requests the student's cumulative records, the school district will forward the cumulative records.

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.

If the student is beyond the compulsory education age and chooses to participate in competent private instruction, the competent private instruction reports are not required. A student who elects competent private instruction beyond the compulsory education age will be considered to be a dropout and will not be eligible for a diploma from West Hancock High School, unless he/she re-enrolls at West Hancock High School and meets all necessary requirements.

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

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

Approved June 12, 1995

Reviewed August 16, 2021

Revised December 21, 2020

## 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 (2015).  
281 I.A.C. 12.2(4).

Cross Reference: 501 Student Attendance  
506 Student Records

Approved June 12, 1995

Reviewed August 16, 2021

Revised \_\_\_\_\_

## 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.

School attendance is a shared responsibility of the students, parents, and school. Excused absences shall count as days in attendance for purposes of the truancy law. Excused absences include:

1. Illness
2. Doctor-excused appointments
3. College visits for seniors (limited to 3 per student)
4. Recognized religious observances
5. Family vacation (prior approval by the building principal required, if possible)
6. Court appearance or other legal situation beyond the control of the family
7. Death or serious illness/injury in the immediate family or household; death of a classmate or student in school.
8. Any absence approved as excused by the building principal.

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

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

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

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

### Legal Reference:

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

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

Approved May 12, 1997

Reviewed August 16, 2021

Revised August 1, 2020

REQUEST FOR REMOTE LEARNING FORM

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Attendance Center: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

I, \_\_\_\_\_ (Parent/Guardian) am requesting accommodation for my child, \_\_\_\_\_ (Student Name) to participate in remote learning opportunities for the duration of the declared public emergency, or until I have determined my child can safely return to traditional in-person learning at his/her designated attendance center, whichever occurs first.

I have attached to this form documentation from an Iowa Board of Medicine-licensed medical professional confirming that remote learning is medically necessary due to the vulnerable health condition of my child or of a family member residing within the same home as my child.

I understand that the district will do their utmost to accommodate my child's learning needs, but that some learning opportunities may need to be modified in a remote environment. The provision of special education and accommodations for students who have individualized education programs (IEPs) or Section 504 plans will be determined by each respective IEP or Section 504 team.

I understand that in order for my child to continue to participate in mandatory learning, his/her remote attendance will be taken, assessments administered, and grades will be counted toward my child's cumulative grade average. I understand that any devices, technology, or materials given to my child to facilitate remote learning are the property of the district and must be returned at the end of the remote learning period.

I am requesting that remote learning opportunities begin on \_\_\_\_\_ (date) and continue until [\_\_\_\_\_(date) or the declared public emergency is dismissed].

\_\_\_\_\_(Parent/Guardian) \_\_\_\_\_(Date)

Request approved by:

\_\_\_\_\_(School official) \_\_\_\_\_(Date)

Note: This form is to be utilized by parents/guardians of a student who, during the course of a declared public emergency, believe that further attendance by the student at traditional in person school would be detrimental to the health or safety of the student or the student's family member residing with the student. This form is not necessary when the school building is closed to traditional in person learning and remote learning opportunities are already available to students. It is only to be utilized during a public emergency declared by state or local officials when traditional in person learning continues to be held.

## STUDENT ABSENCES - EXCUSED - NOTIFICATION REGULATION

The parent/guardian shall notify the appropriate school office of the reason(s) for a student's absence. Such notification shall be in writing or by telephone with suitable verification as to the identity of the person calling or emailing.

The building principal may request parents/guardians to provide the school with verification by a qualified medical person whenever a student is absent for medical reasons for an extended period of time or in other unusual circumstances.

If the building principal becomes aware that the signature of a parent/guardian is forged or that the excuse misrepresents the facts, the principal shall investigate, determine the facts, and take appropriate action which may include classifying such absence as unexcused.

### Classification of Period Absences, Grades 9-12

Missing over half a class period will constitute one absence in that class. Missing school for from one period up to four and one-half periods will constitute a one-half day absence. Missing more than four and one-half class periods will constitute a full day's absence.

### Classification of Period Absences, Grades 5-8

Missing over half a class period will constitute one absence in that class. Missing school for from one period up to four periods will constitute a one-half day absence. Missing more than-four class periods will constitute a full day's absence.



## STUDENT ABSENCES MAKE UP WORK REGULATION

School work assigned during any absence must be completed in a satisfactory and timely manner. Students shall be provided a reasonable length of time to make up school work. In general, students will be given the number of days absent plus one in which to make up the work missed. Additional time may be given at the discretion of the teacher and building principal.

Students shall receive credit for the completion of school-work made up because of excused absences, provided the work is satisfactorily completed in a timely manner. If the work is not made up in the time period described above, credit may be reduced by up to 40% of the original value. If the work is not completed within 1 week after the end of the current grading period (midterm, quarter, or semester) no credit will be given for the missed school work and the student's grade for that work shall be recorded as zero.

## 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 act of being absent without a reasonable excuse as defined by board policy. 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 (2015).  
281 I.A.C. 12.2(4).

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

Approved June 12, 1995

Reviewed August 16, 2021

Revised January 21, 2013

## TRUANCY - UNEXCUSED ABSENCES K-8 REGULATION

Procedures for Unexcused Absences K-8

The sequence outlined below shall be followed when students in grades K-8 violate attendance policies. Realizing there are circumstances which require special procedures on an individual basis, the building principal may vary from these procedures but must document for the records the reason(s) a variation in procedure is made. The term “unexcused absence” means being absent without a reasonable excuse from parent(s)/guardian(s) or permission of school official.

1. After the first unexcused absence:
  - a. The parent(s)/guardian(s) will be contacted, and a conference shall be held with the building principal, the classroom teacher, and the student. The purpose of the conference will be to review the reason(s) for the unexcused absence and to prevent its reoccurrence. Further action, if determined necessary by the building principal, could include any or all of the following:
    1. Conference with parent(s)/guardian(s)
    2. Student may be assigned make-up time
    3. Referral to the school counselor
    4. Review of attendance regulations with the student and/or parent(s)/guardian(s)
    5. Other action deemed appropriate by the building principal.
2. After a second unexcused absence:
  - a. A conference shall be held with the building principal, the classroom teacher, and the student to review the reason for the unexcused absences. The purpose of the conference will be to determine further appropriate action.
  - b. Written notification of the offense and the sanction imposed shall be sent to parent(s)/guardian(s), along with a statement which details attendance regulations and proposed remediation of the problem.
  - c. Further action may also include any or all of the following:
    1. A conference with the parent(s)/guardian(s)
    2. Student may be assigned make-up time
    3. Referral to the school counselor
    4. Referral to the building student at-risk team
    5. Other action deemed appropriate by the building principal.

## TRUANCY - UNEXCUSED ABSENCES K-8 REGULATION

3. After a third unexcused absence:
  - a. A conference shall be held with the building principal, the classroom teacher, and the student to review the reason for the unexcused absences. The purpose of the conference will be to determine further appropriate action.
  - b. Written notification of the offense and the sanction imposed shall be sent to parent(s)/guardian(s) by the building principal, with copies to the district truancy officer.
  - c. The building principal shall hold a mandatory conference with the parent(s)/guardian(s) to discuss the problem, alternative schedules, special programs, and other remedial action.
  - d. Further action may also include any or all of the following:
    1. In-school suspension or make-up time
    2. Referral to support staff of AEA 267.
4. After a fourth unexcused absence:
  - a. Written notification of the absence shall be send to parent(s)/ guardian(s) by the building principal, with copies to the superintendent and the district truancy officer.
  - b. In-school suspension, not to exceed three days, will be imposed on the student and, a conference involving parent(s)/guardian(s), the student, and other appropriate individuals will be held.
  - c. A contract will be developed to remediate the situation. The parent(s)/guardian(s), student, and school principal all must agree on the terms of the contract.
5. After a fifth unexcused absence:

If agreement is not reached in Step 4c, or if the student does not follow through with the agreement, a referral to the County Attorney may be pursued.

Classification of Period Absences in Grades 5-8 for Unexcused Reasons Under Board Policy

Missing over half a class period will constitute one absence in that class. Missing school for from one period up to four periods will constitute a one-half day absence. Missing more than 4.5class periods will constitute a full day's absence.

Suspensions and Expulsions

When a student's absence is caused by a suspension or expulsion, such absence will be treated as an administrative absence rather than a voluntary student absence and will not be included under this regulation.

## TRUANCY - UNEXCUSED ABSENCES K-8 REGULATION

### Special Education

Students identified with special educational needs will be expected to adhere to the attendance policy unless the student's failure to attend school has been identified as being directly related to the student's handicapping condition.

### Due Process

Students and/or parent(s)/guardian(s) who feel aggrieved by decisions made in accordance with this regulation may appeal the decision within three (3) school days of receiving notification of the student's removal from class.

Students and/or parent(s)/guardian(s) who are aggrieved with the decision of the building principal may file a request for review with the superintendent within two (2) school days after receiving notification of the building principal's decision. At the conclusion of the review, the superintendent shall affirm, reverse, or modify the building principal's decision.

Students and/or parent(s)/guardian(s) who are aggrieved with the decision of the superintendent may appeal in writing to the Board of Directors within two (2) school days after receiving notification of the superintendent's decision. The appeal must be submitted to the Board Secretary, who will forward the written appeal to the Board President. A hearing in front of the Board will be held within ten (10) school days of receipt of the written appeal. Within two (2) days after the hearing, the Board President shall communicate the decision of the Board in writing to the student and his/her parent(s)/guardian(s). The decision of the Board shall be to affirm, reverse, or modify the superintendent's decision.

Students involved in the appeal process will remain in school and will be expected to be in class until such time as resolution has been achieved.

### Student Tardiness to School

Being on time to school is an expectation for students. Any student who reports to school after the tardy bell (the second bell) is tardy. A student may incur up to three tardies per semester without penalty. These three times are granted to take care of unavoidable occurrences. Each building will develop their own consequences for tardies.

### Student Tardiness to Class

Being on time for classes is an expectation for students. Any student who reports to class after the tardy bell (the second bell - the one that begins the class period) and who does not present to the teacher a pass signed by another teacher, a secretary or an administrator is considered tardy. If the student presents a pass signed by a teacher, a secretary or an administrator he/she is not considered tardy. Each building will develop their own consequences for tardies.

## TRUANCY - UNEXCUSED ABSENCES 9-12 REGULATION

Procedures for Unexcused Absences 9-12

The sequence outlined below shall be followed when students in grades 9-12 violate attendance policies. Realizing there are circumstances which require special procedures on an individual basis, the building principal may vary from these procedures but must document for the records the reason(s) a variation in procedure is made. The term “unexcused absence” means being absent without a reasonable excuse, as defined by board policy.

Students wishing to earn credit for courses taken at the high school should not exceed a total of five (5) unexcused absences from regularly scheduled classes during a semester. Excused absences are exempt from these attendance sanctions. It is important that parents contact the building principal immediately when the need for a student to be absent occurs.

