

POLICIES RELATING TO STUDENT PERSONNEL

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

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

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

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

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

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

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Clear Lake Community Schools, and 1529 3rd Avenue North, Clear Lake, Iowa 50428.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Ste. 1475, Chicago, IL, (312) 730-1560, <http://www.state.ia.us/government/crc/index.html> or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

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

The residence of a student means the place, abode, or dwelling of the student. Generally, the legal dwelling of minors is the same as their parents. A student may establish a dwelling with someone other than the parents and attend public school in the school district without paying tuition if the primary purpose for residing in the school district is not for the purpose of obtaining free 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: (Code of Iowa)

Approved: 05-13-85

Reviewed: 04-27-15

Revised: 01-10-18

Policy Title: Nonresident Students

Code No. 501.2

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

Resident students whose families move from the school district after the start of a semester and who wish to complete the semester in the school district may be permitted to attend without the payment of tuition at the discretion of the superintendent and approval of the board. Students who plan to open enroll to the nonresident district may complete the school year without approval of the superintendent or board. These students, other than students in grades eleven 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 October 1 may be allowed to attend without the payment of tuition.

Legal Reference: (Code of Iowa)

Approved: 05-13-85

Reviewed: 09-22-08

Revised: 01-10-18

Policy Title: Compulsory Attendance

Code No. 501.3

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental conditions to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 150 days per year. Students not attending the minimum days must be exempted by this policy as listed below or, referred to the county attorney. Exceptions to this policy include children who:

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

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

The principal will investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, the principal should discuss the next step with the superintendent. If after the student is still truant, the principal will set-up mediation with the family.

The principal and 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: (Code of Iowa)

Approved: 08-14-18

Reviewed:

Revised:

Policy Title: Entrance-Admissions

Code No. 501.4

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

to participate in the school district's kindergarten program. The child must be age six on or prior to September 15 to begin the first grade of the education program.

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

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

Legal Reference: Iowa Code §§ 139.A8; 282.1, .3, .6 (2013)
1980 Op. Att'y Gen. 258.

Approved: 05-13-85 Reviewed: 09-22-08 Revised: 01-10-18
Policy Title: Student Transfers In Code No. 501.6

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

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

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

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

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

Approved: 01-10-18 Reviewed: Revised:

Policy Title: Student Transfers Out Or Withdrawals Code No. 501.7

If the student's parents wish to withdraw or transfer the student from school prior to completing and graduation from the education program, they should notify the superintendent in writing as soon as possible of the decision to withdraw or transfer the student from the education program.

The student or parent should present this written notice at the office and receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc.

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

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

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

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

Approved: 01-10-18 Reviewed: Revised:

Policy Title: Student Attendance Records Code No. 501.8

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

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

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

Approved: 05-13-85

Reviewed: 04-27-15

Revised: 01-10-18

Policy Title: Student Absences-Excused

Code No. 501.9

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

Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited

to illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day and school-sponsored or approved activities.

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

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

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

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

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

Approved: 11-14-88 Reviewed: 10-07-02 Revised: 01-10-18

Policy Title: Truancy-Unexcused Absences Code No. 501.10

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

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These

absences will include, but not limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment. Truancy will not be tolerated by the board.

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

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

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

Approved: 01-10-18

Reviewed:

Revised:

Code No. 501.10R1

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TRUANCY - UNEXCUSED ABSENCES REGULATION

A. Absences

1. Parents are expected to notify the school prior to 9:30 a.m. regarding a student's absence on the day of the absence. All absences must be reported within one day of the absence to be considered excused.

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

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

B. Tardiness

1. A student is tardy when the student initially appears in the assigned area any time after the designated starting time.
2. All incidents of class tardiness will be the responsibility of the teacher. Teachers will emphasize the importance of being on time and explain the classroom rules and procedures for tardies. The tardy sanctions should be consistently applied and sequential. Sanctions may include, but are not limited to, warning, assigned detention, parent contact and referral to the building principal.

C. Truancy

1. A student is truant when the student is absent from school or an assigned class or classes without school permission.

Code No. 501.10R1

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TRUANCY - UNEXCUSED ABSENCES REGULATION

2. Work missed because of truancy must be made up the same as work for all other absences.
3. Incidents of truancy will be recorded as part of a student's attendance record and will count toward the absences per semester. The building principal will also determine what, if any, disciplinary action is appropriate including, but not limited to, warning, detention, in-school suspension or administrative referral.

II. Excessive Absenteeism

Excessive absenteeism is any absence beyond 15 days or individual class meetings per semester.

- A. When a student has been absent from school or a class 5 times during a given semester, the student's parent will be contacted via telephone or mail regarding the student's attendance. The classroom teacher or building administrator will initiate the 5 day notification process.
- B. When a student has been absent from school/class 10 or more times during a semester, the teacher or the school administrator will inform the parent/guardian of the student's status. The School Administrator will notify and schedule a meeting with the student and parent of the excessive absences and develop an attendance plan. The plan will be monitored by school administration.
- C. When student is absent from school/class 15 times during a given semester, student may lose credit.

III. Application of Sanctions

- A. Excessive absences will result in the following:
 - 1. If a student is absent 15 days from any given class, the student may be dropped from that class. The student will receive no credit for the class.
 - 2. If a student is absent 15 days in 4 or more individual classes, the student may be dropped from the regular school program and referred to Lakeside Alternative.

IV. Appeals

- A. First level of appeal
 - 1. When notified that the student has missed 10 days, the parent should contact the teacher and principal to discuss the student's attendance and prevent any further absences.

Code No. 501.10R1

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TRUANCY - UNEXCUSED ABSENCES REGULATION

- 2. When notified that the student has exceeded 15 absences and that the student will be dropped from a class or school, the student and parent may file a written appeal with the superintendent within 5 school days of the notification. Sanctions imposed under this policy will be final unless a written appeal is submitted to the Superintendent.
- 3. Written appeals will be referred to the Superintendent
- 4. The student will remain in the class or in school pending completion of the appeals process.

5. The informal appeals hearing will be scheduled within 5 school days after the appeal is filed. The superintendent will consider the following in reaching a decision:
 - a. absences caused by religious holidays, documented chronic or extended illness, hospitalization, family death or emergency, emergency medical or dental care, court appearances or other legal situations beyond the control of the family, school-related class or program activities;
 - b. attendance history of the student;
 - c. extenuating circumstances particular to the student;
 - d. educational alternatives to removal from class or school; or
 - e. the total educational program for the individual student.

6. The decision of the superintendent will be reached within three days of the hearing. The parent will be notified of the decision in writing.

