

Student Personnel

Series 500

Policy Title: STATEMENT OF GUIDING PRINCIPLES

Code No. 500

The Board of Directors intends to protect the rights of each student and promote the welfare of all students simultaneously.

Policies in this series are enacted to aid in providing quality experiences for students in all activities related to the educational program. It is the purpose of the Board to provide opportunities for all students to become productive citizens as adults.

Statement of Beliefs

1. Although students learn in a variety of ways, all students can learn.
2. Students must take responsibility/ownership for their learning.
3. Higher expectations lead to higher results.
4. Education is a partnership which requires communication among schools, family, community.
5. Learning is a lifelong journey.
6. A safe environment that fosters dignity, tolerance, diversity and respect, enhances learning.
7. Students' social, emotional, and behavioral needs must be met for learning to take place.
8. Students need positive role models.

OUR COMMON VOCABULARY

Colfax-Mingo's vision for learning is to ensure curriculum, instruction, and assessment are student centered and focused on continuous improvement. Meaningful learning is achieved through collaboration, technology integration, and high expectations for all.

STUDENT CENTERED: Student centered classrooms will differentiate instruction by using student assessment information to guide instruction that uses effective teaching strategies to meet all student needs academically, emotionally and socially.

Student engagement will be emphasized in classrooms by providing instruction that includes discussions, opportunities for collaboration, and incorporates student interests and choices.

CONTINUOUS IMPROVEMENT: Continuous Improvement for students will occur through teacher collaboration in Professional Learning Communities (PLC) where teachers reflect on student data, respond with effective teaching practices, utilize student reflection and goal setting followed by opportunities for intervention and enrichment to ensure student growth.

Continuous improvement for teachers will be supported through individualized professional growth plans aligned with professional development, whereby teacher leadership and instructional coaching opportunities are provided.

MEANINGFUL LEARNING: Meaningful learning will be achieved through project-based activities, cross curricular opportunities and real world connections with instruction that emphasizes application of knowledge, explaining thinking and supporting answers.

TECHNOLOGY INTEGRATION: Technology integration will be used to enhance instruction by providing opportunities for learning, applying knowledge, connecting globally, and becoming responsible users of technology.

Mission

Colfax-Mingo Community School District's mission is to ensure a community that fosters life long learners, independent thinkers, and productive citizens contributing in a dynamic, diverse world.

Motto

Together Everyone Achieves

Date of Adoption:

July 1, 1985

Reviewed & Revised:

August 15, 1994

March 27, 2000

January 27, 2003

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: RESIDENT STUDENTS

Code No. 501.1

Resident students are those students who are actual residents of the District. Actual residence is determined from the facts of each circumstance. In the absence of information to the contrary, District officials may assume that students seeking enrollment are residents of the District unless application is made under open enrollment provisions. Open enrollment students are not considered resident students when counting students for certified enrollment.

Two factors must be considered in determining residence for school purposes. First, the child must establish a physical presence in the District, including times other than when school is in session and may not have an established residence in another district by operation of law. Second, the physical presence in the school District must be for a primary purpose other than school attendance.

Whenever a question of actual residence arises, a factual determination of the main reason for the student's presence in the school District must be made. If the primary reasons for enrollment are something other than school attendance, the child will be considered a resident provided he/she is living in the Ankeny Community School District.

If the primary reason for presence in the District is obtaining a tuition-free education, a student is not a resident for school purposes, even when a guardianship has been established. The mere existence of a guardian residing in the District does not establish residence for educational purposes.

Actual residence requires that the student reside within the District's boundaries with a manifested intent to be resident and create a home. A student who returns at night to live with parents residing in another District is not an actual resident of this District.

District officials need not challenge a legally established guardianship. When information is received that disputes the assumption of a student residing with a guardian, District administrators will determine the student's actual residence.

Persons visiting the United States on a student visa do not meet the two basic criteria for tuition-free residence in Iowa's public schools. They must, therefore, pay tuition to attend school in the Ankeny Community School District. Exceptions are approved for foreign exchange students who qualify under Board Policy #501.70.

Resident students whose families move from the District and who wish to continue their education in the *Ankeny Colfax-Mingo* Community School District, must complete an open enrollment application and turn it into the Superintendent of School's office. For information please refer to the Iowa Department of Education website on open enrollment.

Registration Requirements for Colfax-Mingo Community School District:

- Completed online registration application;
- Acceptable form of Proof of Residency
- Required District Registration Forms, i.e. Home Language Survey;
- Health documents such as immunization records, physicals, dental screen, vision screen, etc.;
- Proof of birth date such as a birth certificate
- Special program documents that will assist the District in placement of student; (Example: Individualized Education Plan/IEP, 504 Plan, Gifted and Talented/Enrichment Plan, Individualized Health Plan IHP, etc.)
- Previous school information (for record request purposes)

Falsification of any information or document required for residency verification or the use of the address of another person without actually residing there may result in the revocation of student enrollment, being held liable to pay tuition for the time in attendance as a non-resident student, and/or filing a complaint with the appropriate law enforcement agency for criminal prosecution against all parties involved.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

August 15, 1994

April 17, 2000

January 27, 2003

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: COMPULSORY ATTENDANCE REQUIREMENTS

Code No. 501.3

Parents within the District who have children over age six and under age sixteen by September 15, will have the children attend the school at the attendance center designated by the Board. Students will attend school the number of days school is in session in accordance with the District calendar. Students of compulsory attendance age will attend school a minimum of 170 days. Students not in attendance for (3) consecutive weeks will be unenrolled. 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:

- are not attending due to a medically certified mental or physical condition;
- 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; or,
- are receiving competent private instruction;
- are receiving instruction at another accredited school
- other excused absences allowed by the student handbook.

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 refer the student to the District juvenile court liaison officer. If truancy persists, the principal will refer to the Superintendent/designee before contacting the county attorney.

The District will participate in mediation if requested by the county attorney. The Superintendent/designee will represent the District in mediation. The District will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

Children in the school district community will be allowed to enroll in the 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 District's kindergarten program. Once enrolled, the student is considered compulsory attendance age unless and until the parent provides the District with written notice of intent to withdraw the kindergarten child from school. The child must be age six on or prior to September 15 of current year 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 District's education program. It is within the discretion of the Superintendent/designee 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/designee is reason for suspension, expulsion or denying admission to the student.

Legal Reference:

Iowa Code §§294.4 (1989).

670 Iowa Admin. Code 3.2 (12)

281 Iowa Admin. Code 12.2 (4), 12.3 (8)

Date of Adoption:

July 1, 1985

Legal Reference:

(Code of Iowa)

Chapter 299.1, 299.2

Reviewed & Revised:

September 3, 1991

October 3, 1994

March 27, 2000

January 27, 2003

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: STUDENT TRANSFERS IN, OUT or WITHDRAWALS

Code No. 501.7

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

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

The superintendent shall 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 necessary information.

If the student's parents wish to withdraw or transfer the student from school prior to completing and graduating from the education program, they should notify the Superintendent/designee as soon as possible of the decision to withdraw or transfer the student from the education program. The student or parent should present this notice at the office of the student's attendance center and receive instructions regarding the return of District property including, but not limited to ChromeBooks, outstanding fees, textbooks, library books, locker equipment, lunch account, etc.