Consequences of Absences That Are Unexcused

1. After the first through third (1st - 3rd) unexcused class absences:
  - a. The building principal will contact the parent(s)/guardian(s) by mail or by phone to inform them of the attendance policy regarding unexcused absences.
  - b. The building principal will notify the guidance counselor.
  - c. Additional action will be taken if warranted.
2. After the fourth (4th) unexcused class absence:
  - a. The building principal will contact the parent(s)/guardian(s) concerning the student's class absences by mail or by phone.
  - b. The building principal will notify the guidance counselor.
  - c. The guidance counselor will initiate a conference with the student's parent(s)/guardian(s) to inform them of the attendance policy and to determine the reason(s) for non-attendance.
3. After the fifth (5th) unexcused class absence the building principal will:
  - a. Contact the parent(s)/guardian(s) concerning the student's class absences by mail or by phone.
  - b. Schedule a conference with the student and the parent(s)/guardian(s) informing them of the consequences of continued class absences, which may include removal from a course.
  - c. Allow the student and his/her parent(s)/guardian(s) to request reclassification of any unexcused absences that have been incurred.
4. After the sixth (6th) unexcused class absence, the building principal will:
  - a. Inform the student's parent(s)/guardian(s) of the sixth (6th) absence and that the student will be removed from the course(s) in which the absences occurred.
  - b. Inform the student and the parent(s)/guardian(s) of the Due Process provisions of this regulation.
  - c. Remove the student from the course(s) in which the 6 class absences occurred after due process has been completed or waived.

## TRUANCY - UNEXCUSED ABSENCES 9-12 REGULATION

Should it become necessary to remove a student from a course due to excessive absences, the student may be assigned to a study hall in lieu of attending the class for the balance of the semester. Students are expected to carry a minimum load of six (6) academic credits per semester in order to be eligible for extracurricular activities. The student will forfeit the opportunity to earn credit for the course.

Students who accrue six unexcused absences in ALL classes may be recommended for expulsion.

### Student Tardiness to School

Being on time to school is an expectation for students. Any student who reports to school after the tardy bell (the second bell) is tardy. A student may incur up to three tardies per semester without penalty. These three times are granted to take care of unavoidable. Each building will develop their own consequences for tardies.

### Student Tardiness to Class

Being on time for classes is an expectation for students. Any student who reports to class after the tardy bell (the second bell - the one that begins the class period) and who does not present to the teacher a pass signed by another teacher, a secretary or an administrator is considered tardy. If the student presents a pass signed by a teacher, a secretary or an administrator he/she is not considered tardy. Each building will develop their own consequences for tardies.

### Classification of Period Absences in Grades 9-12 for Unexcused Reasons Under Board Policy

Missing over half a class period will constitute one absence in that class. Missing school for from one period up to four and one-half periods will constitute a one-half day absence. Missing more than four and one-half class periods will constitute a full day's absence.

## TRUANCY - UNEXCUSED ABSENCES 9-12 REGULATION

### Suspensions and Expulsions

When a student's absence is caused by a suspension or expulsion, such absence will be treated as an administrative absence rather than a voluntary student absence and will not be included under this regulation.

### Special Education

Students identified with special educational needs will be expected to adhere to the attendance policy unless the student's failure to attend school has been identified as being directly related to the student's handicapping condition.

### Due Process

Students and/or parent(s)/guardian(s) who feel aggrieved by decisions made in accordance with this regulation may appeal the decision within three (3) school days of receiving notification of the student's removal from class.

Students and/or parent(s)/guardian(s) who are aggrieved with the decision of the building principal may file a request for review with the superintendent within two (2) school days after receiving notification of the building principal's decision. At the conclusion of the review, the superintendent shall affirm, reverse, or modify the building principal's decision.

Students and/or parent(s)/guardian(s) who are aggrieved with the decision of the superintendent may appeal in writing to the Board of Directors within two (2) school days after receiving notification of the superintendent's decision. The appeal must be submitted to the Board Secretary, who will forward the written appeal to the Board President. A hearing in front of the Board will be held within ten (10) school days of receipt of the written appeal. Within two (2) days after the hearing, the Board President shall communicate the decision of the Board in writing to the student and his/her parent(s)/guardian(s). The decision of the Board shall be to affirm, reverse, or modify the superintendent's decision.

Students involved in the appeal process will remain in school and will be expected to be in class until such time as resolution has been achieved.



## STUDENT RELEASE DURING SCHOOL HOURS

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

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

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

Legal Reference: Iowa Code § 294.4 (2015).  
281 I.A.C. 12.2(4).

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

Approved June 12, 1995

Reviewed August 16, 2021

Revised \_\_\_\_\_

## 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 physical condition, 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 (2015).

Cross Reference: 501 Student Attendance  
604.2 Individualized Instruction

Approved June 12, 1995

Reviewed August 16, 2021

Revised \_\_\_\_\_

## 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 (2015).  
281 I.A.C. 12.3(6).

Cross Reference: 501 Student Attendance  
506 Student Records

Approved June 12, 1995

Reviewed August 16, 2021

Revised \_\_\_\_\_

## OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A SENDING DISTRICT

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

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

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

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

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

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

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

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

Cross Reference: 501 Student Attendance  
506 Student Records

Approved June 12, 1995

Reviewed August 16, 2021 Revised August 16, 2021

## OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A RECEIVING DISTRICT

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

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

The superintendent will notify the sending school district and parents within five days of the school district's action to approve or deny the open enrollment request. The superintendent will also forward a copy of the school district's action with a copy of the open enrollment request to the Iowa Department of Education.

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

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

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

Parents are responsible for providing transportation to and from the receiving school district without reimbursement unless the parents qualify for transportation assistance. Upon a parent's request, the board may approve transportation into the sending district. (The transportation is limited to within 2 miles of the district boundary/current bus route.) The board's approval is subject to the sending district's approval.

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

## OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A RECEIVING DISTRICT

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

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

Legal Reference: Iowa Code §§ 139.9; 274.1; 279.11; 282.1, .3, .8, .18; 299.1 (2015).  
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 West Hancock CSD 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 Matt Welp 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.

## HOMELESS CHILDREN AND YOUTH

Legal Reference: No Child Left Behind, Title X, Sec. 722, P.L. 107-110 (2002).  
42 U.S.C. §§ 11431 *et seq.* (2004).  
281 I.A.C. 33 (2007).

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 June 12, 1995

Reviewed August 16, 2021

Revised January 17, 2017



## MARRIED STUDENTS

The board encourages married students to continue attending the educational program in order to graduate and as long as the student's presence does not disrupt the educational environment of the classroom.

Married students may attend without paying tuition as long as they are eligible to attend an Iowa public school are a resident of the school district.

A married student with family responsibilities will, as much as possible, have classes scheduled in blocks so that as much time as possible will be spent off the school grounds. This is to give as much time as possible to home responsibilities. This is to apply only when a home and family exists. Spouses will not necessarily be scheduled in the same class section.

Legal Reference: Iowa Code §§282.2, .6, .7, 285.4, 442.4 (2015)

Cross Reference: 501 Student Attendance

Approved June 12, 1995

Reviewed August 16, 2021

Revised July 18, 2016

## STUDENT APPEARANCE

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

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

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

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

Legal Reference:     Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).  
                              Bethal School District v. Fraser, 478 U.S. 675 (1986).  
                              Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).  
                              Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).  
                              Torvik v. Decorah Community School, 453 F.2d 779 (8th Cir. 1972).  
                              Turley v. Adel Community School District, 322 F.Supp. 402 (S.D. Iowa 1971).  
                              Sims v. Colfax Comm. School Dist., 307 F.Supp. 485 (Iowa 1970).  
                              Iowa Code § 279.8 (2015).

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

Approved June 12, 1995

Reviewed August 16, 2021

Revised \_\_\_\_\_

## CARE OF SCHOOL PROPERTY/VANDALISM

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

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

Legal Reference: Iowa Code §§ 279.8; 282.4, .5; 613.16 (2015).

Cross Reference: 502 Student Rights and Responsibilities  
802.1 Maintenance Schedule

Approved June 12, 1995

Reviewed August 16, 2021

Revised \_\_\_\_\_

## West Hancock Community School District Computer Loan Agreement

### I. Equipment

One laptop, charger and bag are being issued to the student and are in good working order.

The equipment is, and at all times remains the property of the West Hancock Community Schools.

The equipment is issued for EDUCATIONAL PURPOSES only for the academic school year.

Inappropriate use of the equipment may result in the student losing their privilege to use this laptop.

### II. Laptop Loss or Damage

The use of any district technology is a privilege and not a right. Students are expected to use their computer in accordance with these Policies and Procedures, and District Acceptable Use Policy and any applicable laws. The student is responsible for maintaining a 100% working computer at all times and shall use reasonable care to ensure that the computer is not damaged. In the event of damage not covered by the warranty or the school's insurance, the student and parent will be billed a fee according to the following schedule:

- first incident - up to \$100
- second incident - up to \$200
- third incident - up to full cost of repair or replacement

West Hancock reserves the right to charge the student and parent the full cost for repair or replacement when damage/loss occurs due to gross negligence as determined by administration and /or civil authorities.

### III. Parent Responsibilities

- I will read the Acceptable Use Policy and discuss it with my child.
- I will supervise my child's use of the laptop at home.
- I will instruct my child to keep the laptop in a secure location when not in use in class.
- I will make sure my child brings the laptop to school.
- I will discuss appropriate use of the Internet and supervise my child's use of the Internet.
- I will not attempt to repair the laptop or have the laptop repaired through a private service.
- I will report any problems or damage to the laptop to the Technology Coordinator.
- I will not change or attempt to change the configuration of the software or hardware.
- I will not download or attempt to install any programs or files from the Internet or other sources.
- I will not remove any program or files on the laptop except personal documents of my child.
- I agree to return the laptop to the school when requested and upon my son's/daughter's withdrawal from West Hancock Community Schools.

#### **IV. Student Responsibilities and Terms**

- I will read with my parents and adhere to the terms of the West Hancock CSD Acceptable Use Policy and District guidelines each time the laptop is issued.
- I will recharge the laptop nightly and begin the school day with a fully charged battery.
- I will bring the laptop to school each day and keep it in a secure location when not using it in class.
- I will keep the laptop in its assigned protective case at all times when not being used.
- I will keep the laptop off the floor and away from food and beverages.
- I will protect the laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.
- I will make the laptop available for inspection by an administrator or other staff member upon request.
- I will use appropriate language in all communications.
- I will never loan out my laptop to other people (including family members and friends).
- I will abide by copyright laws.
- I will not use or attempt to use another student's assigned hardware, subscriptions, log-ins, files, or personal information.
- I will not give out personal information, such as name, address, photo, or other identifying information online, including user name and password.
- I will report loss/theft of the laptop to parents, school and proper authorities (police) within 24 hours of the occurrence.
- I will not use the laptop to record (audio/visual) others without their permission.
- I will not download or attempt to install any programs or files from the Internet or other sources.
- I will not use the laptop for games, chat rooms, instant messaging, viewing websites not related to assignments during the school day.
- I will not change or attempt to change the configuration of, install, or remove software or hardware.
- I will report all problems and damage immediately to the Technology Coordinator.
- I will not attempt to remove identification tags on the laptop or deface with stickers, marking pens, etc.
- I will regularly back up my files to CD-R, flash drive, or to the server.

#### **V. District Rights and Responsibilities**

- West Hancock Community School District reserves the right to monitor all activity and use of the network. This includes, but not limited to, monitoring downloads, files, and documents stored in users' folders, check Internet histories and cache files, observe users screens, read e-mail if deemed necessary, and block what the district considers inappropriate sites.
- Sanctions may be both internal, involving loss of privileges or other district measures; or external, involving civil or criminal action under state or federal laws. All inappropriate items can be confiscated and only be returned to a parent/guardian.
- On occasion, duly authorized personnel have authority to access individual files or data to perform repair or maintenance of equipment, or through routine monitoring. Software may be used to track computer usage, system information, and remotely observe and manage network technology.