B. Appeal to Board of Directors

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

Approved: 01-10-18

Reviewed:

Revised:

Policy Title: Student Release During School Hours

Code No. 501.11

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

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

Legal Reference: Iowa Code §§ 294.4 (2013).
281 I.A.C. 12.2(4).

Approved: 01-10-18

Reviewed:

Revised:

Policy Title: Pregnant Students

Code No. 501.12

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

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

Approved: 08-27-74

Reviewed: 01-10-18

Revised: 09-09-15

Policy Title: Students of Legal Age

Code No. 501.13

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

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

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

Approved: 01-10-18

Reviewed:

Revised:

Policy Title: Open Enrollment Transfers-
Procedures as a Sending District

Code No. 501.14

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

Parents requesting open enrollment out of the school district for their student 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 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 (2013).281 I.A.C. 17.1990 Op. Att'y Gen. 75.

Approved: 08-28-89

Reviewed: 01-10-18

Revised: 10-18-05

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

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

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

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

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

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

Parents 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 1 mile of the district boundary. 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.

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 §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1(2013)
281 I.A.C. 17.1
1990 Op. Att'y Gen.75

Approved: 08-28-89 Reviewed: 01-10-18
Policy Title: Homeless Children and Youth

Revised: 10-18-05
Code No. 501.16
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The Clear Lake Community School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

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

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

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

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

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

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

Approved: 03-15-99 Reviewed:
Policy Title: Student Appearance

Revised: 01-10-18
Code No. 502.1

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

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

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

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

Legal Reference: *Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988).
Bethal School District v. Fraser, 478 U.S. 675 (1986).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
Torvik v. Decorah Community School, 453 F.2d 779 (8th Cir. 1972).
Turley v. Adel Community School District, 322 F.Supp. 402 (S.D. Iowa 1971).
Sims v. Colfax Comm. School Dist., 307 F.Supp. 485 (Iowa 1970).
Iowa Code § 279.8 (2013).

Approved: 06-26-95

Reviewed: 09-22-08

Revised: 01-10-18

Policy Title: Care Of School Property/Vandalism

Code No. 502.2

Students will treat school district property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property

may be required to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities.

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

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

Approved: 01-10-18

Reviewed:

Revised:

Policy Title: Freedom Of Expression

Code No. 502.3

It is the goal of the district to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon their rights. Student expression should be

appropriate to ensure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

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

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

The superintendent is encouraged to obtain feedback from community stakeholders in the development of these procedures. The goal of the procedures shall be to address student safety, maintain the 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 ensuring students' expression is in keeping with this policy. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Approved: 11-13-18
Policy Title: Student Complaints and Grievances

Reviewed:

Revised:
Code No. 502.4

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

If the complaint cannot be resolved by an employee, the student may discuss the matter with the principal within three (3) school days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within three (3) school days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

Legal Reference: Iowa Code § 279.8 (1997).

Approved: 03-15-99

Reviewed: 01-10-18

Revised: 10-07-02

Policy Title: Student Lockers

Code No. 502.5

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

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

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

Approved: 01-10-18

Reviewed:

Revised:

Policy Title: Dangerous Weapons

Code No. 502.6

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.

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;

Policy Title: Smoking-Drinking-Drugs

Code No. 502.7

Page 2 of 2

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

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

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

Approved: 01-10-18

Reviewed:

Revised:

Policy Title: Search And Seizure

Code No. 502.8

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides

the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

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

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

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 (2013).
281 I.A.C. 12.3(6).

Approved: 07-19-93

Reviewed:

Revised: 01-10-18

Policy Title: Search And Seizure Checklist

Code No. 502.8E1

Page 1 of 2

1) 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 this information: _____

5. Describe information:

C. Suspicious behavior: Explain.

D. Student's past history? Explain.

E. Time of search: _____

F. Location of search: _____

G. Student told purpose of search: _____

H. Consent of student requested: _____

Policy Title: Search And Seizure Checklist

Code No. 502.8E1

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2) 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):

3) Explanation of Search.

A. Describe the time and location of 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:

Approved: 01-10-18

Reviewed:

Revised:

Policy Title: Search And Seizure Regulation

Code No. 502.8R1

Page 1 of 2

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

Policy Title: Search And Seizure Regulation

Code No. 502.8R1

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as the student and with another adult witness of the same sex present, when feasible.

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

B. Locker and Desk Inspections

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

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

C. Automobile Searches

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

Approved: 01-10-18

Reviewed:

Revised:

Policy Title: Interviews With Students By Outside Agencies

Code No. 502.9

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

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

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

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

Legal Reference: Iowa Code §§ 232; 280.17 (2013).
281 I.A.C. 102.
441 I.A.C. 9.2; 155; 175.
1980 Op. Att’y Gen. 275.

Approved: 05-13-85 Reviewed: 01-10-18 Revised: 04-27-15
Policy Title: Use Of Motor Vehicles Code No. 502.10

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

Students who drive to and park at their school attendance center shall only drive to and park at their designated attendance center 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. The Board of Education recognizes that Iowa Code allows for minors to obtain a special minor’s license. The Code allows board of education to establish

general requirements before the Superintendent is permitted to sign the Iowa Department of Transportation form required to obtain a special minor's license. The application must be signed by the student making the application and their parent(s). At a minimum, the student making the application must be entering 9th grade, involved in a school activity(s), and include a map of the route the student will be driving to and from school. A student found violating the rules outlined in the application will be reported to law enforcement.

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 (2013).

Approved: 05-13-85

Reviewed: 09-22-08

Revised: 01-10-18

Policy Title: Student Conduct

Code No. 503.1

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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.

Policy Title: Student Conduct

Code No. 503.1

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

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

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

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.

Policy Title: Student Conduct

Code No. 503.1

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

Approved: 05-13-85

Reviewed: 01-10-18

Revised: 11-27-07

Policy Title: Suspension

Code No. 503.1R1

Page 1 of 2

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.

