

## Student Personnel

Series 500

**Policy Title: STUDENTS -**

**Code No. 504.1**

### **COMMUNICABLE DISEASES**

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

Prevention and control of communicable diseases is included in the school district's 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 immune-suppressed 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>

Date of Approval:  
September 1, 1991

Reviewed & Revised:  
June 1, 1998  
January 27, 2003  
January 21, 2008  
February 16, 2015

## Student Personnel

Series 500

### **Policy Title: STUDENT INJURY OR ILLNESS AT SCHOOL**

**Code No. 504.2**

When a student becomes ill or is injured at school, the school district shall be notified by school personnel as soon as possible after these individuals are aware of the incident.

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

It shall be the responsibility of the Principal or the School Nurse to file an accident report with the Superintendent within 48 hours after the student is injured at school

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

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

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

Medication will not be administered without written authorization from the parent, and the medication must be in the original container which is labeled by the pharmacy or the manufacturer with the name of the child, name of the medication, the time of the day which it is to be given, the dosage and the duration. A written record of the administration of medication procedure must be kept for each child receiving medication including the date: student's name;

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prescriber or person authorizing the administration; the medication and its dosage; the name, signature and title of the person administering the medication; and the time and method of administration and any unusual circumstances, actions or omissions. Administration of medication records shall be kept confidential.

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

The superintendent shall be responsible, in conjunction with the school nurse, for developing rules and regulations governing the administration of medication, prescription and non prescription, to students. Annually, each student shall be provided with the requirements for administration of medication at school..

Legal Reference: Iowa Code ch 124 (1995), 281 I.A.C. 41.23, 657 I.A.C. 1.1(3).

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Student Personnel

Series 500

**Policy Title: STUDENT SPECIAL HEALTH SERVICES**

**Code No. 504.2B  
504.2A**

The Board recognizes that there are some special education students who are in need of special health services during the school day. These students shall receive confidential special health services in conjunction with their education program.

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. (1988)  
34 C.F.R. Pt. 300 et seq. (1993)  
Iowa Code 256.11(7); 256B; 273.2, .5, .9(2)-(3); 280.8 (1995)  
281 I.A.C. 41.

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Student Personnel

Series 500

**Policy Title: USE OF BICYCLES**

**Code No. 504.3**

The principal of each building shall make regulations concerning the riding of bicycles to and from school. The privilege of riding a bicycle to school may be withdrawn from a student for failure to observe these regulations.

Date of Adoption:

July 1, 1985

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September 3, 1991

July 10, 1995

January 27, 2003

January 21, 2008

February 16, 2015

## Student Personnel

Series 500

**Policy Title: USE OF MOTOR VEHICLES**

**Code No. 504.4**

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 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).

Cross Reference: 502 Student Rights and Responsibilities  
802.6 Parking

Date of Adoption:

December 21, 1987

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Student Personnel

Series 500

**Policy Title: STATE AND/OR FEDERAL WORK  
PERMITS**

**Code No. 504.5**

The Superintendent of Schools or his/her designee shall issue age and work permits to students when requested in accordance with provisions of State and Federal Child Labor Laws.

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July 1, 1985

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Student Personnel

Series 500

**Policy Title: SCHOOL WORK PERMITS**

**Code No. 504.6**

High school students may miss their first and /or last study halls if they have a work permit. If the job ends, then the privilege ends. The Guidance Counselor shall check to see if they are on the job. The following qualifications must be met:

1. Not in an academic class
2. Must have at least a "C" average based on current nine weeks
3. Must present written evidence from his or her employer
4. Parents/guardian must meet with the Principal to obtain a permit.

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**Policy Title: EMERGENCY SCHOOL CLOSINGS**

**Code No. 504.7**

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

In the absence of the Superintendent, the building principals shall have the authority. Generally, if school is dismissed early because of bad weather, all activities and practices shall be cancelled for the rest of the day. However, Superintendent discretion may be used for evening activities if dangers of severe weather is no longer a concern.

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## Student Personnel

Series 500

**Policy Title: BOMB THREATS**

**Code No. 504.10**

The Board acknowledges its basic responsibility to ensure the safety of the children under its care. At the same time, it wishes to deal firmly with the problem of bomb threats to the public schools, and to discourage this type of unwarranted disruption, which poses a danger to everyone in the schools, even when it is merely a threat and a nuisance.

Therefore, the Board directs that the following procedures be observed in cases of bomb threats.

1. When a message is received during school hours announcing that a bomb has been placed in a school, the person receiving the message shall notify the Principal and the Superintendent's office immediately, and shall take the necessary measures, which shall, if time permits include notifying the Superintendent and police.
2. The person who received the call shall record and report to the Principal and the Superintendent's office as much of the following information as possible:
  - (a) location of the bomb;
  - (b) time the bomb is schedule to explode;
  - (c) what the bomb looks like;
  - (d) any characteristics of the caller, such as
    - sex and estimated age
    - quality of voice: accent, peculiar speech mannerisms
  - (e) background noises, such as music, laughter, traffic noises, etc.
3. The decision to evacuate or not to evacuate the building by fire drill or other procedure shall be made by the Principal, if possible, in consultation with the Superintendent and the police.
4. In evacuating the building, students and teachers will use the same exits and procedures as in fire drills. Students shall not be dismissed, but shall remain in designated areas until the search is completed and they are permitted to return to their classrooms. Teachers shall remain with their students and shall be responsible for them.
5. The Superintendent or designee will determine whether or not to cancel classes for the balance of the day in the interest of student safety.
6. After students return to the building, the day's schedule shall continue normally and end at the regular time. Class work missed during the inspection shall be made up at the administration's discretion.

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6. The Principal and/or the Superintendent shall cooperate fully with the police when they are called to investigate bomb threats.

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Series 500

**Policy Title: PERSONAL PROPERTY**

**Code No. 504.11**

The district will not assume responsibility for personal property.

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