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

The District will forward the cumulative records to the new school district upon their request. Board Policy 506.01 Student Records Access informs 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/designee that the student is receiving private instruction.

Non-Resident Students:

Students who are eligible to attend an Iowa public school but who are not legal residents of this District may be admitted to school at the discretion of the Superintendent/designee, upon application and payment of tuition if ineligible for open enrollment. The tuition rate shall be the current per pupil cost of the District as computed by the Board Secretary and as authorized by the Iowa Department of Education.

Resident students whose families move from the District and who wish to continue their education in the District, may be permitted to attend without payment of tuition. Residents who are moving from the District and wish to have their student(s) continue attending in the District should refer to policies 503.31 Approval of Open Enrollment Transfers In and 501.32 Open Enrollment Transfers.

Students in grades eleven or twelve who are no longer residents of the District but were residents in the preceding school year may continue to attend school without payment of tuition until they graduate. These students not of legal age must have a place of residence and person responsible identified for purposes of administration (notarized documentation may be required).

Non-resident students who are eligible to attend an Iowa public school and who have positive evidence they will become legal residents of the District by enrollment certification date of the current school year may be allowed to attend without payment of tuition.

Any student who is of legal age may attend the Ankeny Community Schools if residency within the District is established by that student.

Under certain conditions, students may be able to transfer between districts. These situations are determined individually by the Iowa Department of Education.

Legal Reference:

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

Legal Reference:

20 U.S.C. 123g (1988)
Iowa Code 139.9; 282.1, .3; 299A (1995).
Iowa Code 282.4 (Supp. 1995)

Date of Adoption:

January 8, 1996

Reviewed & Revised:

January 27, 2003
January 21, 2008
March 15, 2019

Student Personnel

Series 500

Policy Title: REQUESTS FOR TRANSFER WITHIN THE BUILDING Code No. 501.7R1

At times there are legitimate reasons for a parent or student to desire a different section. For those rare cases, a process to either confirm or change the placement is in effect. One of the main concerns is that everyone is treated fairly and equally.

Students will be randomly placed in a section. The principal and teachers will review the lists for compatibility.

If a parent desires a different placement, he/she needs to put in writing the reasons for the desired change. The principal and teachers will weigh each case individually and will make a decision based on what they feel is best for the student.

If the parent is not satisfied with the decision of the principal, he/she can appeal it to the superintendent, and if still not satisfied to the Board of Directors.

The child will remain in the section he/she was originally placed in until the appeal process is complete.

Date of Adoption:

September 16, 1996

Reviewed & Revised:

January 27, 2003

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: FOREIGN EXCHANGE STUDENTS

Code No. 501.7R2

Qualified foreign exchange students may be enrolled and attend school without charge if they are recommended by an approved organization and reside within the boundaries of this district. Approved organizations are those listed in a yearly publication of the The Council of Standards for International Educational Travel, from Alexandria, VA.

Foreign students must meet all district entrance requirements including age, place of residence and immunization. Foreign students must be approved by the board. The board reserves the right to limit the number of foreign students accepted. Students who are citizens of a foreign country will be considered residents if they meet one of the following requirements:

- The student resides with his/her parents(s) or legal guardian;
- The student is in the United States with appropriate documentation (Form I-20) from the United States Department of Justice-Immigration and Naturalization Services; or
- The student is a participant in a recognized foreign exchange program; and
- The student is physically able to attend school and has provided the school district with such proof, including a current TB test.

NOTE: The only legal requirement for foreign students is stated in the second bullet. However, the other requirements are strongly recommended.

Legal Reference:

Iowa Code § 279.8 (2013).

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

September 6, 1994

March 27, 2000

January 27, 2003

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: STUDENT ABSENCES - EXCUSED

Code No. 501.8

****Make sure this policy continues to coincide with student handbooks**

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

Student absences approved by the principal shall be excused absences. These absences include, but are not limited to illness, recognized religious observances, and school-sponsored or approved activities.

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

Students who wish to participate or attend in school-sponsored activities must attend school the half of the school activity, if excused. Exceptions to this requirement would include regularly scheduled medical/dental appointments and funerals. Other exceptions may be granted at the discretion of the building principal. All exceptions must be approved in advance.

It shall be the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may require evidence or written verification of the student's reason for absence to count as excused or an exception in the above paragraph.

Specifically for the High School:

Excused Absences and Make-up Work

It is the belief of the Colfax-Mingo Board of Directors, Administrators, Teachers, and Staff that attendance is one of the most important keys to a student's success not only in school, but also in their future as well. High School attendance has a direct correlation with the attendance records of the students when they enter the working world. Students shall attend school unless excused by the Principal. Student absences approved by the Principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include the following but are not limited to:

Illnesses
Religious observances
School-sponsored activities
Vacation with parent with prior notice
Doctor's appointments
*Job shadowing***
*College Visits***
Field Trips sponsored by the school^^

****The first one does not count towards the eight (8) day absences**

^^Does not count against the (8) days absences

The Principal reserves the right to excuse an absence.

Every student will be allotted eight (8) days of excused absences per semester. Parent/guardian will be notified in writing and by phone when their student has four (4) excused absences. When a student reaches their eighth (8) absence, the parent/guardian will be notified in writing and a meeting will be set up with the student, the parents/guardian, the Principal, and the counselor to discuss the expectations of further absences.

Students whose absence or tardy is excused shall make up the work missed and receive full credit for the missed schoolwork. It shall be the responsibility of the student to initiate a procedure with the teacher to complete the work missed. In order to receive full credit, students must complete all work prior to being gone on a pre-arranged excused absence. (i.e., a vacation, college visits, field trips, job shadowing)

All make up work for absences exceeding three consecutive days must be completed within one week plus the number of days absent. The time and nature of make up work shall be at the discretion of the teacher.

Truancy-Unexcused Absences

The Board of Directors of the Colfax-Mingo Community School District shall not tolerate truantries or unexcused absences.

An unexcused absence is defined as an absence without a reasonable excuse. ***Mere parental notification does not constitute an excuse for an absence.*** The authority to excuse an absence is vested in the Principal. Absences for the following reasons shall be considered unexcused:

Tardiness
Shopping
Hunting
Attending concerts
Fairs
Performances
Other events not sponsored by the school
Preparation or participation in parties and other celebrations
Employment
Home chores
Baby-sitting
Haircuts
Tanning or other personal grooming excursions
Being gone without a parent's/guardian's prior knowledge
Not bringing a written notice of an absence within 48 hours

This list is by no means inclusive. Colfax-Mingo High School does not authorize a student skip day. Any student participating in a "skip day" will be considered unexcused and truant.