Policy Title: Suspension

Code No. 503.1R1

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

D. Suspensions and Special Education Students

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

Approved: 01-10-18

Reviewed:

Revised:

Policy Title: Expulsion

Code No. 503.2

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

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

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

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

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

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the

misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

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

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

Approved: 06-26-89

Reviewed: 12-12-17

Revised: 06-27-11

Policy Title: Fines-Fees-Charges

Code No: 503.3

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

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

Legal Reference: Iowa Code §§ 256.7(20); 279.8; 280.10, .11; 282.6; 285.1; 301.1 (2013).
281 I.A.C. 18.2.
1994 Op. Att'y Gen. 23.
1990 Op. Att'y Gen. 79.
1982 Op. Att'y Gen. 227.
1980 Op. Att'y Gen. 532

Approved: 08-26-96

Reviewed: 01-10-18

Revised: 10-07-02

Policy Title: Standard Fee Waiver Application

Code No. 503.3E1

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:

School:

Name of parent/guardian:
(or legal/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 prices meals offered under the Children's Nutrition Program

Temporary waiver:

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

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

Approved: 01-10-18

Reviewed:

Revised:

Policy Title: Student Fee Waiver and Reduction Procedures

Code No. 503.3R1

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

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

- C. Confidentiality - The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.
- D. Appeals - Denials of a waiver may be appealed to the Superintendent of Schools.
- E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.
- F. Notice - the school district will annually notify parents and students of the waiver. The following information will be included in registration materials.

Policy Title: Student Fee Waiver and Reduction Procedures

Code No. 503.3R1

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

Legal Reference: 281 I.A.C. 18.2

Approved: 08-26-96

Reviewed: 01-10-18

Revised: 09-09-15

Policy Title: Good Conduct Rule

Code No. 503.4

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Participation in Activities

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in students during their school years and for a lifetime. Good conduct, both in and out of school, is expected of students representing Clear Lake Community Schools in all activities. Self-discipline and self-restraint should be exercised by each student if they are to continue to participate in school activities.

Students who participate in extracurricular activities serve as ambassadors of Clear Lake Community Schools 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 that lead to misconduct as a member of our school community, as determined by the school administration.

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

It shall be the responsibility of the superintendent to adopt 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. This policy is in force for all students in grades 9-12 and includes the summer following the 8th and 12th grade years. All home-schooled, dual-enrolled, regular education and special education students will be held accountable to this policy.

In view of the above, Clear Lake Community Schools will enforce the following policies and procedures relative to standards for participation in extracurricular and co-curricular activities throughout the calendar year both in and out of school. These activities include, but are not limited to, the following: football, volleyball, cross country, basketball, wrestling, track, baseball, golf, tennis, softball, soccer, plays, musicals, variety shows, band, chorus, speech and drama, FFA, National Honor Society, Student Council, cheerleading, debate, yearbook,

newspaper, Art Club, class officer, AFS, Model UN, Model Legislature, Mock Trial, Dance Team.

Extracurricular activities and student groups are related to the curriculum of the secondary schools in the school district. These secondary school curriculum-related student organizations may use the school facilities for meetings and other purposes before, after, and during the instructional day.

Policy Title: Good Conduct Rule

Code No. 503.4

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It is the responsibility of the building 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?

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations will include, but not be limited to, stating the process for establishing a curriculum-related student group, assigning a faculty advisor and obtaining board approval for each student group. The administrative rules will also include the purpose of each group and its relationship to the curriculum.

Violations of the Code

The following violations are subject to penalty whether at school or elsewhere, 24 hours a day, 365 days per year. Penalties listed pertain to all violations.

Inexcusable Violations of the Code:

1. The use, possession, delivery, or sale, of alcoholic beverages or nonprescription drugs, or possession of drug paraphernalia.
2. Use and/or possession of chewing tobacco or smoking tobacco.
3. Vandalism to property, public or personal.
4. Trespassing on school property.
5. Possession or illegal use of a dangerous weapon.
6. Use and/or possession of pyrotechnic devices on school property.
7. Theft as defined under Iowa Code.
8. Conviction of a felony as defined under Iowa Code.
9. Participation in any initiation or hazing activities.

10. Placement on probation through the criminal justice system.

Violations of the Code:

1. Flagrant disobedience of a school rule and regulation that results in an out-of-school suspension and/or recommendation for expulsion.
2. Conviction of serious or aggravated misdemeanors under the Iowa Code.
3. Inappropriate use of social media. Applies to anything you post,
4. Being a participant in a physical altercation on school property, school event (also includes away events), or school related issue.
5. Having a bullying allegation that was founded.
6. Conduct by a Clear Lake student that defames the school reputation.

Severity of Violation

A student that violates the Code of Conduct on school property or at a school event may be punished at the next level of sanctions at the discretion of school administration. Likewise, if a student is charged with an offense that is more serious than a simple misdemeanor, then the student may be punished at the next level of sanctions. (i.e. a student found in possession of illegal substance on school property and it is her/his 1st offense, then the punishment will be equal to a 2nd offense punishment.) If a student violates the code of conduct, it is at the discretion of the administration based on severity to reduce the penalty, enforce the penalty as written or punish at the next level.

Sanctions

1. First Offense

- A. Athletics – 20% of the Season
- B. Fine Arts – 4 weeks which must include one extra-curricular performance. If there are no events during this time, the first event after the 4 week period.
- C. Organization/Activity– 4 weeks which must include one meeting. If there are no meetings during this time, the first meeting after the 4-week period.

2. Second Offense

- A. Athletics – 40% of Season
- B. Fine Arts – 8 weeks which must include one extra-curricular performance. If there are no events during this time, the first event after the 8-week period.
- C. Organizations/Activities – 8 weeks which must include two meetings.

3. Third Offense

- A. Athletics – 80% of Season
- B. Fine Arts – 12 weeks which must include 2 performances. If there are no events during this time, the first event after the 12-week period
- C. Organizations/Activities – 12 weeks which must include two meetings.

4. Fourth and Subsequent Offenses

- A. Suspension from all activities for one calendar year.

Self-Reporting

Any student that violates the code of conduct has one opportunity to self-report the violation to reduce the penalty. This can only be utilized on the student’s first violation of the code. For self-reporting a code of conduct violation, a student’s penalty would be reduced by 50%. The student must self-report the next school day from the time of the violation to self-report in order to have consequences reduced. If the violation would happen over a break (winter break or spring break), a student would need to report within the first day when school resumes, following the break when the violation occurred. During the summer months, students would need to call and schedule an appointment with the high school principal or assistant principal/athletic director to self-report. During summer months, call district office at 641-357-2181.

Reinstatement of Eligibility

A student declared ineligible may only have his/her eligibility reinstated by participating in an activity from the beginning of the season until its completion and in good standing with the coach/sponsor of the activity.

Method of Counting Number of Violations

The first offense occurs when a participant admits to or is found to be in violation of the Code of Conduct. If a student is found to be in violation of multiple items in a single event, the event will count as one violation. For example, if a student is found by the police to be in possession of alcohol and tobacco, this is a single violation. The second, third and fourth offenses occur when a participant again admits to or is found to be in violation of the eligibility rules within his/her high school career. (Offenses accumulate throughout a student’s high school career).