**West Hancock Middle School  
Laptop Computer Agreement**

**OPTION 1**

**Student has the option to take the laptop home**

We understand that the child is responsible for appropriate care, handling and usage of the laptop and its accessories. We understand the District Acceptable Use Guidelines, Student and Parent Responsibilities.

Parent Signature:\_\_\_\_\_Print Name:\_\_\_\_\_

Student Signature:\_\_\_\_\_Print Name:\_\_\_\_\_

Date:\_\_\_\_\_

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**OPTION 2**

**Student uses the laptop at school only**

We have opted to not allow the student to take the laptop home. We understand that the student needs to store the laptop in the designated place at the end of the day and they are to pick it up before the school days begins.

Parent Signature:\_\_\_\_\_Print Name:\_\_\_\_\_

Student Signature:\_\_\_\_\_Print Name:\_\_\_\_\_

Date:\_\_\_\_\_

## STUDENT EXPRESSION AND STUDENT PUBLICATIONS

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

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

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

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

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

### Student Publications

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee. Any expression made by students, including student expression in official school publications, is not an expression of official school policy. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

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

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

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

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

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

Approved June 12, 1995

Reviewed August 16, 2021

Revised August 16, 2021



## STUDENT EXPRESSION AND STUDENT PUBLICATIONS CODE

- A. Student Expression defined: Student Expression is speech, action or other forms of expression which convey a student's beliefs, views or opinions.
- B. Official school publications defined: An "official school publication" is material produced by students in journalism, newspaper, yearbook, or writing classes and distributed to students either free or for a fee.
- C. Limitations to Student Expression.
1. No student will express, publish or distribute material which is:
    - a. obscene;
    - b. libelous;
    - c. slanderous; or
    - d. encourages students to:
      - 1) commit unlawful acts;
      - 2) violate lawful school regulations;
      - 3) cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
      - 4) disrupt or interfere with the education program;
      - 5) interrupt the maintenance of a disciplined atmosphere; or
      - 6) infringe on the rights of others.
- D. Responsibilities of students for official school publications.
1. Students writing or editing official school publications will assign and edit the news, editorial and feature contents of the official school publications subject to the limitations of the student publications code and the law.
  2. Students will strive to achieve professional standards of accuracy, fairness, objectivity and thoroughness in each and every aspect of official school publications.
  3. Students will strive to achieve professional standards of grammar, usage, punctuation and spelling for clarity and accuracy of official school publications.
- E. Responsibilities of faculty advisors for official school publications.
- Faculty advisors will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. Official school publications are produced under the supervision of a faculty advisor. Faculty advisors to students producing official school publications shall supervise the production of the student staff in order to maintain professional standards of English journalism. District employees acting within the scope of their professional ethics will not suffer adverse employment action or retaliated against for acting to protect a student for engaging in authorized student expression or for refusing to infringe on protected student expression.
- F. District employee rights
- Any District employee or official, acting within the scope of that person's professional ethics, if any, shall not be dismissed, suspended, disciplined, reassigned, transferred, subject to termination or

## STUDENT EXPRESSION AND STUDENT PUBLICATIONS CODE

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

### G. Liability.

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

### H. Appeal procedure.

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

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

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

## STUDENT COMPLAINTS AND GRIEVANCES

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

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

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

Legal Reference: Iowa Code § 279.8 (2015).

Cross Reference: 214.1 Board Meeting Agenda  
215 Public Participation in Board Meetings  
502 Student Rights and Responsibilities  
504.3 Student Publications

Approved June 12, 1995

Reviewed August 16, 2021

Revised November 15, 2021

## STUDENT LOCKERS

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

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

Legal Reference: Iowa Code §§ 279.8; 280.14; 808A (2015).

Cross Reference: 502 Student Rights and Responsibilities

Approved June 12, 1995

Reviewed August 16, 2021

Revised August 9, 1999

## 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 a firearm to school shall be expelled for not less than twelve months and administration may recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term “firearm” includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, any explosive, incendiary or poison gas, or otherwise defined by applicable law.

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

Legal Reference: 18 U.S.C. § 921 (~~2004~~);  
Iowa Code §§ 279.8; 280.21B; 483A.27(11); 724 (2015).  
281 I.A.C. 12.3(6)

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

Approved June 12, 1995

Reviewed August 16, 2021

Revised January 17, 2017

## SMOKING - DRINKING - DRUGS

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

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

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

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

The board believes the substance abuse prevention program will include:

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

Approved June 12, 1995

Reviewed August 16, 2021

Revised July 18, 2016

## SMOKING - DRINKING – DRUGS

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

Legal Reference: 34 C.F.R. Pt. 86 (2004).  
Iowa Code §§ 123.46; 124; 279.8, .9; 453A (2015).  
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

## SMOKING-DRINKING-DRUGS

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-a-like substances; and possessing or using tobacco, tobacco products, nicotine (to include e-cigarettes or vapor devices), or look-a-like substances. Students found to be in possession of alcohol, tobacco and/or drugs at school are NOT eligible to be considered self-reporters for the purposes of application of the Good Conduct Policy provisions which are found elsewhere in this handbook. In addition, all such violations shall be reported to law enforcement officials using the guidelines indicated in Iowa Law. Parents will be notified of all violations.

### Penalties:

First offense – student shall be suspended from school for a period of three (3) days.

Second offense – student shall be suspended from school for a period of ten (10) days. In the case of a special education student a staffing shall be held immediately.

Third offense – student shall be brought before the Board of Education for an expulsion hearing in accordance to the suspension and expulsion policy. Offenses shall be during the same school year beginning with the first day of school



## SEARCH AND SEIZURE

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

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

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

Legal Reference: U.S. Const. amend. IV.  
New Jersey v. T.L.O., 469 U.S. 325 (1985).  
Cason v. Cook, 810 F.2d 188 (8th Cir. 1987), *cert. den.*, 482 U.S. 930 (1987).  
 Iowa Code ch. 808A (2015).  
 281 I.A.C. 12.3(8).

Cross Reference: 502 Student Rights and Responsibilities  
 503 Student Discipline  
 905.2 Tobacco/Nicotine-Free Environment

Approved June 12, 1995

Reviewed August 16, 2021

Revised December 21, 2020

## 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. Time of search: \_\_\_\_\_

E. Location of search: \_\_\_\_\_

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

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

## SEARCH AND SEIZURE CHECKLIST

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

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

## III. Explanation of Search.

- A. Describe the time and location of the search: \_\_\_\_\_
- B. Describe exactly what was searched: \_\_\_\_\_
- C. What did the search yield: \_\_\_\_\_
- D. What was seized: \_\_\_\_\_
- E. Were any materials turned over to law enforcement officials? \_\_\_\_\_
- F. Were parents notified of the search including the reason for it and the scope: \_\_\_\_\_

## SEARCH AND SEIZURE REGULATION

### I. Searches, in general.

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

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

- (1) eyewitness observations by employees;
  - (2) information received from reliable sources;
  - (3) suspicious behavior by the student; or,
  - (4) the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.
- B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:
- (1) the age of the student;
  - (2) the sex of the student;
  - (3) the nature of the infraction; and
  - (4) the emergency requiring the search without delay.

### II. Types of Searches

#### A. Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
  - (a) Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.
  - (b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

## SEARCH AND SEIZURE REGULATION

### 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.

## 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. Prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present.

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

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

Legal Reference: Iowa Code §§ 232; 280.17 (2015).  
281 I.A.C. 102.  
441 I.A.C. 9.2; 155; 175.  
1980 Op. Att'y Gen. 275.

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

Approved June 12, 1995

Reviewed August 16, 2021 Revised \_\_\_\_\_

## 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 has a physical disability that is documented by a medical doctor.

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

Legal Reference: Iowa Code §§ 279.8; 321 (2015).

Cross Reference: 502 Student Rights and Responsibilities

Approved June 12, 1995

Reviewed August 16, 2021

Revised August 18, 2014

WEST HANCOCK MINOR SCHOOL LICENSE AGREEMENT

Name of Student (printed): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver License #: \_\_\_\_\_

Names of Parents (printed): \_\_\_\_\_

Address: \_\_\_\_\_

License plate # and description of vehicle(s) student will generally be driving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Route to be used when driving between home and school: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that obtaining a Minor School License is a privilege. I agree to abide by all driving laws and to use the Minor School License only to drive directly to and from school to attend school or to attend a school activity or practice. I will drive only on the above route. Failure to comply with the provisions of the Minor School License will be cause for revocation of the Minor School License. Signatures of agreement by the student, parent, Britt Police, and Kanawha Police (if the route requires driving in the city of Kanawha) are required before submitting Iowa DOT Form 430021 to the school for authorization. Copies of this agreement will be maintained by all parties in addition to the school.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Britt Police)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Kanawha Police)



## 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 shall be within the discretion of the person in charge of the classroom to remove the student. This policy is not intended to address the use of therapeutic classrooms or seclusion rooms for students.

Approved June 12, 1995

Reviewed August 16, 2021

Revised February 15, 2021

## STUDENT CONDUCT

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, shall be within the discretion of the licensed employee or disciplining the student or the building principal, disciplining the student.

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

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

### Legal Reference

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

### Cross Reference:

501 Student Attendance  
502 Student Rights and Responsibilities  
503.6 Physical Restraint and Seclusion of Students  
504 Student Activities  
603.3 Special Education  
903.5 Distribution of Materials

## STUDENT SUSPENSION

### Administrative Action

#### A. Probation

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

#### B. In-School Suspension

1. In-school 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.

## EXPULSION

Whenever the Superintendent deems the presence of a student detrimental to the best interests of the school, the Superintendent may recommend to the Board of Directors that such student be expelled.

A written recommendation to expel a student shall include:

1. The date, time and location of the hearing at which the student and the student's parents or other representative may appear to contest the recommendation.
2. A listing of the reasons for the proposed expulsion.
3. The names of witnesses who are expected to testify directly in support of the Superintendent's recommendation and a brief summation of the facts to which each witness will testify. If students are witnesses, student names may be released at the discretion of the Superintendent.
4. A recitation of the opportunity for the student to present a defense against the charges including the right to be represented by counsel.
5. The notice of hearing shall include references to past behavior if the expulsion recommendation is for cumulative offenses.

If the Board decides to expel the student, the Board will issue a written decision within ten (10) day of the board vote. A tape recording shall be maintained of the hearing.

Notice of the expulsion hearing shall be served personally upon the student or the student's parent or guardian if the student is a minor. Notice will be provided a minimum of three (3) working days prior to the hearing.

At the expulsion hearing, the student may introduce evidence and ask witnesses to testify. The student may question any witness called by the Superintendent. The student will be given a copy of any documents to be introduced by the Superintendent.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded. If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

Legal Reference: Goss v. Lopez, 419 U.S. 565 (1975).  
Wood v. Strickland, 420 U.S. 308 (1975).  
Southeast Warren Comm. School District v. Dept. of Public Instruction, 285 N.W.2d 173 (Iowa 1979).  
 Iowa Code §§ 21.5; 282.3, .4, .5 (2015).  
 281 I.A.C. 12.3(6).