Accumulation of Excused and Unexcused Absences

Excused Absences

As stated earlier, a student is allotted eight (8) excused absences per semester. Parents/guardians will be notified in writing and by phone after the fourth (4) absence. Upon the eighth (8) absence, the parents/guardian will be notified in writing and will be expected to meet with the Principal, student, and any other designee. Any absences occurring after the eighth (8) absence will require a written confirmation from a medical personnel stating why the student was absent. All students will be allowed to make up their work with full credit with medically excused absences after the allotted eight (8) days. If a student does not have a medically excused absence beyond the eighth (8) day, the student may be subject to making up time for each of the absences beyond the allotted eight (8) days of absence. As long as a student makes up the time they missed from class, they may receive full credit for their make-up work.

Unexcused Absences

Upon a student's second (2) unexcused absence the parent/guardian will be notified in writing and by phone. Once a student has reached two (2) unexcused absences, a student will be considered truant and will be put on an academic probation. After a student's fourth (4) unexcused absence, a meeting will be called by the Principal or their designee with the student, parent/guardian, counselor and/or the at-risk director. Once a student has reached five (5) unexcused absences in a semester, they will be dropped from a class and a NO CREDIT will be given for that course or courses missed. If a parent/guardian would like to have their student reinstated in a class for credit, they will need to meet with the Superintendent and/or Board of Directors of the Colfax-Mingo Schools.

Absence on the Day of an Activity

Students who wish to participate in or attend school-sponsored activities (i.e., including practices, meetings, pictures, etc.) must attend school the half of the school day of the activity, if excused. Exceptions to this requirement would include regularly scheduled medical/dental appointments and funerals. Other exceptions may be granted at the discretion of the Building Principal. ***All exceptions must be approved in advance.***

Parental Notification Responsibility

It shall be the responsibility of the parent/guardian to notify the high school attendance center (674-4111) as soon as the parent knows the student will not be attending school. **The answering machine is on from 4:30 p.m. until 7:30 a.m.** Please understand that parental/guardian notification does not constitute an excused absence. The Principal may request evidence or written verification of the student's reason for absence. **The student has forty eight (48) hours in which to produce a note from a parent/guardian when the school is not notified in advance. Failure to do so will result in the absence being counted as unexcused.**

Date of Adoption:

July 15, 1996

Reviewed & Revised:

March 11, 2002 [Policy Effective date: July 1, 2002]

January 27, 2003

September 5, 2006

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: TRUANCY-UNEXCUSED ABSENCES

Code No. 501.9

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

Truancy is the act of being absent without a reasonable excuse. These absences shall include, but not be limited to tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebration, employment, baby-sitting, haircuts, and tanning. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy.

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

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

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

Date of Approval:

July 15, 1996

Reviewed & Revised:

January 27, 2003

September 5, 2006

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: HOMELESS CHILDREN AND YOUTH

Code No. 501.16

The Colfax-Mingo 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 At Risk 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;
- Ensure the privacy of student records, as provided by applicable law, including information about a homeless child or youth's living situation;
- Engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law; and

- Prohibit the segregation of a homeless child or youth from other students enrolled in the district.

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

NOTE: This is a mandatory policy.

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

- The “Education Department Releases Guidance on Homeless Children and Youth” section of the United States Department of Education’s website, located at: <http://www.ed.gov/news/press-releases/education-department-releases-guidance-homeless-children-and-youth>.

The “Homeless Education” section of the Iowa Department of Education’s website, located at: <https://www.educateiowa.gov/pk-12/title-programs/title-x-part-c-homeless-education>

Legal Reference:

20 U.S.C. § 6301.

42 U.S.C. § 11302.

42 U.S.C. §§ 11431 et seq.

281 I.A.C. 33.

Cross Reference:

501 Student Attendance

503.3 Fines - Fees - Charges

506 Student Records

507.1 Student Health and Immunization Certificates

603.3 Special Education

711.1 Student School Transportation Eligibility

Date of Adoption:

February 7, 2005

Reviewed & Revised:

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: DRESS CODE

Code No. 502.1

We believe that education is serious business for students, and that there is a way that serious people look and act when they learn. Certain types of dress, appearance, and behavior are expected throughout the serious world. Because of the strong connection between academic performance, students' appearance and students' conduct, standards of dress and conduct are required --

- Students are expected to wear clothing that is reasonable and proper at all times.
- Students may not wear hats, hoods, headband, kerchiefs, or head coverings of any kind inside the school building between the starting and ending times of regular school days.
- Clothing with words or pictures should not include profanity, libel, or sexual innuendo.
- Shoes will be worn in the building at all times.
- Clothing which advertises or promotes the use of tobacco, alcohol, drugs, or related materials is not acceptable.
- The following student attire is deemed inappropriate for school:
 - Exposed undergarments
 - Backless, strapless, or spaghetti strap tops unless covered by another shirt
 - Suggestive clothing that exposes navels or cleavage
 - Clothing that calls undue attention and may disrupt the educational climate
 - Chains, dog collars, spiked jewelry, very long earrings, or similar items will not be permitted in school. These items will be turned into the office and parents will need to come pick them up.

Our intent for these limits is for students to understand that school is a workplace, and what is appropriate outside the workplace may not be appropriate at work.

Under certain circumstances or during certain classes or activities, a more strict dress code may be appropriate, and students must comply with the stricter requirement. The building principal or designee makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

Date of Adoption:

July 12, 2004

Reviewed & Revised:

January 21, 2008

February 16, 2015

March 15, 2019

Student Personnel

Series 500

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.

Date of Adoption:

March 15, 2019

Student Personnel

Series 500

Policy Title: FREEDOM OF EXPRESSION

Code No. 502.3

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

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

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/designee to develop administrative regulations regarding this policy.

Date of Adoption:

March 15, 2019

Student Personnel

Series 500

Policy Title: PICNICS AND PARTIES

Code No. 502.4

No picnic or party will be held without the permission of the building principal. All functions must be chaperoned by teachers or employees of the district or those specially designated by the Superintendent as such. The transportation must meet the approval of the Superintendent and where at all possible and practical, school-owned and operated vehicles shall be used for the transportation to school functions.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

August 5, 1996

November 2002

April 21, 2003

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: STUDENT LOCKERS

Code No. 502.5

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

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Students will be present during the search of their lockers. Student lockers may also be searched in compliance with board policy regulating search and seizure.

Legal Reference: Iowa Code 279.8, 280.14: 808A (1995)
Iowa Code ch. 808A (Supp. 1995)

Cross Reference: 502 Student Rights and Responsibilities

Date of Adoption:

August 7, 1995

Reviewed & Revised:

January 27, 2003

January 21, 2008

February 16, 2015

March 15, 2019

Student Personnel

Series 500

Policy Title: WEAPONS

Code No. 502.6

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

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

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

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

Weapons under the control of law enforcement officials shall be exempt from this policy. The Principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the Superintendent, in conjunction with the Principal, to develop administrative regulations regarding this policy.

Date of Adoption:

February 15, 1995

Reviewed/Revised:

September 5, 1995

January 27, 2003

January 21, 2008

February 16, 2015

March 15, 2019

Student Personnel

Series 500

Policy Title: SMOKING – DRINKING - DRUGS

Code No. 502.7

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

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

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

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

The board believes the substance abuse prevention program will include:

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

- Notification to parents and students that compliance with the standards of conduct is mandatory.

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

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

Legal Reference:

34 C.F.R. Pt. 86 (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).

Date of Adoption:

September 3, 1991

Reviewed & Revised:

April 17, 2000

January 27, 2003

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: SEARCH & SEIZURE REGULATIONS

Code No. 502.8R1

I. Searches, in general.

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

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

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

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

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

II. Types of Searches

A. Personal Searches

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

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

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.

Date of Adoption:

September 2014

Reviewed & Revised:

January 27, 2003

January 21, 2008

February 16, 2015

March 15, 2019

SEARCH AND SEIZURE CHECKLIST

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

A. Eyewitness account.

- 1. By whom: _____
- 2. Date/Time: _____
- 3. Place: _____
- 4. What was seen: _____

B. Information from a reliable source.

- 1. From whom: _____
- 2. Time received: _____
- 3. How information was received: _____
- 4. Who received the information: _____
- 5. Describe information: _____

C. Suspicious behavior? Explain.

D. Student's past history? Explain.

E. Time of search: _____

F. Location of search: _____

G. Student told purpose of search: _____

H. Consent of student requested: _____

SEARCH AND SEIZURE CHECKLIST

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

- III. Explanation of Search.
- A. Describe the time and location of the search:

 - B. Describe exactly what was searched:

 - C. What did the search yield: _____
 - D. What was seized: _____
 - E. Were any materials turned over to law enforcement officials?

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

 - G. Students told purpose of the search: _____
 - H. Consent of student requested: _____

Student Personnel

Series 500

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 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

Revised & Reviewed:
September 5, 1995
January 27, 2003
January 21, 2008
February 16, 2015
March 15, 2019

Student Personnel

Series 500

Policy Title: STUDENT FEE WAIVER & REDUCTION PROCEDURE Code No. 503.R1

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, (no longer a qualification), 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.
 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 shall not extend beyond the end of the school year.
- B. Application - Parents or students eligible for a fee waiver shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.
- C. Confidentiality - The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.
- D. Appeals - Denials of a waiver may be appealed to the superintendent.
- E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.
- F. Notice - the school district will annually notify parents and students of the waiver. The following information will be included in registration materials and printed in the student handbook):

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose

families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the building secretary at registration time. for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Date of Approval:

August 19, 1996

Reviewed & Revised:

January 27, 2003

January 21, 2008

February 16, 2015

March 15, 2019

Student Personnel

Series 500

Policy Title: STUDENT CONDUCT

Code No. 503.1

The Board believes inappropriate student conduct causes material and substantial disruption to the school environment and presents a threat to the health and safety of students, personnel, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school premises, while on school owned and/or operated school or chartered buses, while attending or engaged in school activities, while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school.

Students who fail to abide by this policy may be disciplined for conduct which disrupts or interferes with the educational program, conduct which disrupts the orderly and efficient operation of the school or school activity, conduct which disrupts the rights of other students to obtain their education or participation, 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.

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

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

Suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities, or a Saturday detention. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. The student may not attend school activities or may not participate in a contest of extra-curricular activities. An in-school suspension will not exceed ten 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 days.

A Saturday suspension means a student is required to appear at school on Saturday and be under the supervision of school district personnel. A Saturday suspension shall not exceed ten Saturdays. A restriction from school activities means a student will attend school and classes, but will not attend or participate in school activities. A restriction from activities will not exceed ninety days.

Probation means a student is given a conditional suspension of a penalty for a definite period of time, not to exceed ten days, in addition to being warned and/or punished for misconduct. The conditional suspension shall mean the student must meet the conditions and terms for the

suspension of the penalty. Failure of the student to meet these conditions and terms shall invoke the penalty temporarily suspended.

Expulsion means the removal of 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.

The following will result in punishment:

- * Excessive tardies;
- * Refusal to conform to school policies, rules or regulations;
- * Conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school or school related activity;
- * Refusal to comply with directions from teachers, administrators or other school personnel;
- * Physical attack or threats of physical attack to students, teachers, administrators, or other school personnel;
- * Possession of weapons, contraband or dangerous objects;
- * Extortion;
- * Criminal or illegal behavior;
- * Theft or robbery;
- * Damaging, altering, injuring, defacing or destruction of any building, fixture, or tangible property;
- * Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any school property, whether or not any such property is actually damaged or destroyed;
- * Threatening to place or attempting to place any incendiary or explosive device or material, or any destructive substance or device in or about the school premises or premises where a school sponsored activity will be held;
- * Fighting or engaging in disruptive or violent behavior at school or at school events;
- * Making noise in the vicinity of the school or school sponsored activities, which disrupts the orderly, efficient and disciplines atmosphere of the school or the school-sponsored activity;
- * Abusive epithets or threatening gestures to other students, teachers, administrators, or other school personnel;
- * By words or action initiating or circulating a report or warning of fire, epidemic, or other catastrophe knowing such report to be false or such warning to be baseless;
- * Obstructing school premises or access to school premises or premises where a school activity is being held;
- * Possessing or consuming alcoholic liquors or beer on school property or while attending a school activity;
- * Possession of a controlled substance or controlled substance look-alike;
- * Use of tobacco or any controlled substance;
- * Gambling;
- * Documented conduct detrimental to the best interest of the school district.

Date of Adoption:

September 3, 1991

Reviewed & Revised:

August 15, 1994

March 27, 2000

January 27, 2003

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: SUSPENSION OF STUDENT

Code No. 503.1R1

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.

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.

Date of Adoption:

July 1, 1985

Legal Reference:

(Code of Iowa
282.4, 282.5

Reviewed & Revised:

September 3, 1991

February 21, 2000

January 27, 2003

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: STUDENT EXPULSION

Code No. 503.2

Students shall conduct themselves in accordance with board policy 502.1A, "Student Conduct." Students who fail to abide by that policy may be expelled from school.

It shall be within the discretion of the superintendent to recommend to the Board the expulsion of a student for disciplinary purposes. Only the Board may take action to expel a student and to readmit the student. It shall be within the discretion of the Board to discipline a student depending on the nature of the offense and the circumstances surrounding the offense. The Principal shall keep records of expulsions in addition to the Board's records.

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

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness will testify;
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;
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 will be provided with the following procedures:

1. Determine whether the student is actually guilty of the misconduct.
2. A staffing team should determine whether the student's behavior is caused by the student's handicap and whether the conduct is the result of in-appropriate placement. Discussions and conclusions of this meeting should be recorded.
3. If the handicapped student's conduct is not caused by the handicap, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the district's expulsion hearing procedures.
4. If the misconduct is caused by the handicap and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.
5. If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future.

Date of Adoption:

September 3, 1991

Legal Reference:

Iowa Code 21.5, 282.3,
.4, .5, (1989)

Reviewed & Revised:

February 21, 2000

January 27, 2003

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: STUDENT ACTIVITY PROGRAM

Code No. 503.3

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

Students will have an opportunity to participate in a school activity unless the activity is not offered, the activity is an intramural or interscholastic athletic activity 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 it involves unusual travel and expense, in which case the Board will take action. The events must not disrupt the education program or other school district operations.