“Suiting up”

Students must continue to practice with their groups after receiving a violation of the code of conduct, but they may not wear a uniform or participate in any manner during a competition or performance.

Policy Title: Good Conduct Rule

Code No. 503.4

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Calculation of penalty

When using the percentage method, any fraction will be rounded to the nearest whole number (i.e. 20% of 14 = 2.8. This rounds to 3 contest dates missed. 20% of 12 = 2.4. This rounds the number of 2 contest dates missed.) The number used in the calculation is the number of dates or games that are on the regular season schedule when the season begins.

Eligible events

Regular season or post-season events will count towards the satisfaction of the penalty. Pre-season events, such as preview nights, scrimmages, or jamborees do not count toward the service of the ineligibility. As a result, the student may participate in these events when they are ineligible at the coach's discretion.

Legal Reference: (Code of Iowa)

Cross Reference: 502.6 Student Bullying and Harassment
502.1 Student Conduct

Approved: 10-07-02

Reviewed: 01-10-18

Revised: 08-09-17

Policy Title: Hearing and Appeals Process

Code No. 503.4.1

Page 1 of 2

- I. Investigation
 - a. The Principal or Assistant Principal will conduct an investigation of the allegations that are brought forward regarding the Code of Conduct violation.
 - b. Not all Code of Conduct violations will require an investigation. For example, notification from law enforcement that a student has violated the law.
- II. Determination of Guilt/Consequences

- a. Based on the preponderance of evidence found in the investigation, the school administration will determine if the Code of Conduct was violated.
 - i. If it is determined it is a violation, parents will be notified, evidence will be shared to support why it was determined it is a violation, and consequences.
 - ii. If it determined it is not a violation of the code, parents will still be notified.

III. Hearing

- a. The high school principal will conduct a hearing to evaluate the evidence in the case with the student after parental notification. The student will remain ineligible until the hearing process has been completed. **If both the Principal and Assistant Principal have been involved in the investigation process of a Code of Conduct violation, then the hearing process is skipped and it moves directly to an appeal to the superintendent.**
- b. At the hearing, the principal will listen to the facts of the case and determine whether or not a violation of the rules has occurred. The principal will then relate the predetermined penalty for the violation and explain options of applicable or dismiss the case.
- c. The principal, or the assistant principal has the right to increase the penalty in severe cases. In such a case, the principal must provide a written statement for supporting the increase in penalty to the student, parents, superintendent and the President of the Board of Education.
- d. If a suspension is invoked, a copy of the suspension notice will be mailed to the President of the Board of Education, Superintendent of schools, and the parent/guardian of the student involved in the violation. A conference will be arranged with the parent/guardian and student to discuss the reason for the suspension and the possible solution to the problem.
- e. The decision of the principal or assistant principal, may be appealed to an appeal panel by filing a written request with the superintendent stating the reason for the appeal. Said request must be made within three (3) school days following the decision of the principal. During any appeal process, a student shall remain ineligible for participation.

IV. Appeal

Policy Title: Hearing and Appeals Process

Code No. 503.4.1

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The Appeal Panel shall consist of the superintendent (or designee), one

- a. building principal, not involved in the case and appointed by the superintendent, and one faculty member appointed by the principal. Also included will be the student involved and the student's parent or advocate.
- b. The Appeal Panel will meet to hear the appeal within five (5) school days or one calendar week (whichever is shorter) of the date the appeal request is filed.
- c. Duties and powers of the Appeal Panel are:
 - i. Review the evidence presented to or by the principal,
 - ii. Hear and new information presented by either party,

- iii. Affirm or reverse the decision of the principal,
 - iv. Reinstate the original penalty as outlined by the Code of Conduct
 - v. The Appeal Panel does not have the authority to adjust the penalty to a greater or lesser degree than outlined in the Code of Conduct.
 - vi. A copy of the appeal results will be mailed to the parent/guardian of the student involved and to the President of the Board of Education.
- V. Appeal to the Board of Education-An appeal of said decision can be made to the Board of Education. IF A WRITTEN REQUEST FOR SUCH AN APPEAL IS FILED WITH THE SUPERINTENDENT OF SCHOOLS WITHINT THREE (3) SCHOOL DAYS OF THE DECISION OF THE APPEAL PANEL, THE BOARD OF EDUCATION WILL THEN HEAR THE NEW APPEAL WITHINT FIVE (5) SCHOOL DAYS OF THE END OF THE FILING PERIOD.

Legal Reference: (Code of Iowa)

Approved: 12-18-95

Reviewed: 01-10-18

Revised: 08-09-17

Policy Title: Good Conduct Rule for Transferred In Students Code No. 503.4.2

Any student declared ineligible under a prior school district's Good Conduct Rule and then, without having completed the full period of ineligibility at that school, transfers to Clear Lake Community Schools, will not be eligible for interscholastic competition at Clear Lake Schools, until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at the Clear Lake School District as far as any Good Conduct Rule is concerned.

Legal Reference: (Code of Iowa)

Approved: 12-09-96

Reviewed: 01-10-18

Revised: 10-07-02

Policy Title: Corporal Punishment

Code No. 503.5

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

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
 - To quell a disturbance or prevent an act that threatens physical harm to any person.
 - To obtain possession of a weapon or other dangerous object within a pupil's control.
 - For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
 - For the protection of property as provided for in IOWA CODE section 704.4 or 704.5.

Legal Reference: Iowa Code § 279.8 (2013).

Approved: 01-10-18

Reviewed:

Revised:

Policy Title: Student Organizations

Code No. 504.2

Extracurricular activities and student groups are related to the curriculum of the secondary schools in the school district. These secondary school curriculum-related student organizations may use the school facilities for meetings and other purposes before, after, and during the instructional school day.

It is the responsibility of the building 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?

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

but not be limited to, stating the process for establishing a curriculum-related student group, assigning a faculty advisor and obtaining board approval for each student group. The administrative rules will also include the purpose of each group and its relationship to the curriculum.

Legal Reference: Westside Community Board of Education v Mergens, 496 U.S. 226 (1990).
 Bender v. Williamsport Area Community School District, 741 F.2d 538 (3d Cir. 1984), *vacated and remanded on other grounds*, 475 U.S. 534 (1986).
 20 U.S.C. §§ 4071-4074 (2012).
 Iowa Code §§ 287.1-.3; 297.9 (2013).

Approved: 01-10-18

Reviewed:

Revised:

Policy Title: Student Publications

Code No. 504.3

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

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

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

6) infringe on the rights of others.