Cross Reference: 502 Student Rights and Responsibilities  
 503 Student Discipline

Approved July 12, 1995

Reviewed August 16, 2021

Revised August 9, 1999

## 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 may 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 (2015).  
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 June 12, 1995

Reviewed August 16, 2021

Revised January 21, 2013

STANDARD FEE WAIVER APPLICATION

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

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

Name of student: \_\_\_\_\_ Grade in school \_\_\_\_\_

Name of student: \_\_\_\_\_ Grade in school \_\_\_\_\_

Name of student: \_\_\_\_\_ Grade in school \_\_\_\_\_

Attendance Center/School: \_\_\_\_\_

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

Please check type of waiver desired:

Full waiver \_\_\_\_\_ Partial waiver \_\_\_\_\_ Temporary waiver \_\_\_\_\_

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

Full waiver

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

Partial waiver

\_\_\_\_\_ Reduced priced meals offered under the Children Nutrition Program

Temporary waiver

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

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

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

## FEES CURRENTLY AUTHORIZED BY LAW

Fees authorized by law:

Dillon's Rule:

ITEM	FEE ALLOWED?	RATIONALE
Textbooks, including electronic textbooks, and supplementary instructional materials which convey information to the student or otherwise contribute to the learning process	Yes	Authorized by Iowa Code section 301.1 as textbooks
Software used for instruction	Yes	Authorized by Iowa Code section 301.1 as textbooks
Worksheets	Yes	Authorized by Iowa Code section 301.1 as textbooks
Student planners	Yes	Authorized by Iowa Code section 301.1 as school supply
Towel fee	Yes	Authorized by Iowa Code section 301.1 as school supply
Fee for costs of cleaning and general wear-and-tear of marching band uniform or choir performance robe	Yes	Authorized by Iowa Code section 301.1 as school supply
Rental of musical instrument	Yes	Authorized by Iowa Code section 301.1 as textbooks
Chemicals, apparatus used by every student in chemistry class	No	Prohibited by Iowa Code section 282.6 and OAG # 79-12-22 as "tuition"
Wood in wood shop		
Foods in food class		
Cloth, sewing supplies in sewing class		
Difference between the basic raw material (see row directly above) and a student's voluntarily chosen upgrade (e.g., pine wood upgraded to walnut or basic cotton cloth upgraded to finer grade of cloth)	Yes	Authorized by Iowa Code section 301.1 as school supply
Eye protective device	Yes	Authorized by Iowa Code section 280.10
Ear protective device	Yes	Authorized by Iowa Code section 280.11
Driver education course	Yes	Authorized by Iowa Code section 282.6
Summer school courses	Yes	Authorized by Iowa Code section 282.6
Discretionary transportation of pupils to and from school (less than 2 miles from elementary or middle school or less than 3 miles from high school)	Yes	Authorized by Iowa Code section 285.1(1)
Transportation for extracurricular events	No	Prohibited by Iowa Code section 285.10(9)
Any cost associated with field trips (e.g., admission, transportation)	No	Prohibited by Iowa Code section 282.6 as "tuition" assuming the field trip is during a day that is counted by the district as a day of instruction



Line fees for bowling as part of Physical Education cost	No	Prohibited by Iowa Code section 282.6 as "tuition"
Flowers, balloon drop, other decorations, security – all associated with graduation ceremony	No	No authorization exists and there is no means by which this can be made voluntary for individual students
Locker, lock fees	No	Prohibited by Iowa Code section 282.6 as "tuition" (part of facility)
<b>ITEMS FOR SALE AS VOLUNTARY PURCHASES TO STUDENTS</b>	<b>CHARGE ALLOWED FOR NO MORE THAN ACTUAL COST?</b>	<b>RATIONALE</b>
Parking permit	Yes	Authorized by Iowa Code section 279.9
Yearbook, Memory Book, School Newspaper	Yes	As long as the purchase is voluntary, this is not regulated by state law
Class ring	Yes	As long as the purchase is voluntary, this is not regulated by state law
Dance tickets	Yes	As long as the purchase is voluntary, this is not regulated by state law
Activity tickets	Yes	As long as the purchase is voluntary, this is not regulated by state law
Graduation cap, gown, tassel	Yes	As long as the purchase is voluntary, this is not regulated by state law
Diploma	No	If earned, the district must provide a diploma and there is no authorization by which to charge a fee for doing so
Diploma cover ( <i>not</i> the diploma itself)	Yes	As long as the purchase is voluntary, this is not regulated by state law
<b>MISCELLANEOUS ITEMS FOR WHICH A CHARGE IS ALLOWED</b>	<b>CHARGE ALLOWED FOR NO MORE THAN ACTUAL COST?</b>	<b>RATIONALE</b>
NSF check charges	Yes	This is not regulated by education law
Duplicate student IDs	Yes	This is not regulated by education law
Fines for overdue school books or lost, damaged, destroyed items	Yes	Permitted by 281—IAC 18.4
Monetary penalty for violation of parking regulation	Yes	Authorized by Iowa Code section 279.8A, if amount is reasonable

\*There is no case law or department decisions defining school supplies. However, a 1993 attorney general opinion, which affirms a 1979 opinion states: "We have addressed what fees may be charged for necessary school supplies under Iowa Code section 301.1. We held that the cost of items which were necessary or essential to the instruction of a class must be properly characterized as tuition rather than school supplies. Examples were art supplies for art classes and chemicals for science classes. In contrast, pencils, pens and paper used by students to take notes would be properly characterized as school supplies." Op. Att'y Gen. #93-7-3(L).

## 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 40 percent of regular student fees.
3. Temporary Waivers - a student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and will not extend beyond the end of the school year.

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

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

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

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

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

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

## 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 administrative team 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.

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 (2015).  
                              281 I.A.C. 12.3(6); 36.15(1).

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

Approved June 12, 1995

Reviewed August 16, 2021

Revised January 21, 2013

## CORPORAL PUNISHMENT, MECHANICAL RESTRAINT AND PRONE RESTRAINT

The use of corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools. Corporal punishment is defined as the intentional physical punishment of a student 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 any of the following which are not considered corporal punishment:

- 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(s) within a student'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 student 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.

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

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

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

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

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

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

## CORPORAL PUNISHMENT, MECHANICAL RESTRAINT AND PRONE RESTRAINT

Legal Reference:     Ingraham v. Wright, 430 U.S. 651 (1977).  
                              Goss v. Lopez, 419 U.S. 565 (1975).  
                              Tinkham v. Kole, 252 Iowa 1303, 110 N.W.2d 258 (1961).  
                              Iowa Code §§ 279.8; 280.21 (2015).  
                              281 I.A.C. 12.3(8); 103.

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

Approved June 12, 1995

Reviewed August 16, 2021

Revised February 15, 2021

## PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS

It is the goal of the district that all students can learn and grow in a safe and peaceful environment that nurtures the student and models respect for oneself and others. On occasion, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The goal of these interventions is to promote the dignity, care, safety, welfare and security of each child and the school community. With this objective in mind, the district will prioritize the use of the least restrictive behavioral interventions appropriate for the situation.

Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move the student's arms, legs, body, or head freely. Physical restraint does not mean a technique used by trained school personnel, or used by a student, for the specific and approved therapeutic or safety purposes for which the technique was designed and, if applicable, prescribed. Physical restraint does not include instructional strategies, such as physically guiding a student during an educational task, hand-shaking, hugging, or other non-disciplinary physical contact.

Seclusion means the involuntary confinement of a child in a seclusion room or area from which the child is prevented or prohibited from leaving; however, preventing a child from leaving a classroom or school building are not considered seclusion. Seclusion does not include instances when a school employee is present within the room and providing services to the child, such as crisis intervention or instruction.

Physical restraint or seclusion is reasonable or necessary only:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or
- To prevent serious damage to property of significant monetary value or significant nonmonetary value or importance; or
- When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
- When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
- When the physical restraint or seclusion complies with all applicable laws.

Prior to using physical restraint or seclusion, employees must receive training in accordance with the law. Any individual who is not employed by the district but whose duties could require the individual to use or be present during the use of physical restraint or seclusion on a student will be invited to participate in the same training offered to employees on this topic.

When required by law, the superintendent or the superintendent's designee will ensure a post-occurrence debriefing meeting is held, maintain documentation and fulfill all reporting requirements for each occurrence of physical restraint or seclusion as required by law.

## PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS

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

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

Approved February 15, 2021

Reviewed August 16, 2021

Revised \_\_\_\_\_

[illegible]



Describe any less restrictive means attempted as an alternative to physical restraint and seclusion or why those means would not be effective or feasible, or have failed:			
Approval from administrator to continue physical restraint or seclusion past 15 minutes:		Approval obtained from administrator to continue physical restraint or seclusion more than 30 minutes past last approval time:	
Administrator approving:		Administrator approving:	
Time approved:		Time approved:	
Reasons for length of incident:		Reasons for length of incident:	
If Administrator approval was not obtained at 15 minutes or every 30 minutes thereafter, or a student was not provided with breaks for bodily needs in incidents lasting longer than 15 minutes, explain why:			
Parent/Guardian notification: Parents/Guardians will be notified as soon as practicable once the occurrence is under control, but no more than one hour after, or the end of the school day, whichever occurs first. Space below for documenting multiple attempts to notify guardians is listed in case the guardian cannot be reached in the first attempt.			
Employee attempting notification:	Parent/Guardian contacted:	Time and manner of attempted notification:	Was notification successful?
Employee attempting notification:	Parent/Guardian contacted:	Time and manner of attempted notification:	Was notification successful?
Employee attempting notification:	Parent/Guardian contacted:	Time and manner of attempted notification:	Was notification successful?
If Parent/Guardian notification requirements were not complied with, explain why:			
Describe injuries sustained or property damaged by students or employees:			

Describe future approaches to address student behavior including any consequences or disciplinary actions that may be imposed on the student:

This form has been reviewed and completed by the undersigned employee. A written copy of this form has been sent to the student's parent or guardian within three school days of the occurrence. Unless the parent or guardian agrees to receive the report by email, fax, or hand delivery, the report must be sent by mail and postmarked by the third day following the occurrence. Enclosed with a copy of this form is an invitation for the parents or guardians to participate in the debriefing meeting scheduled in accordance with the law.

\_\_\_\_\_  
Employee

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

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

DEBRIEFING LETTER TO GUARDIAN OF STUDENT INVOLVED IN AN OCCURRENCE  
WHERE PHYSICAL RESTRAINT AND/OR SECLUSION WAS USED

*[This letter and the enclosed report may be transmitted electronically via email or fax, picked up in person, or mailed. If the district and the guardian do not agree on how to transmit this letter, it must be mailed via postage prepaid, first class mail to the guardian within 3 school days of the occurrence.]*

Dear [Guardian],

Recently, your student [name] was involved in an occurrence at school that required the physical restraint and/or seclusion of your student as defined by 281 Iowa Administrative Code Ch. 103. A report related to this occurrence is enclosed with this letter.

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

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

This letter is intended to inform you that a debriefing meeting will be held on [date within 5 days of transmission of letter, time, place] because of [reason from bulleted list above]. The following employees will be in attendance at this meeting: [list names and titles of employees]. We are inviting you to attend this debriefing meeting to engage with us on topics related to this occurrence.

If you would like to reschedule the debriefing meeting, please contact me as soon as possible via email [email address] or telephone [telephone number], and at least one school day prior to the date and time listed for this debriefing meeting. Your student is allowed to attend this meeting with your consent, and you are welcome to bring a representative of your choosing if you wish. If you plan to bring a representative to this meeting, please let us know at least one school day prior to the meeting so that we have an opportunity to make arrangements.

We look forward to working with you to foster the continued health, safety and educational growth of your student.