It shall be the responsibility of the Superintendent to develop administrative regulations for each school activity. These regulations shall include, but not be limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, 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.

Date of Approval:

September 3, 1991

Reviewed & Revised:

December 2, 1996

January 27, 2003

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: GOOD CONDUCT RULE

Code No. 503.4

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

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

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

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

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

Legal Reference:

Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555 (Iowa 1972).

In re Jason Clark, 1 D.P.I. App. Dec. 167 (1978).

Iowa Code §§ 280.13, .13A (2013).

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

Date of Adoption:

September 3, 1991

Reviewed & Revised:

May 20, 1996

January 27, 2003

January 21, 2008

March 15, 2019

Student Personnel

Series 500

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.
 - To remove a disruptive pupil from class or any area of District premises or from District-sponsored activities off District premises.
To protect a student from the self-infliction of harm.
 - To protect the safety of others.
- Using incidental, minor, or reasonable physical contact to maintain order and control.

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

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

In cases of physical force the student's parents/guardians will be informed.

It is the responsibility of the Superintendent/designee to develop administrative regulations regarding this policy.

Legal Reference:

Ingraham v. Wright, 430 U.S. 651 (1977).

Goss v. Lopez, 419 U.S. 565 (1975).

Tinkham v. Kole, 252 Iowa 1303, 110 N.W.2d 258 (1961).

Lai v. Erickson, PTPC Admin. Doc. 83-12 (1983).

Iowa Code §§ 279.8; 280.21 (2007).

Page -2- Corporal Punishment Code No. 503.5

281 I.A.C.12.3(6); 103.
1980 Op. Att'y Gen. 275.

Date of Adoption:
September 3, 1991

Reviewed & Revised:
October 2, 1995
January 27, 2003
January 21, 2008
February 16, 2015
March 15, 2019

Student Personnel

Series 500

Policy Title: Graduation Academic Recognition

Code No. 503.6

Academic recognition will be granted to those students who meet the following criteria:

1. The class valedictorian will be recognized solely on the basis of a 4.00 scale.
2. The salutatorian will be recognized solely on the basis of a 4.00 scale with that student being the one with the highest grade point average after the selection of the valedictorian.
3. In determining all academic award honors all classes, including the final semester of the senior year, will be compiled to determine the final grade point averages for each individual student.
4. Students with a cumulative grade point average of 3.80 on a 4.00 scale and above will be recognized as graduating summa cum laude and will wear a gold colored rope draped around their necks during commencement.
5. Students with a cumulative grade point average of 3.50 and above will be recognized as graduating magna cum laude and will wear a silver colored rope draped around their necks during commencement.
6. Students who have been inducted into the National Honor Society will wear appropriate colors during commencement.
7. To be eligible for academic honors students must attend Colfax-Mingo High School the final semester of their senior year (which could be first semester if a mid-year graduate).
8. Juniors who complete graduation requirements and choose to graduate a year ahead of their class will not be eligible for consideration for awards excluding National Honor Society recognition. However, following commencement, such students will be included in the class rank of the class in which they graduate.
9. Three commencement speakers will be chosen to speak at commencement exercises. These students will be selected from the top ten percent of the class academically as determined by the 4.00 grading scale. The principal will ask students according to class rank if they would like to speak until the number of speakers is established. If fewer than three qualified students express interest in speaking, the number of speakers will be reduced to the number expressing interest.

It shall be the responsibility of the high school principal and/or his/her designee to determine the final ranking of all students ensuring the above guidelines are implemented in the determination of all academic awards.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

January 8, 1996

October 21, 2002

January 27, 2003

September 5, 2006

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: SOCIAL EVENTS

Code No. 503.8

All social events shall be under the control and supervision of professional school personnel. Approval for an event shall be secured from the principal of the building involved before any public announcement is made. Hours, behavior, and activities related to social events shall be reasonable and proper as determined by the administration.

Only those students who can be expected to recognize the authority and responsibility of the school personnel should be permitted to attend social functions.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

December 2, 1996

January 27, 2003

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: STUDENT GOVERNMENT

Code No. 504.1

In order to encourage student participation in the various activities of school life and to provide opportunity for training in democratic processes, the schools of the District may maintain and operate student councils.

Such councils shall assist in improving the general welfare of all students and shall give students the opportunity to participate in the orderly workings of the democratic process.

Such councils shall not have authority to make policies for the District or regulations for the school; nor shall they have any disciplinary authority, except for recommending removal of one of their members from the council. However, a council may make recommendations to the administration on any topic of student concern.

The administration and student council of any school shall keep channels of communication open, not only between themselves, but between all students and the council.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

December 9, 1996

January 27, 2003

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: STUDENT ORGANIZATIONS

Code No. 504.2

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

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

Curriculum-Related Organizations

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

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

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

Non Curriculum Related Organizations

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

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

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

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

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 1, 1991

December 2, 1996

January 27, 2003

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: STUDENT PUBLICATION

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 District policy. The District, Board, employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

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

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication will follow the grievance procedure by contacting the building Principal or Chief Officer of Academic Services/designee. Students who believe their freedom of expression in a student-produced official school publication has been restricted will follow the grievance procedure outlined in Board policy 502.04 Student Complaints and Grievances.

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

Date of Approval:

December 2, 1996

Reviewed & Revised:

January 27, 2003

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: STUDENT INJURY OR ILLNESS AT SCHOOL

Code No. 504.5

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; 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).

Date of Adoption:

September 3, 1991

Reviewed & Revised:

February 21, 2000

January 27, 2003

January 21, 2008

February 16, 2015

March 15, 2019

Student Personnel

Series 500

Policy Title: WORK PERMIT - WORK PERMIT ISSUANCE

Code No. 504.6

A work permit, except for migrant laborers, shall be issued for students by the Superintendent or designee. The person authorized to issue work permits shall not issue any such permit unless they have received, examined, approved, and filed:

1. A written agreement from the person, firm, or corporation into whose service the child under sixteen years of age is about to enter, promising to give such child employment, describing the industry and the work to be performed.
2. Evidence of age showing the child is fourteen years old, or more, which shall consist of one of the following proofs required in the order herein designated:
 - A certified copy of the birth certificate filed according to law with a registrar of vital statistics or other officer charged with the duty of recording births.
 - A passport or a certified copy of a certificate of baptism showing the date and place of birth and the place of baptism of such a child.
 - A school census record.
 - In cases where none of the above named proofs are obtainable, a certificate, signed by the local medical inspector of schools, or if there be no such inspector, then by a physician appointed by the local Board of Education, certifying that in his opinion the applicant for the work permit is fourteen years of age or more.