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

C. Responsibilities of students.

1. Students writing or editing official school publications will assign and edit the news, editorial and feature contents of the official school publications subject to the limitations of the student publications code and the law.

2. Students will strive to achieve professional standards of accuracy, fairness, objectivity and thoroughness in each and every aspect of official school publications.

3. Students will strive to achieve professional standards of grammar, usage, punctuation and spelling for clarity and accuracy of official school publications.

D. Responsibilities of faculty advisors.

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

E. Liability.

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

Policy Title: Student Publications Code

Code No. 504.3R1

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F. Appeal procedure.

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.

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

1. Official student publications may be distributed in a reasonable manner on or off school premises.

2. Distribution in a reasonable manner will not encourage students to:

a. commit unlawful acts;

b. violate school rules;

c. cause the material and substantial disruption of the orderly and efficient operation of the school district or school activity;

d. disrupt or interfere with the education program;

e. interrupt the maintenance of a disciplined atmosphere; or

f. infringe on the rights of others.

Approved: 01-10-18

Reviewed:

Revised:

Policy Title: Student Performances

Code No. 504.4

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

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

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

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

- Performances by student groups below the high school level should be allowed on a very limited basis;

- All groups of students should have an opportunity to participate; and
- Extensive travel by one group of students should be discouraged.

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

Legal Reference: *Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988).
Iowa Code §§ 280.13-.14 (2013).
281 I.A.C. 12.6.

Approved: 01-10-18

Reviewed:

Revised:

Policy Title: Student Fundraising

Code No. 504.5

Students may raise funds for school-sponsored events with the permission of the principal. Fund raising by students for events other than school-sponsored events must be approved by Superintendent. Collection boxes for school fund raising must have prior approval from the principal before being placed on school property.

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

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

Iowa Code § 279.8 (2013).

Approved: 01-10-18

Reviewed:

Revised:

Policy Title: Student Activity Program

Code No. 504.6

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

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

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

A high school student who participates in school sponsored athletics may not participate in a non-school sponsored sport during the same season.

Such outside participation will not conflict with the school sponsored athletic activity.

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

Students may participate in interscholastic athletic, music, speech and other contests or events approved by the administration. Any such events must be directed by individuals who meet State requirements and are approved by the Board of Education.

Legal Reference: 20 U.S.C. §§ 1681-1683; 1685-1686 (2012).
34 C.F.R. Pt. 106.41 (2012).
Iowa Code §§ 216.9; 280.13-.14 (2013).
281 I.A.C. 12.3(6), 12.6., 36.15(7).

Approved: 10-30-95 Reviewed: 09-22-08 Revised: 01-10-18

Policy Title: Student Progress Reports and Conferences Code No. 505.1

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

Parent-teacher conferences will be held once per semester at the elementary school, middle school and high school to keep parents informed. The conferences at the high school and middle school are not individually scheduled.

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

Legal Reference: Iowa Code §§ 256.11, .11A; .280, 284.12 (2013).
281 I.A.C. 12.3(4), .5(16).

Cross Reference: 505 Student Scholastic Achievement
506 Student Records

Approved: 02-13-18

Reviewed:

Revised:

Policy Title: Student Promotion-Retention-Acceleration

Code No. 505.2

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

The district shall adhere to the following:

- **Retention/Promotion in kindergarten – eighth grade:** The retention of a student will be determined based upon the judgment of the district's professional staff. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed prior to making the retention decision. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.
- **Retention/Promotion in ninth – twelfth grade:** Students in grades nine through twelve will be informed of the required course work necessary to be promoted each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year, the student and parents will be informed. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.
- **Acceleration in kindergarten – twelfth grade:** Students in grades kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities

outside the school district may be allowed when they do not conflict with the school district's graduation requirements.

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

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

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

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

Approved: 02-13-18 Reviewed: Revised:

Policy Title: Student Honors and Awards Code No. 505.3

The school district will provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards 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. Students who have not attended an accredited public or private school for their entire high school education, will not be eligible for honors and awards.

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

Legal Reference: Iowa Code § 279.8 (2013).

Cross Reference: 504 Student Activities
505 Student Scholastic Achievement

Approved: 05-13-85

Reviewed: 10-07-12

Revised: 02-13-18

Policy Title: Testing Program

Code No. 505.4

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

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

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

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an un-emancipated 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: 12-09-02 Reviewed: 02-13-18 Revised: 11-26-07
Policy Title: Graduation Requirements Code No. 505.5
Page 1 of 2

46 Credits (23 units) which must include:

1. 8 (credits) (4 units) of Language Arts, including 1 semester of Speech
2. 6 (credits) (3 units) of Mathematics
3. 6 (credits) (3 units) of Science
4. 1 (credit) (1/2 unit) of Health
5. 6 (credits) (3 units) of Social Science
6. An accredited CPR course
7. Physical Education credit for every semester enrolled

All curricular areas in the educational program shall teach significant concepts from each of these areas enumerated in the Iowa State Standards for School Accreditation: global education, higher order thinking skills, multicultural-nonsexist concepts, career education, communication skills and learning skills.

In all instances, the Senior High School curriculum shall meet the requirements established by state statute and the Department of Education.

Each student must carry a minimum of seven (7) full periods each semester.

Attendance requirement: Under normal circumstances, a student is expected to attend high school for at least eight semesters. Early graduation is permitted as delineated in Board Policy No. 602.3.1.

No credit will be given for Home Schooling (accredited or non-accredited). Only classes taught in or through accredited public or private schools and approved by the administration of Clear Lake High School will be accepted toward the graduation requirements of Clear Lake High School. Special circumstances will warrant Board approval.

NOTE:

1. A student transferring from a three year junior high (7-8-9) could transfer two semesters of ninth grade attendance and credits to meet the graduation requirements.
2. Correspondence credit: A student may apply up to two credits or one unit of work earned from approved correspondence school toward graduation requirements.
3. A transferring student must complete a minimum of one semester's work in Clear Lake High School to be eligible to graduate from this institution.

Policy Title: Graduation Requirements

Code No. 505.5

Page 2 of 2

4. Unusual circumstances will be subject to review by the Board of Education. Upon recommendation of the administration, the Board will review unusual cases and may waive or adjust the requirements as they pertain to the individual case and in keeping with the requirements of the law.
5. All required courses must be passed and credit given before the student is eligible for graduation. To participate in graduation exercises a student must successfully complete all course requirements, and have all fines, fees, etc. paid in full.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

ATTENDANCE CERTIFICATE

A special attendance certificate in lieu of a diploma may be granted to a student who has faithfully attended Clear Lake Community High School for four years, worked up to the best of his/her ability and has been a cooperative school citizen. Before a student is placed on this

program, the parents must be notified and, after a full explanation of the program, give their approval. Students on this program will be allowed to participate in regular graduation exercises. Application must occur during or prior to the Junior Year. Students working on the regular academic program who fall short in their senior year do not have the opportunity to change to the Attendance Certificate Program.