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[Administrator name], title

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Date

Enclosure: Report related to student occurrence

## DEBRIEFING MEETING DOCUMENT

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

Student name:	Date of occurrence:
Date of debriefing meeting:	Time of debriefing meeting:
Location of debriefing meeting:	
Names of individuals attending the debriefing meeting (must include the employees involved and at least one employee who was not involved):	Job title of employee and/or relation to student:
Documentation reviewed during meeting (must include at least the occurrence report; and BIP, IHP, IEP and/or safety plan if applicable):	
Identification of patterns of behavior and proportionate response, if any, in the student and employees involved:	

Possible alternative responses, if any, to the incident/less restrictive means, if any:
Additional resources, if any, that could facilitate those alternative responses in the future:
Plans for additional follow up actions, if any:

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

\_\_\_\_\_  
Employee

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

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

## USE OF PHYSICAL RESTRAINT AND SECLUSION WITH STUDENTS

The District will comply with 281 *Iowa Administrative Code* Ch. 103 for the use of physical restraint and seclusion with students, including, but not limited to:

- Physical restraint and seclusion will be used only by employees who have been trained in accordance with applicable law unless a trained employee is not immediately available due to the unforeseeable nature of the occurrence.
- As soon as practical after the situation is under control, but within one hour after either the occurrence or the end of the school day, whichever occurs first, the school will attempt to contact the student's parent or guardian using the school's emergency contact system.
- The seclusion or physical restraint is used only for as long as necessary based on research and evidence to allow the student to regain control of their behavior to the point that the threat or behavior necessitating the use of the seclusion or physical restraint has ended, or when a medical condition occurs that puts the student at risk of harm. Unless otherwise provided for in the student's written approved IEP, BIP, IHP or safety plan, if the seclusion or physical restraint continues for more than 15 minutes:
  - The student will be provided with any necessary breaks to attend to personal and bodily needs, unless doing so would endanger the child or others.
  - An employee will obtain approval from an administrator or administrator's designee to continue seclusion or physical restraint beyond 15 minutes. After the initial approval, an employee must obtain additional approval every 30 minutes thereafter for the continuation of the seclusion or physical restraint.
  - The student's parent or guardian and the school may agree to more frequent notifications than is required by law.
  - Schools and district employees must document and explain in writing the reasons why it was not possible for the employees to obtain approval, notify parents, or take action within prescribed time limits.
  - Schools and district employees who begin and then end use of nonapproved restraints will document and explain in writing the reasons why they had no other option but to use this type of behavioral intervention.
- The area of seclusion will be a designated seclusion room that complies with the seclusion room requirements in accordance with law, unless the nature of the occurrence makes the use of the designated seclusion room impossible, clearly impractical, or clearly contrary to the safety of the student, others, or both; in that event, the school must document and explain in writing the reasons why a designated seclusion room was not used.
- An employee must continually visually monitor the student for the duration of the seclusion or physical restraint.
- If an employee restrains a student who uses sign language or an augmentive mode of communication as the student's primary mode of communication, the student shall be permitted to have the student's hands free of physical restraint, unless doing so is not feasible in view of the threat posed.
- Seclusion or physical restraint shall not be used: as punishment or discipline; to force compliance or to retaliate; as a substitute for appropriate educational or behavioral support; to prevent property damage except as provided in law; as a routine school safety measure; or as a convenience to staff.

- The Superintendent or the Superintendent's designee will investigate any complaint or allegation that one or more employees violated any provisions of 281 Iowa Administrative Code Ch. 103. If the District determines a violation has occurred, corrective action will be taken up to and including termination of the employees involved. If the allegation or complaint involves a specific student the District will notify the parents or guardian of the involved student about the results of the investigation. If any allegation or complaint is also defined as abuse in 281 *Iowa Administrative Code* 102.2, the procedures listed in chapter 102 will apply.
- The District must comply with and implement Chapter 103 whether or not a parent consents to the use of physical restraint or seclusion.

## 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 (2015).

Cross Reference: 502 Student Rights and Responsibilities  
504 Student Activities

Approved June 12, 1995

Reviewed August 16, 2021

Revised \_\_\_\_\_



## STUDENT ORGANIZATIONS

Secondary school student-initiated, non-curriculum-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.

### Non-curriculum-Related Organizations

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

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

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

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

## STUDENT 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, 297.9 (2015).

Cross Reference: 502 Student Rights and Responsibilities  
504 Student Activities

## 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 (2015).  
281 I.A.C. 12.6.

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

Approved June 12, 1995

Reviewed August 16, 2021

Revised \_\_\_\_\_

## STUDENT FUND RAISING

Students may raise funds for school-sponsored events with the permission of the principal:-

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

Legal Reference:     Senior Class of Pekin High School v. Tharp, 154 N.W.2d 874 (Iowa 1967).  
Iowa Code § 279.8 (2015).

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 June 12, 1995

Reviewed August 16, 2021

Revised January 21, 2013

## 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 is participating in a sport sponsored by the West Hancock Community School District may participate in that same sport as an individual or as a member of a team in an outside school event during the same season with the following requirements: (1) WRITTEN APPLICATION MUST BE MADE BY THE STUDENT; (2) WRITTEN PERMISSION MUST BE OBTAINED FROM A GROUP CONSISTING OF THE SUPERINTENDENT OR THE SUPERINTENDENT'S Designee, the athletic director or the athletic director's designee, and the coach of the sport; and (3) such non-school participation will not interfere with or cause the individual or team to miss practice time or contests in that sport. A student who violates these requirements shall be ineligible to participate on a school-sponsored team in that sport for a period of time comparable to the offenses for violations of the Good Conduct Policy

A student participating in a junior high sport sponsored by a governing organization may NOT participate in that particular sport, as an individual or a member of a team, in an outside school event during the school season without WRITTEN permission of his school superintendent or designated representative. At the conclusion of the sport season, a student may then participate on an outside-school team without jeopardizing his eligibility and without written permission from his school superintendent. If a student, while out for a given sport, participates in that particular sport on a team outside the school before the conclusion of the school sport season, and without seeking the school's permission, he would make himself ineligible for 12 calendar months in all sports.

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.

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 (2015).  
281 I.A.C. 12.6., 36.15.

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

Approved June 12, 1995

Reviewed August 16, 2021

Revised January 21, 2013

## STUDENT SOCIAL EVENTS

School-sponsored social events shall be approved by the principal and placed on the school calendar prior to public announcement. They shall be under the control and supervision of school personnel. The hours and activities of the event shall be reasonable and in keeping with board policy. Student gatherings at night will be expected to dismiss according to the following schedule:

High School: Parties and dances on nights not followed by a school day--12:30 p.m., or later with special permission from the administration; nightly practices or work sessions--9:30 p.m.

Middle School: Parties and dances on nights not followed by a school day--10:30 p.m., or later with special permission from the administration.

High school-sponsored events are open to the students enrolled in the school district. Others, such as alumni or out-of-town students, may attend as the date or escort of students enrolled in the school district or with the permission of the certificated personnel supervising the event.

Only 7<sup>th</sup> and 8<sup>th</sup> grade students of West Hancock Middle School or Kanawha Christian School will be admitted to the dances.

Student behavior and the behavior of school personnel, particularly licensed personnel's behavior, shall be in keeping with the behavior required during regular school hours.

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

Legal Reference: Iowa Code § 279.8, 282.3 (2015).

Cross Reference: 502.1 Student Appearance  
503.1 Student Conduct  
503 Student Discipline

Approved June 12, 1995

Reviewed August 16, 2021

Revised January 21, 2013

## STUDENT WORK/INTERN PROGRAMS

Coordination of educational programs and local businesses can benefit the school district community. When mutually acceptable arrangements can be made between a local business and the board, secondary students may work for a local business to obtain school credit.

Such programs must be compatible with the educational program and have the approval of the board.

It is the responsibility of the superintendent to pursue such arrangements with local businesses.

Legal Reference: Iowa Code § 279.8, 282.3 (2015).

Cross Reference: 504 Student Activities

Approved June 12, 1995

Reviewed August 16, 2021

Revised\_\_\_\_\_

## STUDENT PROGRESS REPORTS AND CONFERENCES

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

Parent-teacher conferences will be held at all levels to keep parents informed. Parent-teacher conferences are held twice a year at designated times for all levels and a third time prior to school starting at the elementary and middle school level.

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

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

Cross Reference: 505 Student Scholastic Achievement  
506 Student Records

Approved June 12, 1995

Reviewed August 16, 2021

Revised November 19, 2018



## 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. Retention of a student will be considered when it appears to be in the best interests of the student, and the decision will include input from school personnel (e.g., building principal, classroom teacher(s), counselor, AEA support staff) and the parent(s)/guardian(s) of the student.

### GRADES K-4

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 fourth may be retained in a grade level for an additional year, the parents will be informed prior to making the retention decision. When there is disagreement between the parents and school personnel, it shall be within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.

### GRADES 5-8

Students in the middle school may receive a maximum of two failing semester grades for the school year to be promoted to the next grade level. All courses a student is enrolled in will calculate semester grades by averaging the previous two quarter grades.

Student grades will be examined and monitored closely throughout each quarter by the building principal, homeroom advisor, and classroom teachers. Homework help will be available to the students through our Eagle's Nest program.

If a teacher or building principal recommends that a student can obtain a passing grade with a small amount of supplemental assistance and the student had a 50% or better for the semester, the student will have an opportunity to work with the teacher a maximum of 10 hours to complete the required coursework. This coursework needs to be completed by June 15th in order for the student to be promoted to the next grade level.

The final recommendation of whether a student will be promoted or retained will be decided by the middle school principal and the classroom teachers.

If there is not agreement about retaining the student at grade level, the building principal will recommend to the Board that the student be retained. A hearing before the Board will be held on the third Monday of July. The hearing will be conducted in closed session, unless the parent/guardian of the student requests that the hearing be conducted in open session. The decision of the Board is final at the local level.

## STUDENT PROMOTION - RETENTION - ACCELERATION

### GRADES 9-12

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.

### ACCELERATED PROGRAMS

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

Retention or Acceleration in kindergarten – twelfth grade may also occur in additional instances as provided by law.

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

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

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

## CLASSIFICATION OF HIGH SCHOOL STUDENTS

### Academic Classification

High school students are classified academically by comparing the number of high school credits they have earned to the following information:

1. Freshman -Number of credits earned is less than 10.
2. Sophomore-Number of credits earned is greater than or equal to 10 but less than 21.
3. Junior-Number of credits earned is greater than or equal to 21 but less than 32.
4. Senior-Number of credits earned is greater than or equal to 32.

### Classification for Interscholastic Competitions

The IHSAA & IGHSAA regulations state that once a student enters high school, he/she is entitled to the next 8 semesters of eligibility to participate in interscholastic competitions, contests, etc. This is separate from the academic classification standards listed above.

### Classification for the Purpose of Local School Activities

A student is classified as a Freshman, Sophomore, Junior or Senior for the purposes of attending class meetings, prom, senior trip and other local school activities based on the graduation date of the class s/he originally entered the high school with. A student will not be allowed to repeat activities that the class does not normally repeat.

## 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. It is possible that students who have not attended the school district for their entire education or have not attended an accredited public or private school will not be eligible for honors and awards.

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

Legal Reference: Iowa Code § 279.8 (2015).

Cross Reference: 501.6 Student Transfers In  
504 Student Activities  
505 Student Scholastic Achievement

Approved June 12, 1995

Reviewed August 16, 2021

Revised January 21, 2013

## 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 a program funded by the United States Department of Education, to submit, without prior written consent from the student's parents, to surveys, 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, but not including income 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 June 12, 1995

Reviewed August 16, 2021

Revised January 17, 2017

## GRADUATION REQUIREMENTS

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

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

English/Language Arts	8	credits
Science	6	credits
Mathematics	6	credits
Social Studies	6	credits
Technology	2	credits
Health	1	credit
Financial Literacy*	1	credit
Physical Education	2	credits
Electives	14	credits

Students are required to enroll in Physical Education each semester that they are enrolled in high school, unless a waiver is secured as provided in the State of Iowa Accreditation Standards.