Date of Adoption:

July 1, 1985

Revised & Reviewed:

September 3, 1991

July 10, 1995

January 27, 2003

January 21, 2008

February 16, 2015

March 15, 2019

Student Personnel

Series 500

Policy Title: EMERGENCY SCHOOL CLOSINGS and PROCEDURES **Code No. 504.7**

The Superintendent is empowered to cancel, close or dismiss early the District buildings in the event of hazardous weather or other emergencies which threaten the health or safety of students and personnel. Such action is never to be taken lightly, for public education is one of the principal functions of the community and should be maintained at a normal level except in extreme circumstances. When this regularity of operation ceases, serious difficulties are caused and the welfare of children may be jeopardized. Schools may not properly be closed merely to avoid inconvenience. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour, or to dismiss students early, the administration has the responsibility to see that as much of the administrative, supervisory, and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school shall be cancelled, closed, or dismissed early.

In making the decision to cancel, close or dismiss early District buildings, the Superintendent/designee will consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of children and staff:

1. Weather conditions, both existing and predicted.
2. Driving traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous.

The Superintendent/designee will weigh these factors and will take action to cancel, close or dismiss early District buildings after consultation with traffic and weather authorities, local principals, and/or school officials from neighboring districts. Students, parents, and staff will be informed early in each school year of the procedures which will be used to notify them in case of emergency closing. When District buildings are closed for emergency reasons, staff members will comply with Board policy in reporting for work.

School Closing Procedures **Non-Weather Related Events**

If classes at any school are cancelled or students are dismissed early due to a non-weather event, activities will be cancelled or adjusted depending upon the emergency.

Weather Related Events

High School

If school is cancelled or dismissed early because of weather, activities may be cancelled or adjusted to a later time that day. The Superintendent/designee, in consultation with the principal/designee, will decide on activity practice/performance cancellations or set a delayed start time for such events that day.

Middle School

All activities will be cancelled, unless they are a part of an approved high school activity.

Elementary

All activities will be cancelled.

Meetings

District/school building meetings will be cancelled.

Weekend Events

The Superintendent/designee, in consultation with the responsible administrator, will decide if weekend events will be cancelled.

Non-School Events

Community Engagement and outside facility rental events scheduled in or on District facilities are cancelled if the Ankeny schools have closed for weather or other emergencies. If the weather turns bad or an emergency arises after school is over for the day and before the evening event, it is up to the Superintendent/designee to decide if their event is going to be held. The Superintendent/designee will communicate that decision to the participants.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

July 10, 1995

January 27, 2003

January 21, 2008

February 16, 2015

March 15, 2019

Student Personnel

Series 500

Policy Title: RULES FOR EXTRA CURRICULAR ACTIVITIES

Code No. 504.8

**(Extra-curricular includes all school related activities
except academic subjects)**

Students who participate in extra-curricular activities serve as ambassadors of the school district throughout the calendar year whether at or away from school. Students who wish to have the privilege of participating in school extra-curricular activities and other school-sponsored activities, must conduct themselves in accordance with Board policy "Student Conduct" throughout the calendar year.

Students disciplined under the good conduct rule shall receive appropriate due process in concert with the nature of the misconduct. It shall be the responsibility of the principal to maintain a record of violations of the good conduct policy and supporting administrative regulations.

1. No use or possession of tobacco, alcohol, or controlled substances will be tolerated.
2. Misconduct, swearing, disrespect of coach, referees or other players will not be tolerated.
3. Any theft or other criminal activity will not be tolerated.
4. Any of the above offenses occurring during the 12 month year will result in penalties.

Abuse of above training rules and/or Board Policy will result in punishment. The Activity Director and administrators collectively will investigate and administer appropriate penalties.

Penalties for violating above rules will be loss of privilege of participating in extra-curricular activities 4 calendar weeks on the first offense. The offender will be placed on one (1) year's probation. Upon a second offense within a year, a student will lose privileges for 2 months with probation being extended. For a third offense, a student will lose privileges for six (6) months and the probation period will be extended. For any further violation of the "Good Conduct" policy, the student will lose all extra-curricular privileges for twelve (12) months. A student will attend practices while suspended from the squad.

There is an Honesty Policy that allows for a student to come to an administrator and confess their involvement in an above mentioned activity. A student who does this will be allowed to cut their ineligibility to half the time described above.

EXCEPTIONS TO THE ABOVE RULES:

Any student in a co-curricular area that is being graded for an academic class will be allowed to participate in the graded activity, but not in an un-graded activity.

Any student who is seeking professional help for potential drug and/or alcohol problems MAY be exempt from part or all of the above rules. Proper documentation of a treatment must be presented in writing to the building principal

A written report of serious offenses will be made to the Board of Education within one (1) week of knowledge of occurrence.

5. Students who wish to participate or attend in school sponsored activities must attend school the entire day of the activity. Exceptions to this requirement would include regularly scheduled medical/dental appointments and funerals. Other exceptions may be granted at the discretion of the building principal. All exceptions must be approved in advance.

6. **Quitting a Squad**

If a participant quits an activity, they should first discuss the situation with the Activity Director within two (2) days. If the problem is not solved and participant stays with their decision, they will not be permitted to participate for the remainder of the season.

7. **Eligibility**

Please refer to Policy No. 502.14 regarding student eligibility.

8. **Rides to and From Scheduled Events**

Students must ride in school approved transportation to events. After signing the appropriate form with the coach, students may ride home with parents/guardian. Students may ride home with a designated adult if this has been approved in advance by the parent/guardian and the administration. The designated adult must sign the appropriate form with the coach before leaving with the student. A high school student is not considered a designated adult.

Violation of above will result in suspension from playing squad for up to three (3) calendar weeks.

* Exceptions apply when injury occurs and medical attention is needed.

9. Any participant who is ejected or disqualified from a meet, game or match for gross misconduct will be disciplined according to both boys and girls State Athletic Union policies.

10. **Practices**

All squad members should attend practice every day. The coach should be notified in advance of absences if possible. Excuses should be presented to the coach in writing at the next practice.

Repeat offenders may be required to make up practices, run extra drills, or be temporarily suspended from playing at the coach's discretion.

11. Any student who has a drug or alcohol problem and is seeking help may be exempt from the above rules.

Date of Adoption:

September 3, 1991

Reviewed & Revised:

August 19, 1996

October 6, 2008

January 27, 2003

February 16, 2015

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: PERSONAL PROPERTY

Code No. 504.11

The district will not assume responsibility for personal property.

Date of Adoption:

September 3, 1991

Reviewed and Revised:

August 5, 1996

January 27, 2003

January 21, 2008

February 16, 2015

March 15, 2019

Student Personnel

Series 500

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.

A student may request to be excused from graduation activities through a request to his/her high school principal stating his/her reasons. Failure of a student to participate in commencement will not be a reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

A student must have been enrolled in the district for at least the last semester of the school year of graduation in order to receive a diploma from the Colfax-Mingo Community School District and in order to participate in commencement. This requirement may be waived by the superintendent in extenuating circumstances.

Legal Reference: Iowa Code Sections 279.8; 280.3, .14 (1995).
281. I.A.C. 12.2; .3(7); .5.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

October 2, 1995

March 15, 1999

April 21, 2003

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: STUDENT RECORDS ACCESS

Code No. 506.1

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

Parents and eligible students will have access to the student's records during the regular business hours of the District. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Anyone, other than parents of an eligible student, may be denied access to a student's records if the 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 may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

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

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

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

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

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

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

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

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

- to District officials within the District and AEA personnel whom the Superintendent/designee has determined to have a legitimate educational interest, including, but not limited to, Board members, employees, District's attorney, auditor, health professionals, and individuals serving on official District committees;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student 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 financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- 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 inter-agency agreement between the District and juvenile justice agencies;
- in connection with a health or safety emergency; or,
- as directory information.