Legal Reference: IAC 281-12, 256.11 Educational Standards
Iowa Department of Education Graduation Requirements
Online 9-20-2012

Approved: 04-03-89

Reviewed:

Revised: 02-13-18

Policy Title: Early Graduation

Code No. 505.6

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy. Any student who plans to apply for early graduation must submit an application to either the high school principal or the counselor on or before the deadline date. A student who wishes to graduate with fewer than the normal four (4) years of high school instruction may do so by fulfilling the following requirements:

1. Attending CLHS until graduation requirements are completed.
2. Fulfilling all course requirements.
3. Securing parental approval for an application if the student is under 18 years of age, or living at home; arranging a conference to be held before submitting the actual application. A telephone conference is acceptable.
4. Submitting an application of intent to graduate early at least two semesters before anticipated graduation date. A student may submit a letter requesting early graduation to the Board of Education after the deadline.

Considerations:

1. Since there will be no formal mid-year graduation ceremony, students wishing to go through the formal graduation ceremony in the spring will receive their diplomas at that time. The principal must be notified by December 15th of the graduation year of the student's intentions.
2. Students who complete mid-year graduation will not be permitted to participate in extra-curricular activities, except for Prom, during the second semester.
3. Final class rank will be determined with the graduating class at the end of the regular school year.
4. If a student fails to complete the requirements for early graduation, the student must meet with the principal and guidance counselor and gain approval for a course of study needed to complete the required work.

5. Course work from outside the high school must be approved by the principal and be from an accredited institution.
6. A student graduating from the Alternative School will receive a diploma from the Board of Education at the time of completion of graduation credits. The student may choose to go through the end of year graduation ceremony.

Legal Reference: Iowa Code §§ 279.8; 280.3 (2011).
281 I.A.C. 12.2; .3(7); .5.

Approved: 04-03-89

Reviewed: 02-15-93

Revised: 02-13-18

Code No. 505.6
Attachment A

**CLEAR LAKE COMMUNITY SCHOOLS
APPLICATION FOR EARLY GRADUATION**

NAME: _____
 Graduation date/month/year: _____
 Credits to Date: _____
 Additional credits needed for graduation: _____

Courses needed:

I am aware of the rules and requirements of early graduation and request permission to participate in the program.

Date: _____

 Student Signature

I agree to the rules and requirements of the early graduation program and request that my son/daughter participate in the program.

Date: _____

 Parent/Guardian Signature

ADMINISTRATIVE APPROVAL:

Date: _____

 Principal Signature

Date: _____

Counselor Signature

Date: _____

Board of Education President

Date: _____

Superintendent of Schools

Approved: 02-13-18

Reviewed:

Revised:

Policy Title: Commencement

Code No. 505.7

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

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

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

Cross Reference: 505 Student Scholastic Achievement

Approved: 02-13-18 Reviewed: Revised:

Policy Title: Parent and Family Engagement Code No. 505.8

Parental involvement is an important component in a student's success in school. The board encourages parents to become involved in their child's education to ensure the child's academic success. The board will:

1. Encourage ongoing feedback between the teacher and parent. Part of the feedback includes discussions at the Parent/Student/Teacher conferences and the Annual Title I Spring Family Meeting.
2. Assign responsibility to the Middle School Principal and/or Superintendent who will coordinate the following support services:
 - a. District staff development
 - b. Building study groups, and
 - c. AEA and state professional development activities.
3. Gain support of the Title I Program through the following activities:
 - a. Learning Connections for families with children age 0-5,
 - b. Parenting classes for elementary parents,
 - c. Involvement in Parent/Teacher/Student Conferences, and
 - d. Ongoing communications with elementary teachers and staff.
4. Coordinate parental involvement activities with Learning Connections and the District's Preschool Program that promote the importance of reading with your child and supporting and communicating with your child's teacher.
5. Seek information concerning the effectiveness of parental involvement through feedback obtained from teachers and parents, Parent/Student/Teacher Conference, and data obtained from the Annual Title I Spring Family Meeting. (Note: A survey will be developed and sent to parents who participated in the Annual Spring Parent Advisory Committee meeting which is comprised of parents of Title I children.
6. Seek ways to strengthen parental involvement of Title I activities by reviewing data obtained from parents and teachers from Parent/Student/Teacher Conferences and the Annual Title I Spring Parent Advisory Committee meeting.

The board will review this policy annually. The superintendent is responsible for notifying parent of this policy annually or within a reasonable time after it has been amended during the school year. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal References: No Child Left Behind, Title I, Sec. 1118, P.L. 107-110. (2002)

Approved: 11-26-07

Reviewed: 02-23-15

Revised: 02-13-18

Policy Title: Education Records Access

Code No. 506.1

Page 1 of 5

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

Copies of education records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the education records. Fees for copies of

the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from education records.

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

Policy Title: Education Records Access

Code No. 506.1

Page 2 of 5

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.

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

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

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

Policy Title: Education Records Access

Code No. 506.1

Page 3 of 5

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

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

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

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

Policy Title: Education Records Access

Code No. 506.1

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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.

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.

Policy Title: Education Records Access

Code No. 506.1

Page 5 of 5

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

Approved: 3-15-98

Reviewed: 11-11-15

Revised: 02-13-18

Code No. 506.1E1

REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF EDUCATION RECORDS

The undersigned hereby requests permission to examine the Clear Lake Community School District's official student records of:

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

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

The undersigned certifies that they are (check one):

- (a) An official of another school in which the student intends to enroll. ()
- (b) An authorized representative of the Comptroller General of the United States. ()
- (c) An authorized representative of the Secretary of the U.S. Department of Education or U.S. Attorney General. ()
- (d) An administrative head of an education agency as defined in Section 408 of the Education Amendments of 1974. ()
- (e) An official of the Iowa Department of Education. ()
- (f) A person connected with the student's application for, or receipt of, financial aid. ()
- (g) A representative of a juvenile justice agency with which the school district has an interagency agreement. ()

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

(Signature)

(Title)

(Agency)

APPROVED:

Signature: _____
Title: _____
Dated: _____

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

Approved: 02-13-18

Reviewed:

Revised:
Code No. 506.1E2

AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS

The undersigned hereby authorizes _____

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

Concerning: _____ (Full Legal Name of Student) _____ (Date of Birth)

_____ 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: _____

Approved: 02-13-18

Reviewed:

Revised:

REQUEST FOR HEARING ON CORRECTION OF EDUCATION RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

I believe certain official student records of my child, _____
(full legal name of student)

_____, are inaccurate, misleading or in violation of
(school name)

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

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

My relationship to the child is: _____

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

(Signature)

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

REQUEST FOR EXAMINATION OF EDUCATION RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

The undersigned desires to examine the following official education records.