Students are required to take and pass at least 14 semester credits of elective courses. More elective credits would be required if Physical Education has been waived for one or more semesters.

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

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

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

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

Legal Reference: Iowa Code §§ 256.11, 41; 279.8; 280.3, .14  
281 I.A.C. 12.3(5); .5; 12 (5).

Cross Reference: 501.6 Student Transfers In  
505 Student Scholastic Achievement  
603.3 Special Education

Approved June 12, 1995

Reviewed August 16, 2021

Revised August 16, 2021

## GRADUATION REQUIREMENTS

To implement the board policy on Graduation Requirements, the following regulations have been adopted for students:

### English/Language Arts - 8 credits

Students must take and pass 8 semester credits of coursework in the area of Language Arts. Students are required to take two semesters of freshman English and two semesters of sophomore English. Juniors and Seniors must take one oral language course (OL), one literature course (L) and two writing courses (WR). English course offerings at the High School are listed in the course description handbook.

### Science - 6 credits

Students are required to take and pass 6 semester credits of coursework in the area of Science. Students are required to take two semesters of Physical Science and two semesters of Biology. Science course offerings at the High School are listed in the course description handbook.

### Mathematics - 6 credits

Students are required to take and pass 6 semester credits of coursework in the area of Mathematics. Mathematics course offerings at the High School are listed in the course description handbook.

### Social Studies - 6 credits

Students are required to take and pass 6 semester credits of coursework in the area of Social Studies. Students are required to take Introduction to Social Studies, U.S. History and Government. Social Studies course offerings at the High School are listed in the course description handbook.

### Health – 1 Credit

Students are required to take and pass 1 semester credit of any coursework in the area of Health. Health course offerings at the High School are listed in the course description handbook.

### Financial Literacy – 1 Credit

Students are required to take and pass 1 semester credit of any coursework in the area of Financial Literacy. Financial Literacy course offerings at the High School are listed in the course description handbook.

### Technology - 2 credits

Students are required to take and pass 2 semester credits of coursework from among the courses listed in the course description handbook.

### Physical Education - 2 credits (up to 8 semesters)

All physically able students shall be required to participate in the program for a minimum of one-eighth unit during each semester they are enrolled except as otherwise provided in this paragraph. A twelfth grade student may be excused from this requirement by the principal of the school in which the student is enrolled under one of the following circumstances:

- (1) The student is enrolled in a cooperative, work-study or other educational program authorized by the school, which requires the student's absence from the school premises during the school day.
- (2) The student is enrolled in academic courses not otherwise available.
- (3) An organized and supervised athletic program which requires at least as much time of participation per week as one-eighth unit of physical education.

Students in grades nine through eleven may be excused from the physical education requirement in order to enroll in academic courses not otherwise available to the student if the board of directors of the school

Code No. 505.5R1

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district in which the school is located determine that students from the school may be permitted to be excused from the physical education requirement.

A student may be excused by the principal of the school in which the student is enrolled, in consultation with the student's counselor, for up to one semester, trimester, or the equivalent of a semester or trimester, per year if the parent or guardian of the student requests in writing that the student be excused from the physical education requirement. The student seeking to be excused from the physical education requirement must, at some time during the period for which the excuse is sought be a participant in an organized and supervised athletic program which requires at least as much time of participation per week as one-eighth unit of physical education. A student who can't fit P.E. into their academic course schedule may ask to take individualized P.E.

#### Electives - 14 credits

Students are required to take and pass at least 14 semester credits of elective courses.\* *More elective credits would be required if P.E. has been waived for one or more semesters.*



## EARLY GRADUATION

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

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

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

Cross Reference: 501.6 Student Transfers In  
505 Student Scholastic Achievement

Approved June 12, 1995

Reviewed August 16, 2021

Revised December 21, 2020

APPLICATION FOR EARLY GRADUATION

NAME OF STUDENT \_\_\_\_\_

PARENT(S)/GUARDIAN(S) \_\_\_\_\_

The above-named student and his/her parent(s)/guardian(s) have submitted a written request for early graduation in a timely manner to the high school principal. A meeting of the student, the parent(s)/guardian(s) of the student, the high school counselor, and the high school principal occurred on \_\_\_\_\_. At this meeting, graduation requirements, the student's transcript, the student's progress toward meeting the graduation requirements, and the projected class schedule for the student's final semester were reviewed and are attached to this Application for Early Graduation for board consideration. All of the above-named meeting participants agree that early graduation is possible for the student, contingent on passing the necessary courses in his/her final semester. The student is requesting early graduation for the following reason:

The student understands that he/she will become an alumnus of the district and will no longer be eligible to participate in school activities as a student. If the student chooses to participate in commencement, he/she understands that he/she will be expected to participate in the practice for commencement, that during all activities related to commencement practice and commencement he/she will be required to abide by the school rules which apply to everyone participating in commencement, and that failure to abide by the school rules may result in the disqualification of the early graduate from participation in commencement.

The Application for Early Graduation is signed on \_\_\_\_\_, \_\_\_\_\_, by

Student \_\_\_\_\_ Principal \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Counselor \_\_\_\_\_

\*\*\*\*\*

Action of the board: \_\_\_ Application approved \_\_\_ Application denied for the reasons documented in the attached letter.

Date of board action:

ATTEST:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

## EARLY GRADUATION

The decision to work toward early graduation will involve several people: the student who wishes to graduate early; the parent(s)/guardian(s) of the student; the high school counselor; and the high school principal. The student and the parent(s)/guardian(s) of the student must submit in writing an early graduation request to the high school principal. The written request must be received eight (8) weeks prior to the end of the semester which the student plans for the early graduation to occur.

A meeting of the student, the parent(s)/guardian(s) of the student, the high school counselor, and the high school principal must occur within two (2) weeks of receiving the written request. At this meeting, graduation requirements, the student's transcript, the student's progress toward meeting the graduation requirements, and the projected class schedule for the student's final semester will be reviewed. If all participants agree that early graduation is possible for the student, contingent on passing the necessary courses in his/her final semester, all participants must sign an Application for Early Graduation.

The Application for Early Graduation, along with the written request for early graduation, the student's transcript, documentation of the student's progress toward meeting the graduation requirements, and the projected class schedule for the student's final semester, will be taken to the board of directors at the next regular meeting for consideration in closed session to the extent provided for by law. The student, the parent(s)/guardian(s) of the student, the high school counselor, the high school principal, and the superintendent will participate in the closed session. When the closed session is finished, the board will take action on the Application for Early Graduation in open session.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. As such, the early graduate will not be eligible to participate in high school activities, including, but not limited to: athletics, music, speech, National Honor Society, class meetings, meetings of school clubs or organizations, and prom as a member of the class.

The student who graduates early may participate in commencement. However, the early graduate will be expected to participate in the practice for commencement, and during all activities related to commencement practice and commencement will be required to abide by the school rules which apply to everyone participating in commencement. Failure to abide by the school rules may result in the disqualification of the early graduate from participation in commencement.

## 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. If a student does not meet the requirements for graduation, he/she will not be allowed to participate in the commencement proceedings. 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, .14 (2015).  
281 I.A.C. 12.2; .3(7); .5.

Cross Reference: 501.6 Student Transfers In  
505 Student Scholastic Achievement

Approved June 12, 1995

Reviewed August 16, 2021

Revised July 18, 2016

## ASSIGNMENT OF COURSES

Students shall take a predetermined number of and types of courses to graduate. Where students have a choice in course offerings, the school district will try to allow each student to take the course of their choice. Courses with limited space will be allocated to those who first apply for the course or need it for graduation,

It is the responsibility of the principal in conjunction with the principal's staff to develop the course offerings for each year for all grades. Such offerings shall then be approved by the superintendent. The superintendent shall make a recommendation to the board annually as to which courses shall be offered.

Legal Reference: Iowa Code § 256.11 (2015).  
281 I.A.C. 11.1, .5, 3.3(12).  
281 I.A.C. 12.1, .5, 12.3(7).

Cross Reference: 501.6 Student Transfers In  
502 Student Rights and Responsibilities  
505 Student Scholastic Achievement

Approved June 12, 1995

Reviewed August 16, 2021

Revised August 11, 1997

## STUDENT CREDIT FOR OTHER COURSES

Students in grades eleven (11) and twelve (12) may take courses other than those taught by licensed personnel of the school district at an accredited postsecondary institution. The student may, with the board's discretion, receive credit toward the student's graduation requirements for the course.

The school district will pay the lesser of \$250 or the actual costs of the course to the accredited postsecondary educational institution. The board will not pay for courses taken at a postsecondary institution while the student is considered to be a full-time student in the school district.

It is the responsibility of the superintendent to inform the board about courses students are taking under this policy and make a recommendation about the granting of credit to the student upon completion of the course. In making this recommendation, the superintendent shall consider the benefit to the student and other factors the superintendent deems relevant.

This policy will not apply to courses which are offered at or by a postsecondary institution for students as part of the school district's curriculum through a sharing agreement or other arrangement between the board and the postsecondary institution.

High school students who do not pass a course at West Hancock High School may take the course for high school credit at a Learning Center that is conducted by a community college. The student shall not enroll in the Learning Center course until at least the next term following the unsuccessful completion of the course at West Hancock High School. If the student passes the course at the Learning Center, the course will be accepted for credit at West Hancock High School.

Legal Reference: Iowa Code §§ 256.11, 261C, 280.3, .14, 282.26 (2015).  
281 I.A.C. 11 .5.  
281 I.A.C. 12 .5.

Cross Reference: 505 Student Scholastic Achievement

Approved June 12, 1995

Reviewed August 16, 2021

Revised August 9, 1999

STUDENT PERFORMANCE TESTING FOR CLASSROOM CREDIT

In meeting the needs of the students, the board may grant credit by performance testing for course work which is ordinarily included in the school curriculum. Students wishing to receive credit by testing shall have the approval of the superintendent prior to taking the test. Testing for credit may only be utilized prior to the offering of a course. Once the course has begun, students must attend the class and complete the required work for credit.

Legal Reference: Iowa Code § 256.11 (2015).  
281 I.A.C. 12.5(19).

Cross Reference: 505.4 Testing Program  
505.5 Graduation Requirements  
505.6 Early Graduation

Approved June 12, 1995

Reviewed August 16, 2021

Revised \_\_\_\_\_

## PARENT AND FAMILY ENGAGEMENT DISTRICTWIDE POLICY

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

*(In each of the following six items, the board must describe within this policy how it will accomplish each of the items. This mandatory policy is not complete without providing specific information for each of these six categories.)*

- (1) Involve parents and families in the development of the Title I plan, the process for school review of the plan and the process for improvement by:*  
establishing a district-wide Title I committee consisting of general education teachers, Title I teachers, the Title I coordinator, administrator(s), and parents to review and amend the district Title I plan ensuring that the plan meets the federal Title I program guidelines and mandates.
- (2) Provide the coordination, technical assistance and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance by:*  
annually soliciting parent feedback regarding the quality of the implementation of parent and family involvement activities. Information obtained through the parent feedback will be reviewed by the district Title I committee. The committee will provide recommendations for addressing unfavorable feedback.
- (3) To the extent feasible, coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies outlined in other relevant Federal, State, and local laws and programs by:*  
reviewing relevant Federal, State, and local laws to ensure that Title I parent and family engagement strategies align with such laws.
- (4) Conduct with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the school served including identifying: barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, parents of any racial or ethnic minority, parents with disabilities and parents with limited literacy); needs of parents and family to assist their children's learning; and strategies to support successful school and family interactions by:*  
providing multiple opportunities to provide feedback on the quality of the Title I district program. Feedback opportunities will focus on how effectively the Title I program engages parents and families regarding the improvement of their child's academic achievement, barriers to parent and family participation in Title I engagement opportunities, and perceived needs parents and families have in assisting their child with learning.



- (5) *Use the findings of the annual evaluation to design strategies for more effective parent and family involvement and to revise, as necessary, the parent-and family involvement policies by:*

convening the district Title I committee to review the annual program evaluation findings. Upon review the committee will determine strategies to improve parent and family involvement and if necessary amend parent and family policies.

- (6) *Involve parents and families in Title I activities by:*

- proactively seeking out parent involvement in policy making,
- providing opportunities for parents and families to come into the school to support their child's learning,
- meeting with parents and families to discuss their child's strengths and concerns
- providing families with strategies and resources to support their child's learning at home
- encouraging parents to provide program feedback

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

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

Legal References: 20 U.S.C. §6318

Cross References: 903.2 Community Resource Persons and Volunteers

Approved \_\_\_\_\_

Reviewed August 16, 2021

Revised April 15, 2019

## PARENT AND FAMILY ENGAGEMENT BUILDING-LEVEL REGULATION

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

1. Policy Involvement: The district will host an annual meeting and invite all parents to attend; and inform parents of their rights and the district's requirements under Title I. This meeting will also invite parents to become involved in the planning, review and improvement of a building policy and in developing the district plan. The district will inform parents of:
  - programs under this policy,
  - curriculum and assessment used for students,
  - the opportunity to meet with administration to participate in decisions related to their children's education,
  - a description and explanation of curriculum used in the school forms of academic assessment used to measure student progress, and
  - achievement levels of the challenging State academic standards.
2. Accessibility: Provide opportunities for informed participation of parents and family members in understandable formats and languages. This includes participation by parents and family members who may have disabilities, limited English proficiency, and migratory children.
3. High Student Academic Achievement: Each school in the district will jointly develop with parents and family members a school-parent compact that outlines how parents, staff and students share responsibility for improving student academic achievement; and how a partnership will be built to achieve this. The compact will describe the responsibility of the school to provide high quality curriculum and instruction, and the parents' responsibility to support their children's learning. This will also address the importance of communication between schools and parents through parent teacher conferences, regular reports to parents on their children's progress, and ensuring regular meaningful communication between family and school staff.
4. Building Capacity for Involvement: Each school within the district will include in their plan ways to achieve the following:
  - Assist parents and families to understand topics including academic standards and assessments and how to monitor student progress;
  - Provide materials and training to help parents work with students to improve achievement;
  - Educate teachers and staff in how to communicate with parents and build ties to foster academic success;
  - Coordinate and integrate other federal, state and local programs to support parents in more fully participating in students' education;
  - Ensure information related to programs is sent to parents and families in understandable formats; and
  - Provide other reasonable support to encourage parental involvement
5. Schools Operating a Schoolwide Program: Each school operating a schoolwide program under this policy shall:

- Involve parents on a timely and ongoing basis in the planning, review and improvement of programs, including the parent and family engagement school policy drafting and review, and the joint development of the schoolwide program.
- If the schoolwide program plan is not satisfactory to the parents of the participating children, parent comments will be requested and submitted with the plan to the district.

## 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 board secretary is the custodian of education records. Education records may be maintained in the central administration office or administrative office of the student's attendance center.

### **Definitions**

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

- “Education Record” means those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution.
- “Eligible Student” means a student who has reached eighteen years or attends a postsecondary institution. Parents of an eligible student are provided access to 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 to the education records during the regular business hours of the school district. Parents and eligible students will have a right to access the 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 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 student 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 student records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents or an eligible student believes the information in the 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 June 12, 1995

Reviewed August 16, 2021

Revised August 21, 2017

## STUDENT RECORDS ACCESS

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; or,
- as directory information;
  - in additional instances as provided by law.

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

## STUDENT RECORDS ACCESS

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

## STUDENT 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 of such activity.

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

### Legal Reference:

20 U.S.C. § 1232g, 1415  
34 C.F.R. Pt. 99, 300.610, *et seq.*  
Iowa Code §§ 22; 279.9B, 280.24,.25, 622.10  
281 I.A.C. 12.3(4); 41  
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 West Hancock\_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:  
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The undersigned certifies that they are (check one):

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

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Agency)

APPROVED:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_



**AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS**

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

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

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

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

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

The reason for this request is: \_\_\_\_\_

My relationship to the child is: \_\_\_\_\_

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

- ( ) the undersigned  
( ) the student  
( ) other (please specify) \_\_\_\_\_

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Number: \_\_\_\_\_

REQUEST FOR HEARING ON CORRECTION OF 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:

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

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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: \_\_\_\_\_

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:

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

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

NOTIFICATION OF TRANSFER OF EDUCATION RECORDS

To: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/or Guardian

Street Address: \_\_\_\_\_

City/State \_\_\_\_\_ ZIP: \_\_\_\_\_

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

\_\_\_\_\_  
School District Name

\_\_\_\_\_  
Address

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

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

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

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date

Dear (Parent):

This letter is to notify you that the \_\_\_\_\_ Community School District has received a (subpoena or court order) requesting copies of your child's education records. The specific records requested are \_\_\_\_\_.

The school district has until (date on subpoena or court order) to deliver the documents to (requesting party on subpoena or court order). If you have any questions, please do not hesitate to contact me at (phone #).

Sincerely,

(Principal or Superintendent)

## JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

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

**Identification of Agencies:** This agreement is between the West Hancock 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 is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.
5. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.
6. Information obtained by the school from other juvenile justice agencies may not be used as the basis for disciplinary action of the student.
7. This agreement only governs a school district's ability to share information and the purposes for which that information can be used. Other agencies are bound by their own respective confidentiality policies.

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

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

## JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

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

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

## APPROVED:

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

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

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

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

## ANNUAL NOTICE

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

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

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal (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, 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; or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

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

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request).



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.

## ANNUAL NOTICE

La FERPA (Family Educational Rights and Privacy Act), la ley que trata sobre el derecho a la privacidad y los derechos educativos de la familia, le depara a los padres y a los estudiantes mayores de dieciocho años (estudiantes emancipados) ciertos derechos con respecto a los expedientes académicos del estudiante. Estos derechos están a continuación:

- (1) El derecho a inspeccionar y a revisar los expedientes académicos del estudiante dentro de un plazo de 45 días a partir de la fecha en que el distrito reciba una solicitud para obtener acceso a los expedientes.

Los padres o los estudiantes emancipados deben someter una solicitud por escrito al director de la escuela (o al oficial escolar apropiado) identificando el expediente o los expedientes que ellos desean inspeccionar. El director hará arreglos para el acceso a los mismos y le notificará al padre o a la madre o al estudiante emancipado de la hora y el lugar en donde se pueden inspeccionar los expedientes.

- (2) El derecho a solicitar una enmienda de los expedientes académicos del estudiante, los cuales piensan los padres o el estudiante emancipado que están incorrectos, que son engañosos o que quebrantan los derechos del estudiante a su privacidad.

Si los padres o los estudiantes emancipados creen que un expediente está incorrecto o es engañoso, pueden pedirle al distrito escolar que enmiende el expediente. Ellos deben escribirle al director de la escuela, identificando claramente la parte del expediente que ellos desean cambiar y especificando por qué el expediente está incorrecto o es engañoso.

Si el distrito escolar decide no enmendar el expediente, según la solicitud de los padres o de los estudiantes emancipados; el distrito notificará a los padres o al estudiante emancipado de esta decisión y les informará de su derecho a tener una audiencia con relación a la solicitud de enmienda. Cuando se le notifique del derecho a tener una audiencia, el padre, la madre o el estudiante emancipado también recibirá información adicional sobre los procedimientos de la audiencia.

- (3) El derecho al consentimiento de la divulgación de información contenida en el expediente académico del estudiante y que lo identifica personalmente, a la excepción de lo que autoriza FERPA divulgar sin consentimiento.

Una excepción que permite la divulgación de información sin consentimiento es la divulgación de información a los oficiales escolares que tienen intereses educativos legítimos. Un oficial escolar es una persona que es empleado del distrito ya sea como administrador, supervisor, instructor, personal auxiliar (incluyendo el personal médico o de servicios de salud y el personal policial), una persona miembro de la junta escolar, una persona o compañía con quien el distrito ha contratado para realizar una tarea especial (tal como un abogado, interventor de cuentas, empleados del AEA (Agencias de Educación Regionales), asesor médico o terapeuta), o como un padre o estudiante que participa en un comité oficial, tal como un comité disciplinario o de quejas, o un equipo auxiliar de estudiantes, o como una persona que ayuda a otro oficial escolar a realizar sus tareas.

## 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 records.

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

### A. Access to Records

1. Parents, eligible students, and other individuals authorized in accordance with law will have access to the student's education records during the regular business hours of the school district. Parents and eligible students will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. An eligible student or parent, upon written request to the board secretary, shall receive an explanation and interpretation of the education records. A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.
2. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

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

### C. Procedures for Requesting a Record Amendment

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

## 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 *[insert number]* 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 *[insert number]* days. It is within the discretion of the board to hear the appeal.
11. If the parents' and the eligible student's request to amend the education student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the education student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's education records will become a part of the education student record and be maintained like other education student records. If the school district discloses the education student records, the explanation by the parents will also be disclosed or the eligible student of the decision in writing.

## 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.

Directory information may be released to the public in regard to any individual former student of the school district, unless such release of information was prohibited in writing by either the parent/guardian of the former student or by the student if he/she was 18 years of age, while the student attended West Hancock.

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

Legal Reference: 20 U.S.C. § 1232g (2010).  
34 C.F.R. Pt. 99, 300.560 - .574 (2010).  
Iowa Code § 22; 622.10 (2015).  
281 I.A.C. 12.3(4); 41.123.  
1980 Op. Att'y Gen. 720.

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

## AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The West Hancock 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 on our website.

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 September 1, if circumstances change to necessitate such action. If you desire to make such a refusal, please complete and return the slip attached to this notice.

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

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*RETURN THIS FORM*

West Hancock 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 September 1 of the current school year  
Additional forms are available at your child's school.



## USE OF DIRECTORY INFORMATION

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

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

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

If you do not want the West Hancock CSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by *September 1*. West Hancock CSD 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.)

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

## 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 (2015).  
1980 Op. Att'y Gen. 114.

Cross Reference: 506 Student Records

Approved June 12, 1995

Reviewed August 16, 2021

Revised \_\_\_\_\_

## 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 media center supervisor's or director's responsibility, as the person maintaining the student library circulation records, to approve requests for access to student library circulation records. Students' library circulation records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying may be charged.

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

Legal Reference: 20 U.S.C. § 1232g (2004).  
34 C.F.R. Pt. 99 (2004).  
Iowa Code §§ 22; 622.10 (2015).  
281 I.A.C. 12.3(6), (12).  
1980 Op. Att'y Gen. 720, 825.

Cross Reference: 506 Student Records

Approved June 12, 1995

Reviewed August 16, 2021

Revised January 21, 2013

## STUDENT HEALTH AND IMMUNIZATION CERTIFICATES

Students desiring to participate in athletic activities or enrolling in pre-school, 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 vaccine-preventable diseases as required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

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

Legal Reference: Iowa Code §§ 139.9; 280.13 (2015).  
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 June 12, 1995

Reviewed August 16, 2021

Revised July 18, 2016

## 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 may self-administer their medication upon approval of their parents and prescribing physician regardless of competency.

Persons administering medication shall include authorized practitioners, such as licensed registered nurses and physician, and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course). 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 June 12, 1995

Reviewed August 16, 2021

Revised December 21, 2020

## 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.

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 14.1  
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 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,
  - 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 is renewed annually. If any changes occur in the medication, dosage or time of administration, the parent is to notify school officials immediately. The authorization shall be reviewed as soon as practical.

Provided the above requirements are fulfilled, 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.

\_\_\_\_\_  
Medication      Dosage      Route      Time

\_\_\_\_\_  
Purpose of Medication & Administration /Instructions

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

<hr/> Special Circumstances	<hr style="border-top: 1px solid black; border-bottom: 1px solid black;"/> Discontinue/Re-Evaluate/ Follow-up Date
<hr/> Prescriber's Signature	<hr style="border-top: 1px solid black; border-bottom: 1px solid black;"/> Date
<hr/> Prescriber's Address	<hr/> 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).
- I agree to provide the school with back-up medication approved in this form.

<hr/> Parent/Guardian Signature (agreed to above statement)	<hr style="border-top: 1px solid black; border-bottom: 1px solid black;"/> Date
<hr/> Parent/Guardian Address	<hr/> Home Phone
	<hr/> Business Phone

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Self-Administration Authorization Additional Information



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

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

School medications and health services are administered following these guidelines:

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

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Parent's Signature

Date \_\_\_\_\_

Parent's Address

Home Phone

## Additional Information

Business Phone

## Authorization Form

## 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 immunodepressed 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.

A student who is at school and who has a communicable disease which creates a substantial risk of harm to other students, employees, or others at school shall report the condition to the superintendent any time the student is aware that the disease actively creates such risk.

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

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. 139 (2015).  
                              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 June 12, 1995

Reviewed August 16, 2021

Revised January 21, 2013

*West Hancock Community School District*

## COMMUNICABLE DISEASE CHART

CONCISE DESCRIPTIONS AND RECOMMENDATIONS FOR EXCLUSION  
OF CASES FROM SCHOOL

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

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

## REPORTABLE INFECTIOUS DISEASES

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

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

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

## REPORTING FORM(Sample)

Source: Iowa Department of Public Health (1997).

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

Botulism  
Cholera  
Diphtheria  
Plague

Poliomyelitis  
Rabies (Human)  
Rubella  
Rubeola (measles)

Yellow Fever  
Disease outbreaks of  
any public health concern

WEEK ENDING

REPORT ALL OTHER DISEASES BELOW.

See 507.3E2 for list of reportable infectious diseases.

DISEASE	PATIENT	COUNTY OR CITY	DOB	SEX
	Name <span style="float: right;">Parent (If applicable)</span>			
	Address			
	Attending Physician			
	Name <span style="float: right;">Parent (If applicable)</span>			
	Address			
	Attending Physician			
	Name <span style="float: right;">Parent (If applicable)</span>			
	Address			
	Attending Physician			
	Name <span style="float: right;">Parent (If applicable)</span>			
	Address			
	Attending Physician			
	Name <span style="float: right;">Parent (If applicable)</span>			
	Address			
	Attending Physician			

Reporting Physician, Hospital, or Other Authorized Person

Address

Remarks:

See [http://idph.iowa.gov/portals/1/files/influenza/iowa\\_school\\_absenteeism.pdf](http://idph.iowa.gov/portals/1/files/influenza/iowa_school_absenteeism.pdf) for a copy of the 10% absenteeism report form

## 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 immediate supervisor to file an accident report with the superintendent within twenty-four hours after the student is injured.

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

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

Legal Reference: Iowa Code § 613.17 (2015).

Cross Reference: 507 Student Health and Well-Being

Approved June 12, 1995

Reviewed August 16, 2021

Revised January 21, 2013

## 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 one of each before December 31 and one of each after January 1.

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

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

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

Legal Reference: Iowa Code § 100.31

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

Approved June 12, 1995

Reviewed August 16, 2021

Revised December 21, 2020



## STUDENT INSURANCE

School-time or twenty-four hour student accident insurance and dental insurance is available for students through insurance companies. The school does not endorse any insurance company. It should be noted that most children are already covered with their family health and accident plan.

Please encourage your child to report to either the teacher on duty or nurse if they are injured while at school.

Legal Reference: Iowa Code § 279.8 (2015).

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

Approved June 12, 1995

Reviewed August 16, 2021

Revised January 21, 2013

## 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 (2015).  
441 I.A.C. 9.2; 155; 175.

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

Approved June 12, 1995

Reviewed August 16, 2021

Revised January 21, 2013

## STUDENT SPECIAL HEALTH SERVICES

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

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

Legal Reference:     Board of Education v. Rowley, 458 U.S. 176 (1982).  
                          Springdale School District #50 v. Grace, 693 F.2d 41 (8th Cir. 1982).  
                          Southeast Warren Comm. School District v. Dept. of Public Instruction, 285  
                          N.W.2d 173 (Iowa 1979).  
                          20 U.S.C. §§ 1400 *et seq.* (2010).  
                          34 C.F.R. Pt. 300 *et seq.* (2010).  
                          Iowa Code §§ 256.11(7); 256B; 273.2, .5, .9(2)-(3); 280.8 (2011).

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

Approved June 12, 1995

Reviewed August 16, 2021

Revised December 21, 2020

## SPECIAL HEALTH SERVICES REGULATION

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

### A. Definitions

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

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

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

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

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

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

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

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

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

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

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

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

## SPECIAL HEALTH SERVICES REGULATION

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

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

B. Licensed health personnel will provide special health services under the auspices of the school.

Duties of the licensed personnel include the duty to:

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

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

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

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

## STUDENT ASSISTANCE TEAMS

The school district is committed to providing quality education in an environment that promotes learning. To assist students, the school district shall have student assistance teams at each building. Student assistance teams shall be designed to:

- Provide assistance to students troubled by physical, social, emotional, sexual, legal, medical, family, or chemical problems.
- Improve the quality of education in the schools and the school environment.
- Utilize existing human resources in the community rather than acquiring new professional staff in our schools.
- Enlist the support and involvement of all staff members

Information shared with a student assistance team shall be confidential and shall not be disseminated without written permission from the student and/or parents.

Approved June 12, 1995

Reviewed August 16, 2021

Revised \_\_\_\_\_

## DRUG FREE SCHOOLS

The school district shall adopt and implement a drug prevention program for its students that, at a minimum, shall include:

1. Age-appropriate, developmentally based drug and alcohol education and prevention programs, which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol, for students in grades kindergarten through twelve;
2. A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
3. Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
4. A clear statement that disciplinary sanctions (consistent with local, state, and federal law), up to and including expulsion and referral for prosecution, will be imposed on students who violate the standards of conduct, and a description of those sanctions. A disciplinary sanction may include the completion of an appropriate rehabilitation program;
5. Information about drug and alcohol counseling rehabilitation and re-entry programs available to students;
6. A requirement that parents and students be given a copy of the standards of conduct and statement of disciplinary sanctions required;
7. Notification to parents and students that compliance with the standards of conduct is mandatory.

Legal Reference: Drug-Free Schools and Communities Act of 1986 (P.L. 99-770) as Amended in 1988 and 1989 (P.L. 101-226)  
34 C.F.R. (1970)  
Iowa Code §204, 279.8,9 (2015)  
281.I.A.C. 12.3(9), 12.5(4)(e), 12.5(5)(e)

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

Approved June 12, 1995

Reviewed August 16, 2021

Revised \_\_\_\_\_



## WELLNESS POLICY

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

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

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

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

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

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

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

- Reviewing the policy at least every three years and recommending updates as appropriate for board approval;
- The West Hancock CSD will participate in a county-wide committee to implement a process for permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, administrators and the public to participate in the development, implementation, and periodic review and update of the policy;
- Making the policy and updated assessment of the implementation available to the public (e.g., posting on the website, newsletters, etc). This information shall include the extent to which the schools are in compliance with policy and a description of the progress being made in attaining the goals of the policy; and

- Developing administrative regulations, which shall include specific wellness goals and indicators for measurement of progress consistent with law and district policy.

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

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

Approved January 18, 2017

Reviewed August 16, 2021

Revised \_\_\_\_\_

## WELLNESS REGULATION

To implement the Wellness Policy, the following district specific goals have been established:

**Goal 1 – Nutrition Education and Promotion:** Schools will provide nutrition education and engage in nutrition promotion that help students develop lifelong healthy eating behaviors. The goal(s) for addressing nutrition education and nutrition promotion include the following:

- Provide students with the knowledge and skills necessary to promote and protect their health;
- Ensure nutrition education and promotion are not only part of health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects;
- Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits, and school gardens;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy foods;
- Implement evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques;

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

- Promote the benefits of a physically active lifestyle and help students develop skills to engage in lifelong healthy habits;
- Engage students in moderate to vigorous activity during at least 50 percent of physical education class time;
- Offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle;
- Follow all state regulations for minutes per day or per week for appropriate grade levels.

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

- Engage students and parents, through surveys to identify new, healthful, and appealing food choices;
- Support the consumption of breakfast at school by implementing alternative breakfast options to the extent;
- Permit students to bring and carry water bottles filled with water throughout the day;
- Make drinking water available where school meals are served during mealtimes;
- Strive to provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- Discourage students from sharing foods or beverages during meal or snack times, given concerns about allergies and dietary needs;

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

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

## CLASS OR 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 (2015).

Cross Reference: 704.4 Gifts - Grants - Bequests

Approved June 12, 1995

Reviewed August 16, 2021

Revised \_\_\_\_\_

OPEN NIGHT

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

Legal Reference: Iowa Code § 279.8 (2015).

Cross Reference: 900 Principles and Objectives for Community Relations

Approved June 12, 1995

Reviewed August 16, 2021

Revised \_\_\_\_\_

## STUDENT TELEPHONE CALLS

Generally, students receiving telephone calls shall not be called to the phone. The administrative office in their attendance center will take a message and forward it to the student. Only in an emergency situation will a student be removed from the classroom or a school activity to receive a telephone call.

Students may, in an emergency situation, use the telephone in the administrative office or classroom of their attendance center to make a telephone call. Prior permission must be obtained from the principals or the principal's secretary or classroom supervisor.

Legal Reference: Iowa Code §279.8, 280.14, 808A (2015).  
281. I.A.C. 21.8

Cross Reference: 502 Student Rights and Responsibilities

Approved June 12, 1995

Reviewed August 16, 2021

Revised January 21, 2013

## SUPERVISION AFTER SCHOOL EVENTS

To supervise the school facility, there shall be a district employee or a person designated by the school district available while students wait at the school building after a school activity.

It is the responsibility of the supervisor to ensure that the students and other individuals in the school building have a valid and clear purpose for being in the facility at that time. If there is no valid or clear purpose for the student or other individual to be in the building, the supervisor shall require them to leave the school building at once. Persons or students who do not leave upon request may be reported to the local law enforcement authorities.

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

Legal Reference: Iowa Code §279.8 (2015)Education, 673 F.2d 106 (1982)

Cross Reference: 502 Student Rights and Responsibilities  
503 Student Discipline  
507 Student Health and Well-Being  
903 Public Participation in the School District

Approved June 12, 1995

Reviewed August 16, 2021

Revised \_\_\_\_\_