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

The Superintendent/designee will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the

records. The Superintendent/designee, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the District who have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Student permanent 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. Student permanent records will be kept in a fire-safe vault.

When personally identifiable information, other than student permanent records, no longer needs to be maintained by the District 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 District. If the parents or eligible student request that the personally identifiable information be destroyed, the District will destroy the records. Prior to the destruction of the records, the 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.

The District will cooperate with the juvenile justice system in sharing information contained in student permanent records regarding students who have become involved with the juvenile justice system. The District will enter into an inter-agency agreement with the juvenile justice 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 District and the agencies to improve District safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The 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 District to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the 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 District and the agencies 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,

guardian, or legal or actual custodian. The District may discontinue information sharing with an agency if the District determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal/designee of the attendance center where the student is currently or was enrolled. The principal/designee will then forward copies of the records within 10 business days of the request.

The 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/designee to annually notify parents and eligible students of their right to inspect and review the student's records. The notice is given in a parents' or eligible student's native language. Should the District collect personal information from students for the purposes of marketing or selling that information, the 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 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. 20202-4605.

Date of Adoption:

September 3, 1991

Reviewed & Revised:

August 5, 1996

November 2002

April 21, 2003

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: STUDENT DIRECTORY INFORMATION

Code No. 506.2

Student directory information is designed to be used internally within the school district. Directory information shall be defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents 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 in the general information about the students.

It shall be 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 (1988).
34 C.F.R. Pt. 99, 300.560 - .574 (1993)
281 I.A.C. 12.3(6); 41.20
1980 Op. Att'y Gen. 720

Date of Approval:

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Reviewed & Revised:

November 2002
April 21, 2003
April 21, 2003
January 21, 2008
February 16, 2015
March 15, 2019

Student Personnel

Series 500

Policy Title: STUDENT LIBRARY CIRCULATION RECORD

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/guardians, 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/designee, in conjunction with the teacher or teacher-librarian, to develop administrative regulations regarding this policy.

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

Legal Reference:

20 U.S.C. 1232g (1988)
34 C.F.R. Pt. 99 (1993)
Iowa Code 22; 622.10 (1995)
281 I.A.C. 12.3(6).
1980 Op. Att'y Gen. 720, 825

Cross Reference:

506 Student Records

Date of Approval:

August 5, 1996

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November 2002
April 21, 2003
January 21, 2008
March 15, 2019

Student Personnel

Series 500

Policy Title: CARE OF SCHOOL PROPERTY/VANDALISM

Code No. 506.5

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

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

Legal Reference:

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

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July 1, 1985

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September 3, 1991

June 7, 1997

November 2002

April 21, 2003

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: STUDENT ACTIVITIES

Code No. 506.7

All student activities of the Colfax-Mingo community School District shall be under the control and supervision of the respective principals of each school, but each principal may at his/her discretion, delegate details of management to faculty, committees, sponsors, or to competent adults.

Grade 7-12 are to receive all activity monies and receipts, therefore, keeping an accurate record for the class and turning all funds received over to the central office. The business manager will make disbursements as requested by the various organizations, pending the Board approval. The sponsoring teacher will supervise this activity. No practices are to extend beyond 7:00 p.m. without approval of building principals.

Display and Retirement of Athletic/Activity Awards

The Board of Directors is proud to display the accomplishments of students in athletics and activities at the high school level if space permits.

Generally, any award or trophy won at a competition sanctioned by the Iowa Athletic Association or Iowa Activities Association will be displayed as space permits either in the appropriate high school trophy or awards cases or in other places within the school or District.

After ten years, or when space is no longer available, whichever occurs first, the trophy or award will be retired, unless the award represents a state championship or runner up. Once retired, the award will be digitally preserved on the District website, or other electronic display kiosks. At any time a physical award can be retired/not displayed. Below are the options for disposition in this order:

1. If possible the head coach for the activity at the time of receipt, will be contacted, or
2. A general advertisement will be run and make the award/trophy available to members of the team. If more than one team member requests award/trophy, there will be a random selection from a drawing, or
3. If no team members come forward it will be offered to members of the alumni association, historical society or foundation.
4. Lastly, award/trophy will be disposed according to Policy 803.01 Disposition of Obsolete Equipment.

Date of Adoption:
December 21, 1987

Reviewed & Revised:
September 3, 1991 April 21, 2003
June 7, 1997 January 21, 2008
November 2002 March 15, 2019

Student Personnel

Series 500

Policy Title: STUDENTS – COMMUNICABLE DISEASES

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

The health risk to 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

March 15, 2019

Student Personnel

Series 500

Policy Title: INTERVIEW WITH STUDENTS

Code No. 507.4

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

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

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 excluding law enforcement agencies with proper legal documentation.

Legal Reference: Iowa Code 232; 280.17 (1995). 281 I.A.C. 102. 441 I.A.C. 9.2; 155; 175. 1980 Op. Att'y Gen. 275.

Date of Adoption:

December 21, 1987

Reviewed & Revised:

September 3, 1991

December 4, 1995

April 21, 2003

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: COOPERATION WITH LAW ENFORCEMENT AGENCIES Code No. 508.1

It shall be the policy of the Colfax-Mingo Community School District that a reasonably cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may conduct investigations on the school premises or during a school-sponsored activity to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. The school district's administrators shall at all times act in a manner which protects and guarantees the rights of students and parents.

I. Investigation Conducted in the Educational Environment

A. Initiated by School Administrators

1. Conducted by Administrators

Principals shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law.

2. Conducted by Law Enforcement Officers

- a. The principal shall determine when the necessity exists that law enforcement officers be contacted to conduct an investigation of alleged criminal behavior which jeopardizes the safety of school property or which interferes with the operation of the schools.
- b. The principal may request that law enforcement officers conduct an investigation and question students who are potential witnesses of such alleged criminal behavior during school hours. A reasonable attempt shall be made to contact the student's parents, guardian or representative prior to questioning by law enforcement officers. Reasonable requests of the parents, guardian or representative shall be observed when practical. Such contacts or attempted contacts with parents, guardian or representative shall be documented by the administrator involved. In the absence of a student's parents, guardian or representative shall be documented by the administrator involved. In the absence of a student's parents, guardian or representative during any questioning of such students, the principal or other designated certificated school staff person shall be present.

c. If the investigation has centered on any particular student suspected of such alleged criminal activity, the procedure for taking students into custody by the police set forth in Section II shall be followed to the extent that they do not interfere with reasonable law enforcement procedures.