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

(Name of School)

My relationship to the student is: _____

(check one)

_____ I do
_____ I do not

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

(Parent's Signature)

APPROVED: _____ Date: _____
Signature: _____ Address: _____
Title: _____ City: _____
Dated: _____ State: _____ Zip: _____
Phone Number: _____

Approved: 02-13-18

Reviewed:

Revised:

NOTIFICATION OF TRANSFER OF EDUCATION RECORDS

Academic Eligibility

Students who participate in interscholastic competition and extra-curricular activities must:

1. Be enrolled in the number of courses required to meet minimum school standards (six full periods).
2. Not be failing more than one course on any progress report or report card (this includes all courses full or part time).
3. Not be failing ANY courses at the end of a semester. (No Pass, No Play Rule)
4. Be in attendance for at least one-half day (4 consecutive periods in the afternoon) on the day of a scheduled event. **The student must arrive by 11:30 AM.** A student who begins the school day, but leaves prior to the completion of the instructional day, shall not participate in the scheduled event.

At the end of each mid-term, nine-week period and semester, academic progress is noted for all students. Students who do not meet the academic requirements are not allowed to continue in activities until the next midterm or quarter/semester grading period, (excluding Fall Vocal Festival, Instrumental and Vocal Christmas Concert, Instrumental Mid-Winter Concert, Instrumental and Vocal Spring Concert and Vocal Pops Concert). If, at the conclusion of that time, the student is academically eligible, he/she may resume participation. (At the end of the second semester, the ineligibility period will be 30 calendar days). All students will be considered academically eligible at the beginning of the school year unless academically ineligible by IHSAA and IGHSAA rules. **Students who are academically ineligible should not miss any instructional time in order to leave school for an away event.**

Effective July 1, 2006 and revised July 1, 2008, the “No Pass, No Play” rule took effect. Please refer to Iowa State Code 36.15(2). Students must pass all classes at the end of each semester to be ineligible for 30 calendar days in the athletic event. The speech and music associations have adopted similar academic policies regarding academic eligibility that we will enforce.

Academic Eligibility Option

In developing this option, we believe that it is beneficial for students to continue to participate in activities and receive academic assistance for their deficiencies.

Approved: 02-13-18

Reviewed:

Revised:

Date

Dear _____:

This letter is to notify you that the Clear Lake Community School District has received a _____ requesting copies of your child's permanent records.
(subpoena or court order)

The specific records requested are: _____.

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

Sincerely,

(Principal or Superintendent)

Approved: 02-13-18

Reviewed:

Revised:

Policy Title: Juvenile Justice Agency Information
Sharing Agreement

Code No.506.1E7
Page 1 of 2

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 Clear Lake 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 (2012).

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.

Policy Title: Juvenile Justice Agency Information
Sharing Agreement

Code No. 506.1E7
Page 2 of 2

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.

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 *[insert 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: _____

Approved: 02-13-18

Reviewed:

Revised:

Policy Title: Annual Notice

Code No. 506.1E8

Page 1 of 2

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

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

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

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

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

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

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

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

Policy Title: Annual Notice

Code No. 506.1E8

Page 2 of 2

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.

- (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.

Approved: 02-13-18

Reviewed:

Revised:

Policy Title: Use of Education Records Regulation

Code No: 506.1R1

Page 1 of 3

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 parents, 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 eighteen years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.
2. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

B. Release of Information Outside the School

1. To release student's records to other school(s) in which the student intends to enroll, the parents, legal guardian, or eligible student must be notified of the transfer and the kinds of information being released unless

Policy Title: Use of Education Records Regulation

Code No. 506.1R1

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the school district annually notifies parents that the records will be sent automatically.

2. Student's records may be released to official education and other government agencies only if allowed by state or federal law.
3. To release student records to other persons or agencies, written consent is given by the parent, legal guardian, or student of majority age. This consent form will state which records are released, to whom they are released, and the reason for the release. A copy of the specific records being released will be made available to the person signing the release form if requested.

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

C. Procedures for Requesting a Record Amendment

1. If the eligible student, parent, or legal guardian 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 student records within a reasonable time after receipt of the request.
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.
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.

Policy Title Use of Education Records Regulation

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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 office 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 reasons for the decision.
9. The parents may appeal the hearing officer's decision to the superintendent within five 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 ten days. It is within the discretion of the board to hear the appeal.
11. If the parent's 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.

Approved: 02-13-18

Reviewed:

Revised:

Policy Title: Student Directory Information

Code No. 506.2

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
- Photograph
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

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

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

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

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

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

Approved: 09-23-13 Reviewed: Revised: 2-13-18

Policy Title: Authorization for Releasing Student Directory Information Code No. 506.2E1

The Clear Lake 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 in the office of the principal of all of our schools.

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

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

- Student's name
- Photograph
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

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 1st of each school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

If you have no objection to the use of student information, you do not need to take any action.
AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

RETURN THIS FORM

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

Student Name: _____ Date of Birth _____

School: _____ Grade: _____

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

(Date)

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

Approved: 02-13-18

Reviewed:

Revised:

Policy Title: Use of Directory Information

Code No. 605.2R1

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

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

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

information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the Clear Lake Community Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 1st of each school year. Clear Lake Community Schools has designated the following information as directory information:

- Student’s name
- Photograph
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

Approved: 02-13-18

Reviewed:

Revised:

Policy Title: Student Photographs

Code No. 506.3

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

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

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

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

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

Cross Reference: 506 Student Records

Approved: 02-13-18

Reviewed:

Revised:

Policy Title: Student Library Circulation Records

Code No. 506.4

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

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

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

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

Cross Reference: 506 Student Records

Approved: 10-27-08

Reviewed: 02-13-18

Revised:

Policy Title: Student Health and Immunization Certificates

Code No. 507.1

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

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

Students enrolling for the first time in the school district will also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement 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 §§ 139A.8; 280.13 (2013).
281 I.A.C. 33.5.
641 I.A.C. 7.