B. Initiated by Law Enforcement Officers

Although cooperation with law enforcement officers will be maintained, it should not normally be necessary for law enforcement officers to initiate and conduct any investigation and questioning on the school premises during school hours pertaining to criminal activities unrelated to the operation of the school. Only in demonstrated emergency situations, when law enforcement officers find it absolutely necessary, will they be voluntarily permitted to conduct such an investigation during school hours. These circumstances should ordinarily be limited to those in which delay might result in danger to any person, flight from the jurisdiction of a person reasonably suspected of a crime, or destruction of evidence.

In such cases, the officers shall be requested to obtain prior approval of the principal or other designated person before beginning such an investigation on school premises. The administrator shall document the circumstances of such investigations as soon as practicable. Alleged criminal behavior related to the school environment brought to the principal's attention by law enforcement officers shall be dealt with under the provisions of Section I. A. 2.

C. Questioning of Students During Investigation

1. Violations of School Rules

In instances where school rules have allegedly been violated, the principal or designee may contact the suspected rule violator or potential witness to the infraction.

- a. The suspect student should be advised orally or in writing of the nature of the alleged offense and of the evidence, if any, against the student.
- b. In questioning a potential student witness to an alleged disciplinary infraction, care should be taken by the administrator to insure that there is a reasonable likelihood that the student was indeed a witness. School officials should not engage in detailed questioning of students at random without reasonable cause in hope of gathering information as to school misconduct. Probable witnesses should be told the nature of the alleged misconduct and the reason to believe that they were a witness. Such students should be given the opportunity to give their consent before answering questions of school officials.

2. Violations of Criminal Law

- a. During an investigation of violation of school rules, it may come to the attention of the administrator that the investigated activity may also be a violation of criminal law. In proceeding with the investigation, the principal can attempt to ascertain whether there is sufficient justification to believe that a criminal offense was committed that warrants contacting law enforcement officials.

- b. Where a suspected violation of criminal law has occurred on the school grounds, involving the operation of the school, or during a school sponsored activity, law enforcement officials may be notified and their presence requested for the questioning of suspected students. Unless circumstances dictate otherwise, questioning of the student shall not begin or continue until the law enforcement officers arrive. Reasonable attempts shall be made to contact a student's parents, guardian or representative who, unless an emergency exists, shall be given the opportunity to confer with the student and to be present with the student during such questioning. The administrator shall document the contact or attempted contact with the student's parents, guardian or representative. In the absence of parent and student consent, a student should not be questioned by law enforcement officers. The law enforcement officers may wish to advise the student of his/her legal rights. If the parent and the student consent to the questioning, the investigation can continue. If the parent or student refuse consent to the questioning, the law enforcement officers will determine the course of action to be pursued.

II. Taking a Student Into Custody

- A. Students may not be released to law enforcement authorities voluntarily by school officials unless the student has been placed under arrest or unless the parent, guardian or representative and the student agree to the release. Administrators shall make reasonable objections to law enforcement authorities who attempt to remove students from school without placing them under arrest or with the acquiescence of the parent, guardian or representative and the student. When students are removed from school for any reason by law enforcement authorities, every reasonable effort will be made to contact the student's parents, guardian or representative immediately. Such effort shall be documented. Whenever a student is removed from school without an arrest being made, or without acquiescence of the parent, guardian or representative and the student, the administrator shall immediately contact a superior of the law enforcement officers involved and make objection to the removal of the student. The Superintendent's office shall be notified immediately of any removal of a student from school by law enforcement officers under any circumstances.

- B. The principal shall make reasonable efforts to persuade law enforcement officers not to make arrests or take students into custody on school premises. Whenever the need arises to make arrests or take students into custody on school premises, the principal should make reasonable efforts to persuade the law enforcement officers to utilize a non-uniformed officer in making the arrest.
- C. Where it is necessary to take a student into custody on school premises, and the time permits, the law enforcement officer shall be requested to contact the school principal and relate the circumstances necessitating such action. When possible, the principal shall have the student summoned to the principal's office where the student may be taken into custody.
- D. When an emergency exists, the school principal may summon law enforcement officials to the school to take a student into custody.
- E. When a student has been taken into custody or arrested on school premises without prior notification to the principal, the school staff present shall encourage the law enforcement officers to notify the principal of the circumstances as quickly as possible. In the event that the officers decline to notify the principal, the school staff members present shall immediately notify the principal.
- F. If at all possible, parents, guardians or representatives of the student shall be notified by the principal or other school administrator before the student is taken into custody by law enforcement officers, or as quickly thereafter as can be accomplished. The administrator shall document such notification or attempted notification.

III. Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances of the school environment which the principal or other school administrator has found to be unmanageable by school personnel, and which has the potential of causing harm to students and other persons, or to property. Such potential of possible harm includes members of the general public who have exhibited undesirable or illegal conduct on school premises or at a school event held on school property and who have been requested to leave by an administrator, but have refused or failed to do so.

IV. Coordination of Policies by Enforcement Officials

School administrators shall meet at least annually with local law enforcement officials to discuss the school district's policy and rules regarding law enforcement contacts with the school district. Law enforcement officials will be asked to instruct their staffs as to the terms of the school's policy and rules.

Date of Adoption:

July 1, 1985

Reviewed/Revised:

September 3, 1991

November 6, 1995

February 19, 1996

April 21, 2003

January 21, 2008

March 15, 2019

Student Personnel

Series 500

Policy Title: ACCELERATED LEARNER PROGRAM

Code No: 509

The Colfax-Mingo Community School District offers a variety of programs to meet the needs of all students. In addition to the general school curriculum, the district provides opportunities to participate in accelerated programs. Students are eligible to participate in these programs based on their student achievement level through tests and grades, academic needs and program availability.

Students interested in pursuing Central Academy programming should begin by contacting the District Talented and Gifted Coordinator. At that time, the district's course offerings will be compared to those offered at the Central Academy.

I: The following criteria must be met

- ITBS/ITEDs 95th percentile or above on national composite score in math total test, reading total test and/or language total tests. All applicants must have a reading core score of 90%. Multiple years of data will be used for analysis.
- MAP scores in the gifted range for current grade level.
- Grades from previous 3 semesters--4 of 5 cores scores of at least A-, no core grades below a B.
- Criteria will be reviewed on an annual basis.

II: The following letters must be filed with the District Talented and Gifted Coordinator

- Letter of support from parents including need, rationale, and parental support.
- Letter from the Central Academy that they will accept the student.

III: Approval of the following individuals

- Colfax-Mingo Talented and Gifted Coordinator
- Building Principal/Curriculum Coordinator
- Colfax-Mingo Superintendent of Schools

After Criteria in I and II are met, a meeting will be set up with parents, student and District personnel to go over the educational options, review future educational plans, and discuss transportation expectations and scheduling coordination.

The District will assume the cost of the coursework at Central Academy. The Colfax-Mingo District will not assume the cost for a class at Central Academy that is offered in the Colfax-Mingo District. The parents are responsible for the transportation of the student to and from Central Academy. The district expects students who attend Central Academy to complete the course of study for which they are enrolled. If the student drops out of the program at any time, *or* fails a class, the parents will be responsible for reimbursing the district for the costs of enrolling their child at the Central Academy.

Date of Adoption:

November 19, 2007

Reviewed & Revised:

July 13, 2009

March 15, 2019