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

Approved: 04-26-99 Reviewed: 02-13-18 Revised: 10-07-02
Policy Title: Administration of Medication to Students Code No. 507.2
Page 1 of 2

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

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

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

Persons administering medication shall include authorized practitioners, such as licensed registered nurses and 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,

Policy Title: Administration of Medication to Students

Code No. 507.2

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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 §41.404(1)(f), (3)(f)
657 IAC §8.32(124); §8.32(155A).
655 IAC §6.2(152).

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

Approved: 04-26-99

Reviewed: 10-07-02

Revised: 02-13-18

CODE NO. 507.2E1

PAGE 1 OF 2

AUTHORIZATION ASTHMA OR AIRWAY CONSTRICTING MEDICATION
SELF-ADMINISTRATION CONSENT FORM

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

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

- Parent/guardian provides signed, dated authorization for student medication self-administration.
- Physician (person licensed under chapter 148, 150, or 150A, physician, physician's assistant, advanced registered nurse practitioner, or other person licensed or registered to distribute or dispense a prescription drug or device in the course of professional practice in Iowa in accordance with section 147.107, or a person licensed by another state in a health field in which, under Iowa law, licensees in this state may legally prescribe drugs) provides written authorization containing:
 - purpose of the medication,
 - prescribed dosage,
 - times or;
 - special circumstances under which the medication is to be administered.
- The medication is in the original, labeled container as dispensed or the manufacturer's labeled container containing the student name, name of the medication, directions for use, and date.
- Authorization is renewed annually. If any changes occur in the medication, dosage or time of administration, the parent is to notify school officials immediately. The authorization shall be reviewed as soon as practical.

Provided the above requirements are fulfilled, a student with asthma or other airway constricting disease may possess and use the student's medication while in school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while in before-

school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed.

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

_____	_____	_____	_____
Medication	Dosage	Route	Time

Purpose of Medication & Administration /Instructions

CODE NO. 507.2E1
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AUTHORIZATION ASTHMA OR AIRWAY CONSTRICTING MEDICATION
SELF-ADMINISTRATION CONSENT FORM

_____	_____/_____/_____ Discontinue/Re-evaluate/ Follow-up Date
_____	_____/_____/_____ Date
_____	_____ Emergency Phone

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

_____	_____/_____/_____ Date
Parent/Guardian Signature	

(Agreed to above statement)

Parent/Guardian Address

Home Phone

Business Phone

Self-Administration Authorization Additional Information

Approved: 02-13-18

Reviewed:

Revised:

Code No. 507.2E2

Page 1 of 2

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

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

School medications and health services are administered following these guidelines:

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

Medication/Health Care

Dosage
School

Route

Time at

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

Code No. 507.2E2

Page 2 of 2

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

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

Parent's Signature

_____/_____/_____
Date

Parent's Address

Home Phone

Additional Information

Business Phone

Authorization Form

Approved: 02-13-18

Reviewed:

Revised:

Policy Title: Communicable Diseases-Students

Code No. 507.3

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" 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 blood borne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan is reviewed annually by the superintendent and school nurse.

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

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

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

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

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

Approved: 04-26-99

Reviewed: 02-13-18

Revised: 10-27-08

Policy Title: Student Illness or Injury at School

Code No. 507.4

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

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

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

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

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

Legal Reference: Iowa Code § 613.17 (2013).

Cross Reference: 507 Student Health and Well-Being

Approved: 04-26-99

Reviewed: 02-13-18

Revised: 10-07-02

Policy Title: Emergency Plans and Drills

Code No. 507.5

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

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

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

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

Approved: 02-13-18

Reviewed:

Revised:

Policy Title: Emergency School Closings and/or Altering
the School Day

Code No. 507.5.1

The Superintendent of Schools shall have the authority to alter the daily schedule or close schools due to weather conditions or other emergencies. Public announcements by the media of such alterations or closings shall be made as soon as possible. Media includes radio, television and online notifications.

Legal Reference: (Code of Iowa)

Approved: 12-08-80

Reviewed: 02-13-18

Revised: 12-08-08

Policy Title: Student Insurance

Code No. 507.6

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

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

Legal Reference: Iowa Code § 279.8 (2013).

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

Approved: 02-13-18 Reviewed: Revised:

Policy Title: Custody and Parental Rights Code No. 507.7

Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued 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 (2013).
441 I.A.C. 9.2; 155; 175.

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

Approved: 02-13-18 Reviewed: Revised:

Policy Title: Student Special Health Services Code No. 507.8

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

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

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

Cross Reference: 502 Student Rights and Responsibilities

Approved: 11-26-07

Reviewed: 02-13-18

Revised: 02-23-13

Policy Title: Special Health Services Regulation

Code No. 507.8R1

Page 1 of 3

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.

Policy Title: Special Health Services Regulation

Code No. 507.8R1

Page 2 of 3

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

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

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

- 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.

Policy Title: Special Health Services Regulation

Code No. 507.8R1

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- 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.

Approved: 11-26-07

Reviewed: 02-13-18

Revised: 02-23-15

Policy Title: Wellness Policy

Code No. 507.9

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The Clear Lake 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;
- Implementing 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: 06-26-06 Reviewed: 02-13-18 Revised: 06-28-17
 Policy Title: Wellness Regulation Code No. 507.9R1
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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:

- 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;
- Include nutrition education training for teachers and other staff.

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:

- Develop a comprehensive, school-based physical activity program (CSPAP), that includes the following components:
 - Physical education, recess;
 - Out of school time activities;
- Promote the benefits of a physically active lifestyle and help students develop skills to engage in lifelong healthy habits;
- Offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle;
- Afford elementary students with recess according to the following:
 - At least 20 minutes a day;
 - Outdoors as weather and time permits;
 - Encourages moderate to vigorous physical activity.

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:

- Provide parents a list of foods and beverages that meet nutrition standards for classroom snacks and celebrations;
- Develop a plan to promote staff health and wellness;

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- Engage students and parents, through taste-tests of new school meal items and surveys to identify new, healthful, and appealing food choices;
- Share information about the nutritional content of meals with parents and students;
- Support the consumption of breakfast at school;
- 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.

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 has a local 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.

Approved: 06-26-06

Reviewed: 02-13-18

Revised: 06-28-17

Policy Title: Class or Student Group Gifts

Code No. 508.1

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

Legal Reference: (Code of Iowa)

Approved: 05-13-85

Reviewed: 02-13-18

Revised:

Policy Title: Open Night

Code No. 508.2

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

Legal Reference: Iowa Code § 279.8 (2013).

Cross Reference: 900 Principles and Objectives for Community Relations

Approved: 02-13-18

Reviewed:

Revised: