

STUDENTS

Series 500

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Policy 501.01: Resident Students

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

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

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

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

Legal Reference: *Lakota Cons. Ind. School v. Buffalo Center-Rake Comm. School*, 334 N.W.2d 704 (Iowa 1983).

Mt. Hope School Dist. v. Hendrickson, 197 N.W. 47 (Iowa 1924).

Oshel v. Creston Comm. School Dist., DPI Admin. Doc. 570 (1981).

33 D.P.I. Dec. Rule 80 (1984).

Iowa Code §§ 257.6; 282.2, .6, .7; 285.4.

I.C. Iowa Code

Iowa Code § 257.6

Iowa Code § 282.2

Iowa Code § 282.6

Iowa Code § 282.7

Iowa Code § 285.4

Description

[Finance Programs - Enrollment](#)

[Attendance and Tuition - Offsetting Taxes](#)

[Attendance and Tuition - Tuition](#)

[Attendance and Tuition - Other School Corp./Payment](#)

[Transportation Aid - District Sending](#)

Case Law Description

Lakota Consol. ISD v. Buffalo Center-Rake CSD 334 N.W.2d 704 (Iowa 1983)

Mt. Hope School Dist. v. Hendrickson 197 N.W. 47 (Iowa 1924)

Oshel v. Creston CSD DPI Admin. Doc. 570 (1981). 33 D.P.I. Dec. Rule 80 (1984).

Cross References

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Description

[Legal Status of the School District](#)

Approved September 1996

Reviewed November 1999/January 2002/December 2004/July 2006/June 2011/October 2013/February 2016/July 2018/February 2021

Revised March 2009/ May 2025

Policy 501.02: Nonresident Students

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

Resident students whose families move from the school district after the start of a semester and who wish to complete the semester in their former resident school district will be permitted to attend. Students who plan to open enroll to their former resident district for the next school year may do so without approval of the board.

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

Nonresident students who are eligible to attend an Iowa public school and who have evidence they will become legal residents of the school district prior to October 1 may be allowed to attend without the payment of tuition.

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

Legal Reference: *Lakota Cons. Ind. School v. Buffalo Center-Rake Comm. School*, 334 N.W.2d 704 (Iowa 1983).
 Mt. Hope School Dist. v. Hendrickson, 197 N.W. 47 (Iowa 1924).
 Oshel v. Creston Comm. School Dist., DPI Admin. Doc. 570 (1981).
 Iowa Code §§ 257.6; 282.1, .2, .6, .7, 11, .24.

I.C. Iowa Code	Description
Iowa Code § 257.6	Finance Programs - Enrollment
Iowa Code § 282	Attendance and Tuition

Case Law Description

Lakota Consol. ISD v. Buffalo Center-Rake CSD	334 N.W.2d 704 (Iowa 1983)
Mt. Hope School Dist. v. Hendrickson	197 N.W. 47 (Iowa 1924)
Oshel v. Creston CSD	DPI Admin. Doc. 570 (1981). 33 D.P.I. Dec. Rule 80 (1984).

Approved September 1996

Reviewed November 1999/January 2002/December 2004/July 2006/January 2009/June 2011/October 2013/February 2016/July 2018/February 2021/ May 2025

Revised June 2023

Policy 501.03: Compulsory Attendance

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

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving religious instruction;
- are unable to attend school due to legitimate medical reasons;
- has an individualized education program that affects the child's attendance;
- has a plan under section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school;
- are receiving independent private instruction; or,
- are receiving competent private instruction.

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

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

Legal Reference: Iowa Code §§ 259A; 279.10-.11; 299.1-.1A; 299A.

I.C. Iowa Code	Description
Iowa Code § 259A	High School Equivalency Diploma
Iowa Code § 279	Directors - Powers and Duties
Iowa Code § 299	Compulsory Education
Iowa Code § 299A	Private Instruction

Cross References	Description
601.01	School Calendar
604.01	Private Instruction

Approved September 1996

Reviewed November 1999/January 2002/December 2004/July 2006/January 2009/June 2011/October 2013/February 2016/July 2018/February 2021/ May 2025

Revised August 2024

Policy 501.04: Entrance – Admissions

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

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

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

NOTE: This policy reflects current Iowa law. Only the state registrar has authority to make a copy of a birth certificate. Districts who utilize online registration platforms should be aware that birth certificates should not be uploaded on the online platform as proof of age, as that creates a copy of the birth certificate. Districts can either view a birth certificate in person then return it to the child's guardian; or utilize a variety of documents including but not limited to a certified statement from a treating medical provider, or an immunization record from the child's treating provider that lists the child's date of birth as sufficient proof of age.

Legal Reference: Iowa Code §§ 139A.8; 144.45(5); 282.1, .3, .6.

I.C. Iowa Code	Description
Iowa Code § 139A.8	Immunization of Children
Iowa Code § 144.45	Vital Statistics
Iowa Code § 282.1	Attendance and Tuition - School Age-Nonresidents
Iowa Code § 282.3	Attendance and Tuition - Admission and Exclusion
Iowa Code § 282.6	Attendance and Tuition - Tuition

Cross References	Description
507.01	Student Health and Immunization Certificates
607.02	Student Health Services
607.02-R(1)	Student Health Services - Regulation

Approved September 1996

Reviewed November 1999/January 2002/October 2003/December 2004/July 2006/January 2009/June 2011/October 2013/July 2018/February 2021

Revised December 2003/February 2016/ May 2025

Policy 501.05: Attendance Center Assignment

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

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

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

Note: The requirement for the school principals to honor valid placement requests in paragraph two is a new legal requirement effective July 1, 2019.

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

I.C. Iowa Code	Description
Iowa Code § 279.11	Directors - Powers and Duties - Classroom Assignment
Iowa Code § 282	Attendance and Tuition

Approved September 1996

Reviewed November 1999/January 2002/December 2004/July 2006/January 2009/June 2011/
October 2013/ February 2016/July 2018/February 2021

Revised May 2025

Policy 501.06: Student Transfers In

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

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

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

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

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

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

I.C. Iowa Code
Iowa Code § 139A.8
Iowa Code § 282.1
Iowa Code § 282.3
Iowa Code § 282.4
Iowa Code § 299A

Description
[Immunization of Children](#)
[Attendance and Tuition - School Age-Nonresidents](#)
[Attendance and Tuition - Admission and Exclusion](#)
[Attendance and Tuition - Suspension-Expulsion](#)
[Private Instruction](#)

U.S.C. - United States Code
20 U.S.C. § 1232g

Description
[Education - FERPA](#)

Cross References
501.15
505.03
604.01
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604.11

Description
[Open Enrollment Transfers - Procedures as a Receiving District](#)
[Student Honors and Awards](#)
[Private Instruction](#)
[Online Courses](#)
[Appropriate Use of Online Learning Platforms](#)

Approved September 1996

Reviewed November 1999/January 2002/July 2006/January 2009/June 2011/October 2013/
February 2016/July 2018/February 2021

Revised January 2004/ May 2025

Policy 501.07: Student Transfers Out or Withdrawals

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

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

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

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

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

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

I.C. Iowa Code	Description
Iowa Code § 274.1	Legal Status
Iowa Code § 299.1	Compulsory Education - Attendance Requirements
Iowa Code § 299.1A	Compulsory Attendance Age
Iowa Code § 299A.11	Private Instruction - Student Records

U.S.C. - United States Code	Description
20 U.S.C. § 1232g	Education - FERPA

Cross References	Description
501.15	Open Enrollment Transfers - Procedures as a Receiving District
604.01	Private Instruction

Approved September 1996

Reviewed November 1999/January 2002/July 2006/June 2011/October 2013/February 2016/July 2018/ May 2025

Revised January 2004/March 2009/February 2021

Policy 501.08: Student Attendance Records

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

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

This is a mandatory policy.

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

I.C. Iowa Code	Description
Iowa Code § 294.4	Teachers - Daily Register
Iowa Code § 299	Compulsory Education
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	Administration

Approved September 1996

Reviewed November 1999/January 2002/December 2004/July 2006/January 2009/June 2011/
October 2013/February 2016/July 2018/February 2021/ May 2025

Revised _____

Policy 501.09: Chronic Absenteeism and Truancy

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take greater ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

Chronic absenteeism/absences means any absence from school for more than ten percent of the days in the quarter established by the district.

Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least twenty percent of the days in the quarter.

Chronic absenteeism and truancy do not apply to the following students who:

- have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma;
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving religious instruction;
- are unable to attend school due to legitimate medical reasons;
- have an individualized education program that affects the student's attendance;
- have a plan under section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- are attending a private college preparatory school accredited or probationally accredited;
- are excused under Iowa Code §299.22; and
- are exempt under Iowa Code §299.24.

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

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

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

I.C. Iowa Code References

Iowa Code § 294.4

Iowa Code § 299

Description[Teachers - Daily Register](#)[Compulsory Education](#)**I.A.C. Iowa Administrative Code References**

281 I.A.C.

Description[Administration](#)**C.F.R. - Code of Federal Regulations References**

28 C.F.R. 35

34 C.F.R. Pt. 300

Description[Judicial - Disability - Nondiscrimination](#)[Education - Disabilities/Children/Assistance to States](#)Approved September 1996Reviewed November 1999/January 2002/December 2004/July 2006/January 2009/June 2011/
October 2013/February 2016/July 2018/February 2021/ May 2025Revised August 2024/ February 2025

Regulation 501.09-R(1): Chronic Absenteeism and Truancy

Daily, punctual attendance is an integral part of the learning experience. The education that goes on in the classroom builds from day to day and absences can cause disruption in the educational progress of the absent student. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and the school.

This regulation is divided into two sections: Section I addresses legal requirements related to chronic absenteeism and truancy and Section II addresses additional academic, disciplinary and extracurricular consequences students face due to chronic absenteeism and truancy. It is important for students to recognize that chronic absenteeism and truancy impacts all these facets of their educational experience.

SECTION I – Legal Requirements

Chronic Absenteeism

When a student meets the threshold to be considered chronically absent, the school official will send notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor the student's parent, guardian or legal or actual custodian via certified mail that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.

[Use italicized language below if the county attorney and the board agree to the number of absences that will lead to the threshold letter, and the italicized language must appear in the student handbook.

School officials will send notice when the student's absences meet the threshold, but before the student is deemed chronically absent.

School Engagement Meeting

If a student is absent from school for at least fifteen percent of the days in the grading period, the school official will attempt to find the cause of the absences and start and participate in a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian or legal or actual custodian if the student is an unemancipated minor; and
- A school official.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

Absenteeism Prevention Plan

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

{The language in Section II should reflect your individual district's academic and disciplinary consequences for chronic absenteeism and truancy that exist separate from the legal consequences listed in Section I above. The two samples below can be adapted or replaced in their entirety with your district's preferred process.}

SECTION II – Academic and Disciplinary Requirements

Students who are absent without a reasonable excuse, as determined by the principal, will be assigned to make up time, supervised study hall, in school detention, study table, in-school suspension, or other appropriate disciplinary sanction. Reasonable excuses include illness, family emergencies, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations approved by the building principal if the student's work is finished prior to the trip or vacation.

A student who is unexcused for one or more classes for less than a whole school day, will be assigned to make up time, supervised study hall, in school detention, study table, in-school suspension, or other appropriate disciplinary sanction for the class period(s) missed. If a student is unexcused for a whole day of classes, he or she will be assigned make up time supervised study hall, in school detention, study table, in-school suspension, or other appropriate disciplinary sanction. Parents are expected to telephone the school office to report a student's absence prior to 8 a.m. on the day of the absence. Students with unexcused absences may also be referred to the at-risk coordinator.

School work missed because of absences must be made up within two times the number of days absent, not to exceed days absent plus one. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students will be allowed to make up all work missed due to any absence and will receive full credit for make-up work handed in on time. Teachers will not have attendance or grading practices that are in conflict with this provision.

A student who loses credit due to excessive absences is assigned to supervised study hall or in-school suspension for the period(s) in which the course(s) meets or the student may be reassigned to another class or location. A student who, after a hearing before the board, loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to participate in practice if all other eligibility criteria have been met.

The administration and guidance staff will make reasonable efforts to advise and counsel and may impose discipline upon any student approaching any number of or all unexcused absences. Such advice, discipline and counseling is in addition to the requirements listed in Section I of this regulation and includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities, open campus, late arrival, early dismissal, or others as added by the district.

I.C. Iowa Code
Iowa Code § 294.4
Iowa Code § 299

Description
[Teachers - Daily Register](#)
[Compulsory Education](#)

I.A.C. Iowa Administrative Code
281 I.A.C. 12.3

Description
[Administration](#)

C.F.R. - Code of Federal Regulations
28 C.F.R. 35
34 C.F.R. Pt. 300

Description
[Judicial - Disability - Nondiscrimination](#)
[Education - Disabilities/Children/Assistance to States](#)

Approved September 1996

Reviewed November 1999/January 2002/December 2004/July 2006/January 2009/June 2011/
October 2013/February 2016/July 2018/February 2021/ May 2025

Revised August 2024/ February 2025

Policy 501.11: Student Release During School Hours (I, II)

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

Approved reasons for release of a student during the school day will include, but not be limited to, illness, medical appointments, bereavement in the family, classes outside the student's attendance center, and other reasons determined appropriate by the principal.

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

NOTE: This option should be used by school districts with closed campuses.

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

I.C. Iowa Code
Iowa Code § 294.4

Description
[Teachers - Daily Register](#)

I.A.C. Iowa Administrative Code
281 I.A.C. 12.3
281 I.A.C.12.2

Description
[Administration](#)
[General Accreditation Standards – Definitions](#)

Approved September 1996

Reviewed November 1999/January 2002/December 2004/July 2006/January 2009/June 2011/
October 2013/July 2018/February 2021

Revised February 2016/ May 2025

Policy 501.12: Pregnant Students

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

Legal Reference: 34 C.F.R. § 106.40
Iowa Code §§ 216; 279.8; 280.3.

I.C. Iowa Code

Iowa Code § 216
Iowa Code § 279.8
Iowa Code § 280.3

Description

[Civil Rights Commission](#)
[Directors - General Rules - Bonds of Employees](#)
[Education Program - Attendance Center Requirements](#)

C.F.R. - Code of Federal Regulations

34 C.F.R. 106.40

Description

[Marital or parental status](#)

Cross References

106
604.02

Description

[Title IX - Discrimination and Harassment Based on Sex Prohibited](#)
[Individualized Instruction](#)

Approved September 1996

Reviewed November 1999/January 2002/December 2004/July 2006/January 2009/June 2011/October 2013/February 2016/July 2018/February 2021/ May 2025

Revised _____

Policy 501.13: Students of Legal Age

Students who have attained legal age may continue the education program without payment of tuition as long as they are eligible to attend an Iowa public school and are residents of the school district. Parents will be allowed to access and view the student's records without written permission from the student if the student is still a dependent for tax purposes. In most cases, with the discretion of the principal or the superintendent, the student will be able to make decisions and sign documents rather than requiring parental permission or signature.

Legal Reference: 20 U.S.C. § 1232g
Iowa Code §§ 22; 282.2, .6, .7; 285.4; 599.1; 622.10.
281 I.A.C. 12.3(6).3.

I.C. Iowa Code	Description
Iowa Code § 22	Open Records
Iowa Code § 282.2	Attendance and Tuition - Offsetting Taxes
Iowa Code § 282.6	Attendance and Tuition - Tuition
Iowa Code § 282.7	Attendance and Tuition - Other School Corp./Payment
Iowa Code § 285.4	Transportation Aid - District Sending
Iowa Code § 599.1	Minors - Period of Minority
Iowa Code § 622.10	Evidence - Communications in Professional Confidence
 I.A.C. Iowa Administrative Code	 Description
281 I.A.C. 12.3	Administration
 U.S.C. - United States Code	 Description
20 U.S.C. § 1232g	Education - FERPA

Approved September 1996

Reviewed November 1999/January 2002/December 2004/July 2006/January 2009/June 2011/
October 2013/February 2016/July 2018/February 2021

Revised May 2025

Policy 501.14: Open Enrollment Transfers - Procedures as a Sending District

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

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

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

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

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

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

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

This is a mandatory policy.

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

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

I.C. Iowa Code

Iowa Code § 139A.8
Iowa Code § 274.1
Iowa Code § 279.11
Iowa Code § 282.1
Iowa Code § 282.18
Iowa Code § 282.3
Iowa Code § 299.1
Iowa Code § 282.8

Description

Immunization of Children
Legal Status
Directors - Powers and Duties - Classroom Assignment
Attendance and Tuition - School Age-Nonresidents
Attendance and Tuition - Open Enrollment
Attendance and Tuition - Admission and Exclusion
Compulsory Education - Attendance Requirements
Attending School Outside State

I.C. Iowa Code

Iowa Code § 299.1
Iowa Code § 282.8

Description

Compulsory Education - Attendance Requirements
Attending School Outside State

I.A.C. Iowa Administrative Code

281 I.A.C. 17

Description

Open Enrollment

Cross References

501.15

Description

Open Enrollment Transfers - Procedures as a Receiving District

Approved September 1996

Reviewed November 1999/January 2002/December 2004/January 2009/June 2011/October 2013/
February 2016/July 2018/February 2021/ May 2025

Revised December 1996/December 1997/April 2006/August 2021/September 2022/August 2024

Policy 501.15: Open Enrollment Transfers - Procedures as a Receiving District

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

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

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

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Open enrollment requests into the school district will also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated into the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met. The district reserves the right to deny continued open enrollment to any student who meets the definition of truant. The district will notify the truant student's parent or guardian and district of residence of the decision to deny enrollment in the future in accordance with applicable laws.

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

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

Parents of students whose open enrollment requests are approved by the (board or superintendent) are responsible for providing transportation to and from the receiving school district without reimbursement.

A receiving district may send school vehicles into the sending district's boundaries to transport students to and from school in the receiving district, if the total enrollment of the student's resident district is less than two thousand students; the student's resident district is contiguous to the receiving district; and the student's resident district has sent school vehicles into the receiving district pursuant to Iowa Code 282.18(8)(b)(1).

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

reimbursement for eligible services.

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

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

This is a mandatory policy.

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

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

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

The second option on page two addresses the issue of transportation of the receiving district to pick up open enrolled students. The board needs to establish by policy whether it will go into the sending district to pick up open enrolled students.

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

I.C. Iowa Code

Iowa Code § 139A.8
Iowa Code § 274.1
Iowa Code § 279.11
Iowa Code § 282.1
Iowa Code § 282.18
Iowa Code § 282.3
Iowa Code § 299.1
Iowa Code § 282.8

Description

Immunization of Children
Legal Status
Directors - Powers and Duties - Classroom Assignment
Attendance and Tuition - School Age-Nonresidents
Attendance and Tuition - Open Enrollment
Attendance and Tuition - Admission and Exclusion
Compulsory Education - Attendance Requirements
Attending School Outside State

I.A.C. Iowa Administrative Code

281 I.A.C. 17

Description

Open Enrollment

Cross References

501.06
501.07
501.14
606.06

Description

Student Transfers In
Student Transfers Out or Withdrawals
Open Enrollment Transfers - Procedures as a Sending District
Insufficient Classroom Space

Approved September 1996

Reviewed November 1999/January 2002/December 2004/January 2009/June 2011/October 2013/
February 2016/July 2018/February 2021/ May 2025

Revised April 2006/August 2021/September 2022/August 2024

Policy 501.16: Homeless Children and Youth

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

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

NOTE: This is a mandatory policy.

NOTE: The United States Department of Education and the Iowa Department of Education have additional information about implementation of the policy. For additional information, please visit: • The “Education Department Releases Guidance on Homeless Children and Youth” section of the United States Department of Education’s website, located at: <http://www.ed.gov/news/press-releases/education-department-releasesguidance-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.

I.A.C. Iowa Administrative Code	Description
281 I.A.C. 33	Homeless Children and Youth

U.S.C. - United States Code	Description
20 U.S.C. § 6301	Education - Elementary and Secondary Improvement
42 U.S.C. § 11302	Public Health - Homeless Assistance
42 U.S.C. § 11431	Public Health - Education for Homeless Children

Cross References	Description
503.03	Fines - Fees - Charges
503.03-R(1)	Fines - Fees - Charges - Student Fee Waiver and Reduction Procedures
503.03-E(1)	Fines - Fees - Charges - Standard Fee Waiver Application
507.01	Student Health and Immunization Certificates
603.03	Special Education
711.01	Student School Transportation Eligibility

Approved September 1996

Reviewed November 1999/January 2002/December 2004/January 2009/June 2011/October 2013/February 2016/July 2018/February 2021

Revised April 2006/ May 2025

Policy 502.01: Student Appearance

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

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

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

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

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

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

I.C. Iowa Code
Iowa Code § 279.8

Description
[Directors - General Rules - Bonds of Employees](#)

U.S. Supreme Court
393 U.S. 503
484 U.S. 260

Description
[Tinker v Des Moines Ind. Comm. Sch. Dist. \(1969\)](#)
[Hazelwood School District v Kuhlmeier \(1988\)](#)

Case Law	Description
Bethal School Dist. v. Fraser	478 U.S. 675 (1986)
Bystrom v. Fridley HS	822 F.2d 747 (8th Cir. 1987)
Hazelwood School Dist v. Kuhlmeier	484 U.S. 260 (1988)
Sims v. Colfax CSD	307 F.Supp. 485 (Iowa 1970)
Tinker v. Des Moines ICSD	393 U.S. 503 (1969)
Torvik v. Decorah CSD	453 F.2d 779 (8th Cir. 1972)
Turley v. Adel CSD	322 F.Supp. 402 (S.D. Iowa 1971)

Approved October 1996

Reviewed December 1999/February 2002/December 2004/August 2006/February 2009/
November 2013/March 2016/August 2018/March 2021/ May 2025

Revised February 2000

Policy 502.02: Care of School Property/Vandalism

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

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

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

I.C. Iowa Code	Description
Iowa Code § 279.8	Directors - General Rules - Bonds of Employees
Iowa Code § 282.4	Attendance and Tuition - Suspension-Expulsion
Iowa Code § 282.5	Attendance and Tuition - Readmission
Iowa Code § 613.16	Parental Responsibility for Actions of Children

Cross References	Description
802.01	Maintenance Schedule

Approved October 1996

Reviewed December 1999/February 2002/December 2004/August 2006/February 2009/
November 2013/March 2016/August 2018/March 2021/ May 2025

Revised February 2000

Policy 502.03: Student Expression and Student Publications Code

Student Expression

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

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

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

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

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

Student Publications

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

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

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

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

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

NOTE: This policy represents the current status of students' first amendment rights. This is a mandatory policy and accompanying regulation required by Iowa Code ch. 279.73. Schools are urged to handle all protests through a strictly viewpoint neutral lens. Districts should consider the need to balance opposing views. If one social issue is permitted, other opposing viewpoints should also be permitted.

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

I.C. Iowa Code

Iowa Code § 279.73
Iowa Code § 279.8
Iowa Code § 280.22

Description

[Directors - Powers and Duties - Intellectual Freedom](#)
[Directors - General Rules - Bonds of Employees](#)
[Student Exercise of Free Expression](#)

U.S. Supreme Court

393 U.S. 503
469 U.S. 325
478 U.S. 675
484 U.S. 260
551 U.S. 393

Description

[Tinker v Des Moines Ind. Comm. Sch. Dist. \(1969\)](#)
[New Jersey T.L.O](#)
[Bethel School District v Fraser \(1986\)](#)
[Hazelwood School District v Kuhlmeier \(1988\)](#)
[Morse v Frederick \(2007\)](#)

Case Law	Description
Bethal School Dist. v. Fraser	478 U.S. 675 (1986)
Bystrom v. Fridley HS	822 F.2d 747 (8th Cir. 1987)
Hazelwood School Dist v. Kuhlmeier	484 U.S. 260 (1988)
Morse v. Frederick	551 U.S. 393 (2007)
New Jersey v. T.L.O.	469 U.S. 325 (1985)
Tinker v. Des Moines ICSD	393 U.S. 503 (1969)
Cross References	Description
102	Equal Educational Opportunity
102-R(1)	EEO - Grievance Procedure
102-E(1)	EEO - Annual Notice of Nondiscrimination
102-E(2)	EEO - Continuous Notice of Nondiscrimination
102-E(3)	EEO - Notice of Section 504 Student and Parental Rights
102-E(4)	EEO - Discrimination Complaint Form
102-E(5)	EEO - Witness Disclosure Form
401.14	Employee Expression
603.09	Academic Freedom
603.09-R(1)	Academic Freedom - Teaching Controversial Issues
903.05	Distribution of Materials
903.05-R(1)	Distribution of Materials - Regulation

Approved October 1996

Reviewed December 1999/February 2002/December 2004/August 2006/February 2009/
November 2013/March 2016/August 2018/March 2021/ May 2025

Revised June 2019/August 2021

Regulation 502.03-R(1): Student Expression and Student Publications Code – Regulation

- A. Student Expression defined:** Student Expression is speech, action or other forms of expression which convey a student's beliefs, views or opinions.
- B. Official school publications defined:** An "official school publication" is material produced by students in journalism, newspaper, yearbook, or writing classes and distributed to students either free or for a fee.

C. Limitations to Student Expression

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

D. Responsibilities of students for official school publications.

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

- E. Responsibilities of faculty advisors for official school publications.** Faculty advisors will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. Official school publications are produced under the supervision of a faculty advisor. Faculty advisors to students producing official school publications shall supervise the production of the student staff in order to maintain professional standards of English journalism. District employees acting within the scope of their professional ethics will not suffer adverse employment action or retaliated against for acting to protect a student for engaging in authorized student expression or for refusing to infringe on protected student expression.

- F. District employee rights** Any District employee or official, acting within the scope of that person's professional ethics, if any, shall not be dismissed, suspended, disciplined, reassigned, transferred, subject to termination or nonrenewal of a teaching contract or extracurricular

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

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

H. Appeal procedure

1. Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication will seek review of the decision through the student grievance procedure, under board policy 502.4.
2. Persons who believe they have been aggrieved by a student-produced official student publication will IASB Policy Reference Manual IASB Policy Management Console 32 file their complaint through the citizen grievance procedure, under board policy 213.1.

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

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

I.C. Iowa Code

Iowa Code § 279.73

Iowa Code § 279.8

Iowa Code § 280.22

Description

[Directors - Powers and Duties - Intellectual Freedom](#)

[Directors - General Rules - Bonds of Employees](#)

[Student Exercise of Free Expression](#)

U.S. Supreme Court

393 U.S. 503

469 U.S. 325

478 U.S. 675

484 U.S. 260

551 U.S. 393

Description

[Tinker v Des Moines Ind. Comm. Sch. Dist. \(1969\)](#)

[New Jersey T.L.O](#)

[Bethel School District v Fraser \(1986\)](#)

[Hazelwood School District v Kuhlmeier \(1988\)](#)

[Morse v Frederick \(2007\)](#)

Case Law	Description
Bethal School Dist. v. Fraser	478 U.S. 675 (1986)
Bystrom v. Fridley HS	822 F.2d 747 (8th Cir. 1987)
Hazelwood School Dist v. Kuhlmeier	484 U.S. 260 (1988)
Morse v. Frederick	551 U.S. 393 (2007)
New Jersey v. T.L.O.	469 U.S. 325 (1985)
Tinker v. Des Moines ICSD	393 U.S. 503 (1969)
Cross References	Description
102	Equal Educational Opportunity
102-R(1)	Equal Educational Opportunity - Grievance Procedure
102-E(1)	Equal Educational Opportunity - Annual Notice of Nondiscrimination
102-E(2)	Equal Educational Opportunity - Continuous Notice of Nondiscrimination
102-E(3)	Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights
102-E(4)	Equal Educational Opportunity - Discrimination Complaint Form
102-E(5)	Equal Educational Opportunity - Witness Disclosure Form
401.14	Employee Expression
603.09	Academic Freedom
603.09-R(1)	Academic Freedom - Teaching Controversial Issues
903.05	Distribution of Materials
903.05-R(1)	Distribution of Materials - Regulation

Approved August 2021

Reviewed _____

Revised May 2025

Policy 502.04: Student Complaints and Grievances

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

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

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

NOTE: There should be reasonable limits on the number of days a student has to pursue a complaint. Cross reference with the number of days listed in policy 401.4 for consistency.

Legal Reference: Iowa Code § 279.8

I.C. Iowa Code	Description
Iowa Code § 279.8	Directors - General Rules - Bonds of Employees
Cross References	Description
210.08	Board Meeting Agenda
210.08-E(1)	Board Meeting Agenda - Example
210.08-E(2)	Board Meeting Agenda - Example (with closed session)
213	Public Participation in Board Meetings

Approved October 1996

Reviewed December 1999/February 2002/December 2004/August 2006/February 2009/November 2013/March 2016/August 2018/March 2021

Revised May 2025

Policy 502.05: Student Lockers

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

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

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

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

I.C. Iowa Code	Description
Iowa Code § 279.8	Directors - General Rules - Bonds of Employees
Iowa Code § 280.14	Uniform School Requirements - Administrators
Iowa Code § 808A	Student Searches
Cross References	Description
802.01	Maintenance Schedule

Approved October 1996

Reviewed December 1999/February 2002/December 2004/August 2006/February 2009/
November 2013/March 2016/August 2018/March 2021/ May 2025

Revised August, 1999

Policy 502.06: Weapons

The board believes weapons and other dangerous objects 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. Weapons and other dangerous objects 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 a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. Students and individuals approved in writing by the Superintendent who are actively engaging in a school district approved firearms safety course, hunter education course or shooting sports activity are exempt from this policy. The superintendent will develop an administrative process or procedures to implement the policy and communicate with law enforcement relevant exemptions to this policy as appropriate.

NOTE: This is a mandatory policy.

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

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

I.C. Iowa Code

Iowa Code § 279.8

Iowa Code § 280.21B

Iowa Code § 483A.27

Iowa Code § 724

Description[Directors - General Rules - Bonds of Employees](#)[Expulsion-weapons](#)[Hunter Education Program](#)[Weapons](#)**I.A.C. Iowa Administrative Code**

281 I.A.C. 12.3

Description[Administration](#)**U.S.C. - United States Code**

18 U.S.C. § 921

Description[Crimes - Criminal Procedures - Firearms](#)Approved October 1996Reviewed December 1999/February 2002/December 2004/August 2006/February 2009/
November 2013/March 2016/August 2018/March 2021/ May 2025Revised August 2024

Policy 502.07: Student Substance Use

The board believes it is imperative to promote the health and well-being of all students in the district. The district will provide a substance use prevention program and set restrictions on substance use by students in accordance with applicable law.

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of alcohol, tobacco/nicotine products, other controlled substances, or "look alike" substances that appear to be tobacco/nicotine products, 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. "Controlled substances" in this policy refers to the misuse of both licit and illicit drugs.

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 tobacco/nicotine products for those under the age of twenty-one, may be reported to the local law enforcement authorities. Possession, use or being under the influence of 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 use 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 use prevention program will include:

- Age-appropriate, evidence-based substance use prevention 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 social pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of controlled substances and the unlawful possession and use of tobacco/nicotine products and alcohol is harmful to student well-being;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of controlled substances, tobacco/nicotine products and/or 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 complete a substance use evaluation to determine whether substance use disorder treatment is

recommended and, if recommended, 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
Iowa Code §§ 123.46; 124; 279.8, .9; 453A.
281 I.A.C. 12.3(6); .5(3)(e), .5(4)(e), .5(5)(e)

I.C. Iowa Code	Description
Iowa Code § 123.46	Consumption/Intoxication in Public
Iowa Code § 124	Controlled Substances
Iowa Code § 279.8	Directors - General Rules - Bonds of Employees
Iowa Code § 279.9	Directors - Powers and Duties - Controlled Substances
Iowa Code § 453A	Tobacco, Nicotine, Vapor Products - Taxes, Regulations

I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	Administration
281 I.A.C. 5	Public Records - Fair Access

C.F.R. - Code of Federal Regulations	Description
34 C.F.R. Pt. 86	Education - Drug and Alcohol Abuse Prevention

Approved October 1996

Reviewed December 1999/February 2002/December 2004/August 2006/February 2009/
November 2013/March 2016/September 2018/March 2021/ May 2025

Revised February 2024

Policy 502.08: Search and Seizure

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

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

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

This is a mandatory policy.

NOTE: This policy reflects the law regarding school district authority for searching students, their possessions and their lockers. Substantive changes were made to 502.08R1.

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

I.C. Iowa Code Iowa Code § 808A	Description Student Searches
I.A.C. Iowa Administrative Code 281 I.A.C. 12.3	Description Administration
U.S. Supreme Court 469 U.S. 325	Description New Jersey T.L.O
Case Law Cason v. Cook New Jersey v. T.L.O.	Description 810 F.2d 188 (8th Cir. 1987), cert. den., 482 U.S. 930 (1987). 469 U.S. 325 (1985)
Cross References 905.02	Description Nicotine/Tobacco-Free Environment

Approved October 1996

Reviewed December 1999/February 2002/December 2004/August 2006/February 2009/
November 2013/March 2016/August 2018/March 2021/ May 2025

Revised August 1999

Regulation 502.08-R(1): Search and Seizure – Regulation

I. Searches, in general.

- A. Reasonable and Articulable 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 shall 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.) and its contents may be searched when a school official has reasonable and articulable suspicion that the locker 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.

I.C. Iowa Code
Iowa Code § 808A

Description
[Student Searches](#)

I.A.C. Iowa Administrative Code
281 I.A.C. 12.3

Description
[Administration](#)

U.S. Supreme Court
469 U.S. 325

Description
[New Jersey T.L.O](#)

Case Law
Cason v. Cook
New Jersey v. T.L.O.

Description
810 F.2d 188 (8th Cir. 1987), cert. den., 482 U.S. 930 (1987).
469 U.S. 325 (1985)

Cross References
905.02

Description
[Nicotine/Tobacco-Free Environment](#)

Approved October 1996

Reviewed December 1999/February 2002/December 2004/August 2006/February 2009/
November 2013/March 2016/August 2018/March 2021/ May 2025

Revised August 1999

Exhibit 502.08-E(1): Search and Seizure – Checklist

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

A. Eyewitness account.

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

B. Information from a reliable source.

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

C. Suspicious behavior? Explain.

D. Time of search: _____

E. Location of search: _____

F. Student told purpose of search: _____

G. Consent of student requested: _____

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. Urgency 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:

I.C. Iowa Code
Iowa Code § 808A

Description
[Student Searches](#)

I.A.C. Iowa Administrative Code
281 I.A.C. 12.3

Description
[Administration](#)

U.S. Supreme Court
469 U.S. 325

Description
[New Jersey T.L.O](#)

Case Law
Cason v. Cook
New Jersey v. T.L.O.

Description
810 F.2d 188 (8th Cir. 1987), cert. den., 482 U.S. 930 (1987).
469 U.S. 325 (1985)

Cross References
905.02

Description
[Nicotine/Tobacco-Free Environment](#)

Approved October 1996

Reviewed December 1999/February 2002/December 2004/August 2006/February 2009/
November 2013/March 2016/August 2018/March 2021

Revised August 1999/ May 2025

Policy 502.09: Interviews of Students by Outside Agencies

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

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students 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. 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 determine whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

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

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

Legal Reference: Iowa Code §§ 232; 280.17.
281 I.A.C. 102.
441 I.A.C. 9.2; 155; 175.

I.C. Iowa Code
Iowa Code § 232
Iowa Code § 280.17

Description
[Juvenile Justice](#)
[Uniform School Requirements - Child abuse reporting](#)

I.A.C. Iowa Administrative Code
281 I.A.C. 102
441 I.A.C. 155
441 I.A.C. 175
441.I.A.C. 9.2

Description
[Abuse of Students by School Employees Investigation Procedures](#)
[Human Services - Child Abuse Prevention](#)
[Human Services - Abuse of Children](#)
[Human Services - Statement of Policy](#)

Cross References
402.02
502.10
902.02

Description
[Child Abuse Reporting](#)
[Use of Motor Vehicles](#)
[News Conferences and Interviews](#)

Approved October 1996

Reviewed December 1999/February 2002/December 2004/August 2006/February 2009/
November 2013/March 2016/August 2018/March 2021/ May 2025

Revised _____

Policy 502.10: Use of Motor Vehicles

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

Students who drive to and park at their school attendance center shall only drive to and park at their designated attendance center(s) or at another 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

I.C. Iowa Code	Description
Iowa Code § 279.8	Directors - General Rules - Bonds of Employees
Iowa Code § 321	Motor Vehicles

Cross References	Description
502.09	Interviews of Students by Outside Agencies

Approved: September 2018

Reviewed: March 2021/ May 2025

Revised: September 2024

Policy 503.01: Student Conduct

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

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

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

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

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a day when school is not in session. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal, disciplining the student.

In-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.

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 unless due process is provided as required by federal and state law. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension 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 result in immediate reinstatement of the penalty.

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

This policy is not intended to address the use of therapeutic classrooms or seclusion rooms for students.

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

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

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

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

I.C. Iowa Code

Iowa Code § 279.8
Iowa Code § 282.3
Iowa Code § 282.4
Iowa Code § 282.5
Iowa Code § 708.1

Description

[Directors - General Rules - Bonds of Employees](#)
[Attendance and Tuition - Admission and Exclusion](#)
[Attendance and Tuition - Suspension-Expulsion](#)
[Attendance and Tuition - Readmission](#)
[Assault - Defined](#)

I.A.C. Iowa Administrative Code
281 I.A.C. 12.3

Description

[Administration](#)

U.S. Supreme Court
419 U.S. 565

Description

[Goss v Lopez \(1975\)](#)

Case Law

Brands v. Sheldon CSD
Bunger v. Iowa HS Athletic Assoc.
Goss v. Lopez
Sims v. Colfax CSD
Waterloo ISD Board v. Green

Description

671 F. Supp. 627 (N.D. Iowa 1987)
197 N.W.2d 555 (Iowa 1972)
419 U.S. 565 (1975)
307 F.Supp. 485 (Iowa 1970)
259 Iowa 1260, 147 N.W.2d 854 (1967).

Cross References

603.03
903.05
903.05-R(1)

Description

[Special Education](#)
[Distribution of Materials](#)
[Distribution of Materials - Regulation](#)

Approved October 1996

Reviewed December 1999/March 2002/January 2005/October 2006/March 2009/December 2013/
April 2016/September 2018/April 2021/ May 2025

Revised December 2023

Regulation 503.01-R(1): Student Conduct - Regulation

Administration Action

A. Probation

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

B. In-School Suspension

1. In-school 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 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 shall be made to personally notify the student's parents and such effort shall be documented by the person making or attempting to make the contact. Written notice to the parents shall 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.

I.C. Iowa Code	Description
Iowa Code § 279.8	Directors - General Rules - Bonds of Employees
Iowa Code § 282.3	Attendance and Tuition - Admission and Exclusion
Iowa Code § 282.4	Attendance and Tuition - Suspension-Expulsion
Iowa Code § 282.5	Attendance and Tuition - Readmission
Iowa Code § 708.1	Assault - Defined
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	Administration
U.S. Supreme Court	Description
419 U.S. 565	Goss v Lopez (1975)
Case Law	Description
Brands v. Sheldon CSD	671 F. Supp. 627 (N.D. Iowa 1987)
Bunger v. Iowa HS Athletic Assoc.	197 N.W.2d 555 (Iowa 1972)
Goss v. Lopez	419 U.S. 565 (1975)
Sims v. Colfax CSD	307 F.Supp. 485 (Iowa 1970)
Waterloo ISD Board v. Green	259 Iowa 1260, 147 N.W.2d 854 (1967).
Cross References	Description
603.03	Special Education
903.05	Distribution of Materials
903.05-R(1)	Distribution of Materials - Regulation

Approved October 1996

Reviewed December 1999/March 2002/January 2005/October 2006/March 2009/December 2013/
April 2016/September 2018/April 2021/ May 2025

Revised December 2023

Policy 503.02: Expulsion

Only the board may remove a student from the school environment for more than ten (10) consecutive school days.

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

It 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. 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 testifies unless the witnesses are students whose names may be released at the discretion of the superintendent;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and,
5. The results and finding of the board in writing open to the student's inspection.

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

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

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

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

I.C. Iowa Code

Iowa Code § 21.5
Iowa Code § 282.3
Iowa Code § 282.4
Iowa Code § 282.5

Description

[Closed Session](#)
[Attendance and Tuition - Admission and Exclusion](#)
[Attendance and Tuition - Suspension-Expulsion](#)
[Attendance and Tuition - Readmission](#)

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3

Description

[Administration](#)

U.S. Supreme Court

419 U.S. 565
420 U.S. 308

Description

[Goss v Lopez \(1975\)](#)
[Wood v Strickland \(1975\)](#)

Case Law

Goss v. Lopez
SE Warren CSD v. Dept. of Public Instruction
Wood v. Strickland

Description

419 U.S. 565 (1975)
285 N.W.2d 173 (Iowa 1979)
420 U.S. 308 (1975).

Approved October 1996

Reviewed December 1999/March 2002/January 2005/October 2006/March 2009/December 2013/
April 2016/September 2018/April 2021/ May 2025

Revised December 2023

Policy 503.03: Fines - Fees – Charges

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

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

NOTE: This is a mandatory policy.

Legal Reference: Iowa Code §§ 256.7(20); 279.8; 280.10, .11; 282.6; 285.1; 301.1.
281 I.A.C. 18.2.

I.C. Iowa Code

Iowa Code § 256.7
Iowa Code § 279.8
Iowa Code § 280.10
Iowa Code § 280.11
Iowa Code § 282.6
Iowa Code § 285.1
Iowa Code § 301.1

Description

[DE - Duties of State Board](#)
[Directors - General Rules - Bonds of Employees](#)
[Uniform School Requirements - Eye-protective devices](#)
[Uniform School Requirements - Ear Protective Devices](#)
[Attendance and Tuition - Tuition](#)
[Transportation Aid - Entitlement](#)
[Textbooks - Adoption, Purchase, Sale](#)

I.A.C. Iowa Administrative Code
281 I.A.C. 18.2

Description

[School Fees - Policy](#)

Cross References
501.16

Description

[Homeless Children and Youth](#)

Approved October 1996

Reviewed December 1999/March 2002/January 2005/October 2006/March 2009/December 2013/
April 2016/September 2018/April 2021 / May 2025

Revised _____

Regulation 503.03-R(1): Fines - Fees - Charges - Student Fee Waiver and Reduction Procedures

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

A. Waivers

1. Full Waivers - a student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, Supplemental Security Income guidelines, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
2. Partial Waivers - a student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. The reduction percentage will be 75 percent.
3. Temporary Waivers - a student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and 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 principal of the building and then 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 [parent handbook, 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 secretary at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

I.C. Iowa Code Description

Iowa Code § 256.7 [DE - Duties of State Board](#)

Iowa Code § 279.8 [Directors - General Rules - Bonds of Employees](#)

Iowa Code § 280.10 [Uniform School Requirements - Eye-protective devices](#)

Iowa Code § 280.11 [Uniform School Requirements - Ear Protective Devices](#)

Iowa Code § 282.6 [Attendance and Tuition - Tuition](#)

Iowa Code § 285.1 [Transportation Aid - Entitlement](#)

Iowa Code § 301.1 [Textbooks - Adoption, Purchase, Sale](#)

I.A.C. Iowa Administrative Code Description

281 I.A.C. 18.2 [School Fees - Policy](#)

Cross References Description

501.16 [Homeless Children and Youth](#)

Approved October 1996

Reviewed December 1999/March 2002/January 2005/October 2006/March 2009/December 2013/
April 2016/September 2018/April 2021

Revised May 2025

Exhibit 503.03-E(1): Fines - Fees - Charges - Standard Fee Waiver Application
STANDARD FEE WAIVER APPLICATION

Date _____

School year _____

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

Name of student:	_____	Grade in school	_____
Name of student:	_____	Grade in school	_____
Name of student:	_____	Grade in school	_____

Attendance Center/School: _____

Name of parent, guardian: _____
or legal or actual custodian

Please check type of waiver desired:

Full waiver _____ Partial waiver _____ Temporary waiver _____

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

Full waiver:

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

Partial waiver

_____ Reduced priced meals offered under the Children Nutrition Program

Temporary waiver

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

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

I.C. Iowa Code

Iowa Code § 256.7

Iowa Code § 279.8

Iowa Code § 280.10

Iowa Code § 280.11

Iowa Code § 282.6

Iowa Code § 285.1

Iowa Code § 301.1

Description[DE - Duties of State Board](#)[Directors - General Rules - Bonds of Employees](#)[Uniform School Requirements - Eye-protective devices](#)[Uniform School Requirements - Ear Protective Devices](#)[Attendance and Tuition - Tuition](#)[Transportation Aid - Entitlement](#)[Textbooks - Adoption, Purchase, Sale](#)**I.A.C. Iowa Administrative Code**

281 I.A.C. 18.2

Description[School Fees - Policy](#)**Cross References**

501.16

Description[Homeless Children and Youth](#)Approved October 1996Reviewed December 1999/March 2002/January 2005/October 2006/March 2009/December 2013/
April 2016/September 2018/April 2021Revised May 2025

Policy 503.04: Good Conduct Rule

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

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

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

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

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

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

I.C. Iowa Code	Description
Iowa Code § 280.13	Uniform School Requirements - Athletics
Iowa Code § 280.13A	Uniform School Requirements - Sharing Interscholastic Activities
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	Administration
281 I.A.C. 36.15	Interscholastic Competition - Eligibility
Case Law	Description
<i>Bunger v. Iowa HS Athletic Assoc.</i>	197 N.W.2d 555 (Iowa 1972)
Cross References	Description
504.04	Student Performances
606.05	Student Field Trips and Excursions

Approved October 1996

Reviewed December 1999/March 2002/January 2005/October 2006/March 2009/December 2013/
April 2016/September 2018/April 2021/ May 2025

Revised _____

Policy 503.05: Corporal Punishment, Mechanical Restraint and Prone Restraint

The use of corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools. Corporal punishment is defined as the intentional physical punishment of a student. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from any of the following which are not considered corporal punishment:

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
 - To quell a disturbance or prevent an act that threatens physical harm to any person.
 - To obtain possession of a weapon or other dangerous object(s) within a student's control.
 - For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.03.
 - For the protection of property as provided for in IOWA CODE section 704.04 or 704.05.
 - To remove a disruptive student from class or any area of school premises or from school-sponsored activities off school premises.
 - To protect a student from the self-infliction of harm.
 - To protect the safety of others.
- Using incidental, minor, or reasonable physical contact to maintain order and control.

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

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

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

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

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

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

This is a mandatory 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).
Iowa Code §§ 279.8; 280.21.
281 I.A.C. 12.3(6); 103.

I.C. Iowa Code
Iowa Code § 279.8
Iowa Code § 280.21

Description
[Directors - General Rules - Bonds of Employees](#)
[Corporal Punishment](#)

I.A.C. Iowa Administrative Code
281 I.A.C. 103
281 I.A.C. 12.3

Description
[Corporal Punishment, Physical Restraint, Seclusion Administration](#)

U.S. Supreme Court
419 U.S. 565
430 U.S. 651 (1977)

Description
[Goss v Lopez \(1975\)](#)
[Ingraham v Wright \(1977\)](#)

Case Law
Goss v. Lopez
Ingraham v. Wright
Tinkham v. Kole

Description
419 U.S. 565 (1975)
430 U.S. 651 (1977)
252 Iowa 1303, 110 N.W.2d 258 (1961)

Cross References

Description

402.03	Abuse of Students by School District Employees
503.06	Physical Restraint and Seclusion of Students
503.06-R(1)	Physical Restraint and Seclusion of Students - Regulation
503.06-E(1)	Physical Restraint and Seclusion of Students - Documentation Form
503.06-E(2)	Physical Restraint and Seclusion of Students - Debriefing Letter to Guardian of student Involved in an Occurrence Where Physical Restraint or Seclusion was Used
503.06-E(3)	Physical Restraint and Seclusion of Students - Debriefing Meeting Document

Approved October 1996

Reviewed December 1999/March 2002/January 2005/October 2006/March 2009/December 2013/
April 2016/September 2018/April 2021

Revised May 2025

Policy 503.06: Physical Restraint and Seclusion of Students

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

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

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

Physical restraint or seclusion is reasonable or necessary only:

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

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

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

NOTE: This policy is mandatory. There are specific requirements for school districts to fulfill before and after using physical restraint and seclusion with students. Administrators should thoroughly read and understand the requirements listed in Chapter 103 of the Iowa Administrative Code.

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

I.C. Iowa Code
Iowa Code § 279.8
Iowa Code § 280.21

Description
[Directors - General Rules - Bonds of Employees](#)
[Corporal Punishment](#)

I.A.C. Iowa Administrative Code
281 I.A.C. 103

Description
[Corporal Punishment, Physical Restraint, Seclusion](#)

Cross References
402.03
503.05

Description
[Abuse of Students by School District Employees](#)
[Corporal Punishment, Mechanical Restraint and Prone Restraint](#)

Approved May 2025

Reviewed _____

Revised _____

Regulation 503.06-R(1): Physical Restraint and Seclusion of Students – Regulation

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

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

- Seclusion or physical restraint shall not be used: as punishment or discipline; to force compliance or to retaliate; as a substitute for appropriate educational or behavioral support; to prevent property damage except as provided in law; as a routine school safety measure; or as a convenience to staff.
- The Superintendent or the Superintendent's designee will investigate any complaint or allegation that one or more employees violated any provisions of 281 Iowa Administrative Code Ch. 103. If the District determines a violation has occurred, corrective action will be taken up to and including termination of the employees involved. If the allegation or complaint involves a specific student the District will notify the parents or guardian of the involved student about the results of the investigation. If any allegation or complaint is also defined as abuse in 281 Iowa Administrative Code 102.2, the procedures listed in chapter 102 will apply.
- The District must comply with and implement Chapter 103 whether or not a parent consents to the use of physical restraint or seclusion.

I.C. Iowa Code

Iowa Code § 279.8
Iowa Code § 280.21

Description

[Directors - General Rules - Bonds of Employees](#)
[Corporal Punishment](#)

I.A.C. Iowa Administrative Code Description

281 I.A.C. 103

[Corporal Punishment, Physical Restraint, Seclusion](#)

Cross References

402.03
503.05

Description

[Abuse of Students by School District Employees](#)
[Corporal Punishment, Mechanical Restraint and Prone Restraint](#)

Approved May 2025

Reviewed _____

Revised _____

Exhibit 503.06-E(1): Physical Restraint and Seclusion of Students - Documentation Form

Student Name:	Date of Occurrence:
Start time of Occurrence:	End time of Occurrence:
Start time of use of physical restraint or seclusion:	End time of use of physical restraint and seclusion:

Employee names and titles who observed, were involved with or implemented physical restraint and/or seclusion during occurrence (including administrators who approved extended time if applicable)	Employee's date of last training on use of physical restraint and seclusion:

Describe student actions before, during and after occurrence:

Describe employee actions before, during and after occurrence, including the reason for any of the following, if applicable: use of non-approved restraint, use of non-designated seclusion rooms, any restraint or seclusion that lasted longer than necessary:

Describe any less restrictive means attempted as an alternative to physical restraint and seclusion or why those means would not be effective or feasible, or have failed:

Approval from administrator to continue physical restraint or seclusion past 15 minutes:	Approval obtained from administrator to continue physical restraint or seclusion more than 30 minutes past last approval time:
Administrator approving:	Administrator approving:
Time approved:	Time approved:
Reasons for length of incident:	Reasons for length of incident:

If Administrator approval was not obtained at 15 minutes or every 30 minutes thereafter, or a student was not provided with breaks for bodily needs in incidents lasting longer than 15 minutes, explain why:

--

Parent/Guardian notification: Parents/Guardians will be notified as soon as practicable once the occurrence is under control, but no more than one hour after, or the end of the school day, whichever occurs first. Space below for documenting multiple attempts to notify guardians is listed in case the guardian cannot be reached in the first attempt.

Employee attempting notification:	Parent/Guardian contacted:	Time and manner of attempted notification:	Was notification successful?
Employee attempting notification:	Parent/Guardian contacted:	Time and manner of attempted notification:	Was notification successful?
Employee attempting notification:	Parent/Guardian contacted:	Time and manner of attempted notification:	Was notification successful?

If Parent/Guardian notification requirements were not complied with, explain why:

Describe injuries sustained or property damaged by students or employees:

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

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

Employee

Date of form delivered to Parent/Guardian

Method of Transmittal

I.C. Iowa Code

Iowa Code § 279.8

Iowa Code § 280.21

Description

Directors - General Rules - Bonds of Employees

Corporal Punishment

I.A.C. Iowa Administrative Code

281 I.A.C. 103

Description

Corporal Punishment, Physical Restraint, Seclusion

Cross References

402.03

503.05

Description

Abuse of Students by School District Employees

Corporal Punishment, Mechanical Restraint and Prone Restraint

Approved May 2025

Reviewed _____

Revised _____

Exhibit 503.06-E(2): Physical Restraint and Seclusion of Students - Debriefing Letter to Guardian of student Involved in an Occurrence Where Physical Restraint or Seclusion was Used

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

Dear [Guardian],

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

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

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

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

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

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

[Administrator name], title

Date

Enclosure: Report related to student occurrence

I.C. Iowa Code

Iowa Code § 279.8

Iowa Code § 280.21

Description

Directors - General Rules - Bonds of Employees

Corporal Punishment

I.A.C. Iowa Administrative Code

281 I.A.C. 103

Description

Corporal Punishment, Physical Restraint, Seclusion

Cross References

402.03

503.05

Description

Abuse of Students by School District Employees

Corporal Punishment, Mechanical Restraint and Prone Restraint

Approved May 2025

Reviewed _____

Revised _____

Exhibit 503.06-E(3): Physical Restraint and Seclusion of Students – Debriefing Meeting Document

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

Student name:	Date of occurrence:
Date of debriefing meeting:	Time of debriefing meeting
Location of debriefing meeting:	

Names of individuals attending the debriefing meeting (must include the employees involved and at least one employee who was not involved):	Job title of employee and/or relation to student:

Documentation reviewed during meeting (must include at least the occurrence report; and BIP, IHP, IEP and/or safety plan if applicable):

Identification of patterns of behavior and proportionate response, if any, in the student and employees involved:

Possible alternative responses, if any, to the incident/less restrictive means, if any:

Additional resources, if any, that could facilitate those alternative responses in the future:

Plans for additional follow up actions, if any:

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

Employee

Date of delivered to Parent/Guardian

Method of Transmittal

I.C. Iowa Code

Iowa Code § 279.8
Iowa Code § 280.21

Description

Directors - General Rules - Bonds of Employees
Corporal Punishment

I.A.C. Iowa Administrative Code

281 I.A.C. 103

Description

Corporal Punishment, Physical Restraint, Seclusion

Cross References

402.03
503.05

Description

Abuse of Students by School District Employees
Corporal Punishment, Mechanical Restraint and Prone Restraint

Approved May 2025

Reviewed _____

Revised _____

Policy 503.07: Student Disclosure of Identity

It is the goal of the district to provide a safe and supportive educational environment in which all students may learn. As part of creating that safe educational environment, no employee of the district will provide false or misleading information to the parent/guardian of a student regarding that student's gender identity or intention to transition to a gender that is different from their birth certificate or certificate issued upon adoption.

If a student makes a request to a licensed employee to accommodate a gender identity, name, or pronoun that is different than what was assigned to the student in the student's registration forms or records, the licensed employee is required by Iowa law to report the request to an administrator. The school administrator receiving the report is required by Iowa law to report the request to the student's parent/guardian. This requirement also applies to all nicknames.

To maintain compliance with Iowa law and also provide efficiency in the reporting requirements listed above, the Superintendent will provide the opportunity for parents and guardians to list in the student's registration paperwork any and all nicknames used for students.

Legal Reference: §279.78

I.C. Iowa Code	Description
Iowa Code § 279.78	Parental Rights in Ed

Approved August 2023/

Reviewed May 2025

Revised _____

Exhibit 503.07-E(1): Student Disclosure of Identity – Report of Student Disclosure of Identity

Dear (Parent/Guardian) _____,

This letter is to inform you that your student (student's name listed on registration) _____
has made a request of a licensed employee to (check all that apply):

_____ make an accommodation that is intended to affirm the student's gender identity as follows:

_____ use a name, pronoun or gender identity that is different from the name, pronoun and/or gender
identity listed on the student's school registration forms. The name, pronoun, or gender identity
requested is _____.

If you would like to amend the student's registration paperwork to permit the student's requested
accommodation and/or include the use of the above-referenced name/pronoun/gender identity, please
complete the attached form and return it to the district administration office.

Sincerely,

Administrator

Date

I.C. Iowa Code

Iowa Code § 279.78

Description

[Parental Rights in Ed](#)

Approved August 2023/

Reviewed May 2025

Revised _____

Exhibit 503.07-E(2): Student Disclosure of Identity – Request to Update Student Identity

(Student's current name on registration)

(Student ID)

Please update my student's names, pronouns, and/or gender identities on my student's registration paperwork to include all of the following:

(Names)

(Pronouns)

(Gender identities)

Parent/Guardian

Date

I.C. Iowa Code
Iowa Code § 279.78

Description
[Parental Rights in Ed](#)

Approved August 2023/

Reviewed May 2025

Revised _____

Policy 503.08: Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence

This is the [model policy published by the Iowa Department of Education](#), which all districts are required to adopt as a result of HF 604 passed in 2023.

(Policy from Iowa DOE on next 7 pages)

Sept. 14, 2023

Model Policies for Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence

Introduction

The 2023 Iowa Acts, chapter 96 (House File 604), signed by Governor Reynolds on May 26, 2023, requires the Iowa Department of Education to develop and distribute a model policy for school districts and charter schools that, if adopted, satisfies a school district's or charter school's responsibilities under Iowa Code 279.79 established by the Act. These model policies are intended to support a school district and charter school in meeting the requirements of new Iowa Code section 279.79 and in developing policies for different grade levels that describe how a school district or charter school may discipline a student for making a threat of violence or causing an incident of violence that results in injury or property damage or assault.

Districts are required to:

- Publish the district policy on the district website (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 1).
- Provide each parent or guardian with a copy of the policy and require the parent or guardian acknowledge receipt of the policy in writing or electronically (2023 Iowa Acts, chapter 96 (House File 604), sec. 8).

Discipline Policy

Discipline is designed to promote behavior that will enable students to learn and successfully participate in their educational and social environments. The district discipline policy for students who make a threat of violence or commit an act of violence is developed to help students understand their obligations to others in the school setting, secure the safety of all students, staff and the community, and to correct student behavior if a violation occurs (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 1).

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

Discipline and other responses to threats or incidents of violence by a student with a disability, including removal from a class, placement in a therapeutic classroom, suspensions, and expulsions, will comply with the provisions of applicable federal and state laws including, but not limited to, the IDEA, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 3).

District Response to a Threat or Incident of Violence by a Student

Reporting a Threat of Violence or Incidence of Violence

In the case of any threat of violence or incident of violence that results in injury, property damage or assault by a student, the teacher will report to the school principal or lead administrator within 24 hours of the incident. The principal or lead administrator will notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence and the student(s) who the threatened or perpetrated act of violence was made against within 24 hours after receipt of the teacher's report and complete an investigation of the

incident as soon as possible. The classroom teacher may also notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed (2023 Iowa Acts, chapter 96 (House File 604), sec. 4).

An investigation will be initiated by the principal or lead administrator upon learning of an incident of violence or threat of violence through any credible means. If the principal or lead administrator finds that an incident of violence or threat of violence did occur, the administrator will determine the level of threat or incident by considering all aspects of the situation, including the student's intent and knowledge of the impact of their actions, their developmental level and context of the incident. The resolution will focus on identifying the cause behind the behavior and appropriate corrective action (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsections 1 and 4).

A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 5).

Threat of Violence

Threat of violence means a written, verbal, electronic or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

Incident of Violence

Incident of violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

Injury

Injury means “physical pain, illness or any impairment of physical condition.” State v. McKee, 312 N.W.2d 907, 913 (Iowa 1981).

Property Damage

Property damage means any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property (Iowa Code section 4.1(21)).

Assault

Assault means when, without justification, a student does any of the following:

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

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace (Following Iowa Code section 708.1).

Escalating Responses by Grade Band

Grades PK-2

Level	Escalating Response
Level 1	<ul style="list-style-type: none"> Requires parent or guardian notification. Requires individualized educational program (IEP) meeting, if the student has an IEP. Responses may include any of the following: <ul style="list-style-type: none"> Parent or guardian conference that includes the student, when appropriate; When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district; Behavior intervention student agreement coupled with another response(s); Restitution or opportunities to repair relationships coupled with another response(s); Detention; and/or Temporary removal from class. Unless the first offense is unusually serious, the administrator will avoid permanent removal from a class.
Level 2	<ul style="list-style-type: none"> Requires parent or guardian notification. Review of response to prior offense, if applicable, to inform increased level of response. Requires individualized educational program (IEP) meeting, if the student has an IEP. Responses to the incident may include the following: <ul style="list-style-type: none"> Parent or guardian conference that includes the student, when appropriate; When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; Behavior intervention student agreement coupled with another response(s); Restitution or opportunities to repair relationships coupled with another response(s); Detention; Temporary or permanent removal from extracurricular activities; Temporary or permanent removal from class; In-school suspension; Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.
Level 3	<ul style="list-style-type: none"> Requires parent or guardian notification. Review of response to prior offense, if applicable, to inform increased level of response. Requires individualized educational program (IEP) meeting, if the student has an IEP. Responses to an incident may include the following: <ul style="list-style-type: none"> Parent or guardian conference that includes the student, when appropriate; When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; Behavior intervention student agreement coupled with another response(s); Restitution or opportunities to repair relationships coupled with another response(s). Detention; Temporary or permanent removal from extracurricular activities; Temporary or permanent removal from class; In-school suspension; Out-of-school suspension; Suspension of transportation privileges, if misconduct occurred in a school vehicle; Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or Recommendation for expulsion.

Grades 3-5

Level	Escalating Response
Level 1	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Responses to an incident may include the following: <ul style="list-style-type: none"> ○ Parent or guardian conference that may include the student, when appropriate; ○ When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district; ○ Behavior intervention student agreement coupled with another response(s); ○ Restitution or opportunities to repair relationships coupled with another response(s); ○ Detention; and/or ○ Temporary removal from class. • Unless the first offense is unusually serious, the administrator will avoid permanent removal from a class.
Level 2	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Response to an incident may include, but are not limited to, the following: <ul style="list-style-type: none"> ○ Parent or guardian conference that includes the student, when appropriate; ○ When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; ○ Behavior intervention student agreement coupled with another response(s); ○ Restitution or opportunities to repair relationships coupled with another response(s); ○ Detention; ○ Temporary or permanent removal from extracurricular activities; ○ Temporary or permanent removal from class; ○ In-school suspension; ○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or ○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.
Level 3	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Response to an incident may include the following: <ul style="list-style-type: none"> ○ Parent or guardian conference that includes the student, when appropriate; ○ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; ○ Behavior intervention student agreement coupled with another response(s); ○ Restitution or opportunities to repair relationships coupled with another response(s); ○ Detention; ○ Temporary or permanent removal from extracurricular activities; ○ Temporary or permanent removal from class; ○ In-school suspension; ○ Out-of-school suspension; ○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or ○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or ○ Recommendation for expulsion.

Grades 6-8

Level	Escalating Response
Level 1	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Responses to an incident may include the following: <ul style="list-style-type: none"> ○ Parent or guardian conference that may include the student, when appropriate; ○ When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district; ○ Behavior intervention student agreement coupled with another response(s); ○ Restitution or opportunities to repair relationships coupled with another response(s); ○ Detention; and/or ○ Temporary removal from class.
Level 2	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Responses to an incident may include, but are not limited to, the following: <ul style="list-style-type: none"> ○ Parent or guardian conference that includes the student, when appropriate; ○ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; ○ Behavior intervention student agreement coupled with another response(s); ○ Restitution or opportunities to repair relationships coupled with another response(s); ○ Detention; ○ Temporary or permanent removal from extracurricular activities; ○ Temporary or permanent removal from class; ○ In-school suspension; ○ Out-of-school suspension; ○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or ○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.
Level 3	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Response to an incident may include the following: <ul style="list-style-type: none"> ○ Parent or guardian conference that may include the student, when appropriate; ○ When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district; ○ Behavior intervention student agreement coupled with another response(s); ○ Restitution or opportunities to repair relationships coupled with another response(s); ○ Detention; ○ Temporary or permanent removal from extracurricular activities; ○ Temporary or permanent removal from class; ○ In-school suspension; ○ Out-of-school suspension; ○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; ○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or ○ Recommendation for expulsion.

Grades 9-12

Level	Escalating Response
Level 1	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Responses to an incident may include, but are not limited to, the following: <ul style="list-style-type: none"> ○ Parent or guardian conference that includes the student, when appropriate; ○ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; ○ Behavior intervention student agreement coupled with another response(s); ○ Restitution or opportunities to repair relationships coupled with another response(s); ○ Detention; ○ Temporary removal from extracurricular activities; ○ Temporary removal from class; ○ In-school suspension; and/or ○ Suspension of transportation, if misconduct occurred in a school vehicle.
Level 2	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Response to an incident may include the following: <ul style="list-style-type: none"> ○ Parent or guardian conference that includes the student, when appropriate; ○ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; ○ Behavior intervention student agreement coupled with another response(s); ○ Restitution or opportunities to repair relationships coupled with another response(s); ○ Detention; ○ Temporary or permanent removal from extracurricular activities; ○ Temporary or permanent removal from class; ○ In-school suspension; ○ Out-of-school suspension; ○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or ○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.
Level 3	<ul style="list-style-type: none"> • Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires individualized educational program (IEP) meeting, if the student has an IEP. • Response to an incident may include the following: <ul style="list-style-type: none"> ○ Parent or guardian conference that includes the student, when appropriate; ○ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district; ○ Behavior intervention student agreement coupled with another response(s); ○ Restitution or opportunities to repair relationships coupled with another response(s); ○ Detention; ○ Temporary or permanent removal from extracurricular activities; ○ Temporary or permanent removal from class; ○ In-school suspension; ○ Out-of-school suspension; ○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; ○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or ○ Recommendation for expulsion.

Definitions (consistent with the Department's Data Dictionary 2022-23)

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

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

In-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.

Out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days unless due process is provided as required by federal and state law. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Placement in an alternate learning environment means placement of a student in an environment established apart from the regular educational program that includes rules, staff and resources designed to accommodate student needs and to provide a comprehensive education consistent with the student learning goals and content standards established by the school district.

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

Approved September 2023

Reviewed May 2025

Revised November 2024

Regulation 503.08-R(1): Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence - Student Threats of violence and Incidents of Violence

Effective student discipline policies serve the needs of the District in maintaining the order of the education environment while safeguarding the education interests of all students. For this reason, it is crucial to engage many perspectives in crafting sound policies related to discipline. The board, in conjunction with teachers and administrators in the District, have assigned further meaning to concepts listed in this policy.

Jesup Community Schools will follow policy 503.08 for the following:

Incident Levels Defined

Incident levels must escalate, with Level 1 being less severe than Level 3 incidents. However, the District maintains discretion in applying the level of discipline appropriate for an incident. In making this determination, the administration will consider the following definitions of incident levels. Because no definition could encompass all possible threats or incidents, the administration has discretion in determining which level to assign the incident after looking at the nature of the incident as well as the age, grade level, and maturity of the student.

Level 1 Defined:

Level 2 Defined:

Level 3 Defined:

Timeframe for Determining Repeated Incidents

The District will consider all incidents occurring within _____ *[the school year]* as sufficiently close in proximity between incidents to establish that a repeated incident has occurred. The rationale for establishing this timeframe is _____. The administration will have discretion to alter this timeframe when appropriate under the circumstances, depending on the nature of the incident as well as the age, grade level and maturity of the student.

Considerations for Determining the Maturity of the Student

The District believes that gauging the maturity of a student is subject to interpretation and best left to the licensed employees who interact most closely with the student on a regular basis. Assessing a student's maturity level is based on individual characteristics unique to each student. Therefore, in making a determination about the maturity of a student, the administration may consult with the student's classroom teacher and other relevant licensed staff. The administration will consider the following factors in determining the maturity of the student:

- _____
- _____
- _____

Considerations for Determining Whether the Off-Campus Threat of Violence or Incident of Violence Will Directly Affect the Good Order, Efficient Management and Welfare of the School District

The District recognizes that students maintain First Amendment rights to free expression both within school and outside. However, free speech protections are not absolute and do not extend to true threats of violence toward an individual or a group of individuals. In considering whether a threat or incident of violence will directly affect the good order, efficient management and welfare of the school district necessitating the need for investigation, the administration will consider, among other things, the following factors:

- The specificity of the threat for time, location or individual(s) targeted;
- The reasonable likelihood of the student's ability to carry out the threat;
- The reasonable likelihood that the threat will interfere with the operation of the educational environment.

In addition to the notification requirements in policy, the administration will apprise the parents or guardians of any student who suffered violence or a threat of violence, of the rights to file complaints under any other relevant board policies including but not limited to anti-bullying/anti-harassment and Title IX.

NOTE: Iowa law requires school boards to collaborate with teachers and administrators in adopting a policy related to threats of violence and incidents of violence. This accompanying regulation is designed to supplement the framework provided by the Department of Education in policy 503.8 and be edited and completed by boards through a collaborative process involving relevant stakeholders for the district.

Legal Reference: Iowa Code §279.65A

Approved December 2023

Reviewed _____

Revised May 2025

Policy 503.09: Student Use of Personal Electronic Devices

In order to promote the best educational experience, students should feel connected to their educational environment and to others in the school community. Building meaningful connections can occur in a variety of ways. Technology has advanced peoples' ability to connect with one another across a variety of virtual platforms, and when used appropriately, adds value to the learning environment. However, it is vital to the developmental health and growth of students that the district provides opportunities for students to connect with peers and other members of their school community in-person whenever possible. In-person learning and interactions teach vital life and social skills that students will need for their continued success in the community.

For this reason, student use of personal electronic devices during instructional time is prohibited. Students have access to district-owned electronic devices as appropriate for the instructional needs of the learning environment and authorized by the classroom teacher. Personal electronic devices means any device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. Students may wear smart or electronic watches but may not use any communication applications or features that are prohibited from use on other electronic devices and all notifications must be turned off. Personal electronic devices that have been specifically authorized under a current individual education plan (IEP), a Section 504 plan, or an Individual Health Plan (IHP) are exempt from this policy. For purposes of this policy, instructional time is defined as the time from the beginning of class bell through the end of class bell.

Students who choose to use personal electronic devices outside instructional time but while on school property, at school-sponsored events, or in a manner that may impact the educational environment must use these devices in accordance with all applicable laws and board policies. Students who violate this policy may face disciplinary consequences. The Superintendent, in conjunction with building level administration, will develop administrative regulations in accordance with this policy.

*Note: **This policy and the language contained here is optional.** The language should be adapted to suit the needs of individual districts. The definition of personal electronic devices includes cell phones, headphones and other Bluetooth devices. Smartwatches have been specifically exempted if the settings are appropriately configured. However, individual districts should decide whether to exempt smartwatches. Instructional time is defined to include lunch, recess, and passing periods in this policy. However, districts should adapt this language to suit the needs of their individual communities*

Legal References: 16 C.F.R. 312
34 C.F.R. pt. 99
47 C.F.R. 54.520
Iowa Code 279.8

I.C. Iowa Code
Iowa Code § 279.8

Description
[Directors - General Rules - Bonds of Employees](#)

C.F.R. - Code of Federal Regulations

16 C.F.R. 312
34 C.F.R. Pt. 99
47 C.F.R. 54.520

Description

Children's Online Privacy Protection Rule
Education - Family Rights and Privacy
Communications - Children's Internet Protection Act

Cross References

401.12
401.12-R(1)

Description

Employee Use of Cell Phones
Employee Use of Cell Phones - Regulation

Approved September 2024

Reviewed May 2025

Revised _____

Regulation 503.09-R(1): Student Use of Personal Electronic Devices - Regulation

The district is committed to providing an inclusive educational environment for students and families. It is valuable for students' educational experience for families to engage in and support their students' educational experience. As part of this commitment, the district will take steps to create opportunities for students to engage in peer-to-peer activities, and ensure that student use of personal electronic devices does not occur during instructional time.

Every district staff member is empowered to assist in the enforcement of this policy and regulation as appropriate. To avoid distraction during instructional time, personal electronic devices must be silenced or turned off, not visible, and not physically attached to the student's body. Students may store their personal electronic devices in their backpacks, unless otherwise instructed. Staff members may establish classroom rules or protocols for placement of personal electronic devices during instructional times consistent with this regulation. If a student is observed using a personal electronic device during instructional time, the employee who observed the student behavior will notify building administration, who will require the student to turn in the device for safekeeping until the end of the school day. The device will be secured in the building's front office. The district, however, is not responsible for the loss, theft, or destruction of personal electronic devices brought onto school, or district property, or while the student is attending district or school-sponsored events.

For a student's first violation of this policy, the student may pick up the device at the end of the school day and the student's parent/guardian will be notified. For subsequent violations of this policy, the device will be released to the student's parent/guardian following a meeting with the student and the student's parent/guardian to create a plan to avoid further violations. If a student in violation of this policy refuses to turn over their device, they may be sent home for the remainder of the school day. Repeated violations of this policy may result in additional disciplinary consequences for students in accordance with board policy.

*Note: **This regulation is optional, as is the language.** All the language of this regulation should be amended to suit the unique needs of your district. Historically, cell phone bans in school buildings have been enforced unequally between classrooms. The language above is intended to create a more uniform enforcement approach by having building administration handle the enforcement of the students in violation of this policy, and minimize disruption within the learning environment. Some districts may choose to require turning in all students' personal electronic devices at the beginning of instructional time each day. Districts who choose to do so, should proceed only after weighing their own*

I.C. Iowa Code
Iowa Code § 279.8

Description
[Directors - General Rules - Bonds of Employees](#)

C.F.R. - Code of Federal Regulations
16 C.F.R. 312
34 C.F.R. Pt. 99
47 C.F.R. 54.520

Description
[Children's Online Privacy Protection Rule](#)
[Education - Family Rights and Privacy](#)
[Communications - Children's Internet Protection Act](#)

Cross References
401.12
401.12-R(1)

Description
[Employee Use of Cell Phones](#)
[Employee Use of Cell Phones - Regulation](#)

Approved September 2024

Reviewed May 2025

Revised _____

Policy 504.01: Student Government

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

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

Legal Reference: Iowa Code § 279.8

I.C. Iowa Code
Iowa Code § 279.8

Description
[Directors - General Rules - Bonds of Employees](#)

Approved November 1996

Reviewed January 2000/March 2002/January 2005/October 2006/March 2009/December 2013/
April 2016/September 2018/April 2021/ May 2025

Revised _____

Policy 504.02: Student Organizations (I & II)

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

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

Curriculum-Related Organizations

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

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

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

Noncurriculum-Related Organizations

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

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

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

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

This is a mandatory policy.

NOTE: This policy reflects the protection given nonschool-sponsored student groups in the federal

Equal Access Act. Option I should be used by school districts that have noncurricular, school-sponsored organizations. Option II should be used by school districts that do not have noncurricular, school-sponsored organizations.

Legal Reference: Westside Community Board of Education v Mergens, 496 U.S. 226 (1990).
Bender v. Williamsport Area Community School District, 741 F.2d 538 (3d Cir. 1984), *vacated and remanded on other grounds*, 475 U.S. 534 (1986).
20 U.S.C. §§ 4071-4074
Iowa Code §§ 287; 297.9.

I.C. Iowa Code

Iowa Code § 287
Iowa Code § 297.9

Description

[Societies and Fraternities](#)
[Schoolhouses/Sites - Use Other than Schools Purposes](#)

U.S.C. - United States Code

20 U.S.C. §§ 4071-4074

Description

[Education - Equal Access](#)

U.S. Supreme Court

496 U.S. 226

Description

[Westside Community BOE v Mergens \(1990\)](#)

Case Law

Bender v. Williamsport Area CSD

Westside Bd. of Education v. Mergens

Description

741 F.2d 538 (3d Cir. 1984) *vacated and remanded on other grounds*,
475 U.S. 534 (1986).

496 U.S. 226 (1990)

Approved November 1996

Reviewed January 2000/March 2002/January 2005/October 2006/March 2009/December 2013/
April 2016/September 2018/April 2021

Revised May 2025

Policy 504.04: Student Performances

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

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

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

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

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

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

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

I.C. Iowa Code
Iowa Code § 280

Description
[Uniform School Requirements](#)

I.A.C. Iowa Administrative Code
281 I.A.C. 12.6

Description
[General Accreditation Standards - Activity Program](#)

U.S. Supreme Court
484 U.S. 260

Description
[Hazelwood School District v Kuhlmeier \(1988\)](#)

Case Law	Description
Hazelwood School Dist v. Kuhlmeier	484 U.S. 260 (1988)

Cross References	Description
503.04	Good Conduct Rule

Approved November 1996

Reviewed January 2000/March 2002/January 2005/October 2006/March 2009/December 2013/April 2016/September 2018/April 2021/ May 2025

Revised _____

Policy 504.06: Student Activity Program

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

Students will have an opportunity to participate in a school activity unless the activity is not offered, 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 expense, in which case the board will take action. The events must not disrupt the education program or other school district operations.

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

It is 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.

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

Legal Reference: 20 U.S.C. §§ 1681-1683; 1685-1686.
34 C.F.R. Pt. 106.41
Iowa Code §§ 216.9; 280.13-.14.
281 I.A.C. 12.3(6), 12.6., 36.8.

I.C. Iowa Code
Iowa Code § 216.9
Iowa Code § 280

Description
[Unfair/Discriminatory Practices](#)
[Uniform School Requirements](#)

I.A.C. Iowa Administrative Code
281 I.A.C. 12.3
281 I.A.C. 12.6

Description
[Administration](#)
[General Accreditation Standards - Activity Program](#)

I.A.C. Iowa Administrative Code	Description
281 I.A.C. 36.8	Eligibility Requirements
U.S.C. - United States Code	Description
20 U.S.C. §§ 1681	Education - Sex
20 U.S.C. §§ 1685	Education - Authority
C.F.R. - Code of Federal Regulations	Description
34 C.F.R. Pt. 106.41	Education - Athletics
Cross References	Description
507.09	Wellness
507.09-R(1)	Wellness - Regulation

Approved November 1996

Reviewed January 2000/March 2002/January 2005/October 2006/March 2009/December 2013/
April 2016/September 2018/April 2021/ May 2025

Revised December 1997/March 2000

Policy 505.01: Student Progress Reports and Conferences

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

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

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

NOTE: This is a mandatory policy. The second paragraph should be written to reflect the school district's practice.

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

I.C. Iowa Code	Description
Iowa Code § 256.11	DE - Educational Standards
Iowa Code § 256.41	DE - Online Learning Requirements
Iowa Code § 280	Uniform School Requirements
Iowa Code § 284.12	Teacher Performance, Compensation, Development - Rules

I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	Administration
281 I.A.C. 5	Public Records - Fair Access

Approved November 1996

Reviewed January 2000/April 2002/October 2006/April 2009/January 2014/May 2016/May 2021

Revised March 2000/March 2005/ May 2025

Policy 505.02: Student Promotion - Retention – Acceleration

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

The district shall adhere to the following:

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

For students in grades kindergarten through sixth, if a student is not reading at a proficient level, the district will notify a student's parent or guardian of the student's reading level, and the option for parents to request that the student be retained in the student's current grade level for the subsequent school year. The district is prohibited from promoting a student to the next grade level if the student is not reading proficiently, and the student's parent or guardian requests the student be retained at their current grade level for the next year.

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

NOTE: School districts that use specific steps or processes for determining retention or acceleration should reference the applicable criteria or where to locate the criteria in the bulleted information above.

Legal Reference: Iowa Code §§ 256.11, .41; 279.8; .68.
281 I.A.C. 12.5(16).

I.C. Iowa Code

Iowa Code § 256.11

Iowa Code § 256.41

Iowa Code § 279.8

Iowa code §279.68

Description

DE - Educational Standards

DE - Online Learning Requirements

Directors - General Rules - Bonds of Employees

Student Progression-intensive reading instruction-reporting requirements

I.A.C. Iowa Administrative Code

281 I.A.C. 12.5

Description

General Accreditation Standards - Education Program

Cross References

410.02

603.02

Description

Summer School Licensed Employees

Summer School Instruction

Approved November 1996Reviewed January 2000/April 2002/February 2005/October 2006/April 2009/January 2014/May 2016/ May 2021/ May 2025Revised March, 2000/August 2024

Policy 505.03: Student Honors and Awards

The school district will provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students to assist students in setting goals. Students are made aware of honors and awards and the action necessary on the part of the student to achieve them. Students who have not attended an accredited public or private school for their entire high school education, will not be eligible for honors and awards.

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

Note: The last sentence of the first paragraph is where a school district should insert a residency requirement for receipt of school district honors and awards. The policy is written to require four years of attendance prior to eligibility for honors and awards. School districts that want more specific language, such as requiring students to attend the school district for four semesters prior to being eligible for honors and awards, should add it here.

Legal Reference: Iowa Code § 279.8

I.C. Iowa Code	Description
Iowa Code § 279.8	Directors - General Rules - Bonds of Employees
Cross References	Description
501.06	Student Transfers In

Approved November 1996

Reviewed January 2000/April 2002/February 2005/October 2006/April 2009/January 2014/May 2016/May 2021/ May 2024

Revised _____

Policy 505.04: Testing Program

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

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

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

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

Prior to an employee or contractor of the district providing information on a student enrolled in the district on any survey related to the social or emotional abilities, competencies or characteristics of the student; the district will provide the parent/guardian of the student detailed information related to the survey and obtain written consent of the parent/guardian of the student. This includes the person who created the survey, the person who sponsors the survey, how the information generated by the survey is used and how information generated by the survey is stored. This requirement will not prohibit a district employee from answering questions related to a student enrolled in the district as part of developing or implementing an individualized education program for the student.

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

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

This is a mandatory policy.

Legal Reference: 20 U.S.C. § 1232h Iowa Code §§ 279.79; 280.3

I.C. Iowa Code

Iowa Code § 280.3
Iowa Code § 279.79

Description

Education Program - Attendance Center Requirements
Surveys-required parental consent

U.S.C. - United States Code

20 U.S.C. § 1232h

Description

Education - Protection of Pupil Rights

Cross References

607.02

607.02-R(1)

Description

Student Health Services

Student Health Services - Regulation

Approved November 1996

Reviewed January 2000/April 2002/February 2005/October 2006/April 2009/January 2014/May 2016/May 2021

Revised June 2017/August 2023/

Policy 505.05: Graduation Requirements

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

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 52 credits prior to graduation. The following credits will be required for graduation:

English/Language Arts	<u>8</u> credits
Science	<u>6</u> credits
Mathematics	<u>6</u> credits
Social Studies	<u>5</u> credits
Physical Education	<u>4</u> credits
United State Government	<u>7</u> credits
American History	<u>1</u> credits
Financial Literacy	<u>1</u> credits

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

Prior to graduation, the district will advise students on how to successfully complete the free application for federal student aid.

Graduation requirements for special education students include successful completion of four years of English, three years of math, three years of social studies and three years of science.

Students who complete a regular session in the Legislative Page Program of the general assembly at the state capitol will be credited $\frac{1}{2}$ credit of social studies.

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

NOTE: This is a mandatory policy.

Legal Reference: Iowa Code §§ 256.7, 11, .41; 279.8; 279.61; 280.3, .14.
281 I.A.C. 12.3(5); 12.5

I.C. Iowa Code

Iowa Code § 256.11

Iowa Code § 256.41

Iowa Code § 256.7

Description

[DE - Educational Standards](#)

[DE - Online Learning Requirements](#)

[DE - Duties of State Board](#)

I.C. Iowa Code

Iowa Code § 279.8
Iowa Code § 280.14
Iowa Code § 280.3
Iowa Code §279.61

Description

Directors - General Rules - Bonds of Employees
Uniform School Requirements - Administrators
Education Program - Attendance Center Requirements
Individual Career and Academic Plan

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3
281 I.A.C. 12.5

Description

Administration
General Accreditation Standards - Education Program

Cross References

603.03

Description

Special Education

Approved November 1996

Reviewed January 2000/April 2002/February 2005/April 2009/January 2014/May 2016/May 2021/ May 2025

Revised March 2000/December 2000/November 2006/August 2021/September 2022/August 2023

Policy 505.06: Early Graduation

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

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

(Board members specifically stated this was to include other 2nd semester dances, Dollars for Scholars, award programs (FFA, Athletic Banquet, etc.), after prom and grand march.)

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

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

I.C. Iowa Code
Iowa Code § 279.8
Iowa Code § 280.3

Description
[Directors - General Rules - Bonds of Employees](#)
[Education Program - Attendance Center Requirements](#)

I.A.C. Iowa Administrative Code
281 I.A.C. 12.3
281 I.A.C. 12.5

Description
[Administration](#)
[General Accreditation Standards - Education Program](#)

Approved November, 1996

Reviewed January 2000/ April 2002/ February 2005/ April 2009/ January 2014/ May 2016/ May 2021

Revised April 2006/ May 2025

Policy 505.07: Commencement

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

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

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

I.C. Iowa Code
Iowa Code § 279.8
Iowa Code § 280.3

Description
[Directors - General Rules - Bonds of Employees](#)
[Education Program - Attendance Center Requirements](#)

I.A.C. Iowa Administrative Code
281 I.A.C. 12.5

Description
[General Accreditation Standards - Education Program](#)

Approved April 1997

Reviewed January 2000/April 2002/February 2005/October 2006/April 2009/January 2014/May 2016/May 2021

Revised May 2002/January 2019/ May 2025

Policy 505.08: Parent and Family Engagement District-Wide Policy (Formerly Parental Involvement)

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

- Involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement through meetings and/or surveys.
- Support, coordination and technical assistance necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance will be provided through utilization of staff development opportunities, CSIP committees and PTO.
- Build the schools' and parents' capacity for strong parental involvement through speakers, open houses, p/t conferences, parent/school compacts and Title I meetings.
- Coordinate and integrate parental involvement strategies between Title I and Head Start through Principal communication with other groups.
- Conduct with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, parents of any racial or ethnic minority, parents with disabilities and parents with limited literacy);
- Use the findings of the annual evaluation to design strategies for more effective parent and family involvement and to revise, as necessary, the parent and family involvement policies; and;
- Involve parents in Title I activities through the "Take Home" program.

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

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

NOTE: This is a mandatory policy and accompanying regulation. The intent of this portion of Every Student Succeeds Act is that districts will uniquely tailor this policy in a manner and format that suits the needs of their individual community. As a result, there are underlined spaces within

this policy that indicate areas where the district should add their own plans after having taken the steps to collaborate with parents and families. This policy is not complete without the necessary description of how each district intends to implement the policy.

Legal Reference: 20 U.S.C. §6318

U.S.C. - United States Code	Description
20 U.S.C. §6318	Education - Parent and Family Engagement
Cross References	Description
903.02	Community Resource Persons and Volunteers

Approved May 2005

Reviewed October 2006/April 2009/January 2014/May 2016/May 2021

Revised June 2017/November 2019

Regulation 505.08-R(1): Parent and Family Engagement District-Wide Policy (Formerly Parental Involvement) - Building-Level Regulation

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

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

- Provide other reasonable support to encourage parental involvement

5. Schools Operating a Schoolwide Program: Each school operating a schoolwide program under this policy shall:

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

U.S.C. - United States Code
20 U.S.C. §6318

Description
[Education - Parent and Family Engagement](#)

Cross References
903.02

Description
[Community Resource Persons and Volunteers](#)

Approved May 2025

Reviewed

Revised

Policy 506.01: Education Records Access

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

Definitions

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

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

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

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

Parents, an eligible student or an authorized representative of the parents will have the right to access the student's education records prior to an Individualized Education Program (IEP) meeting or hearing.

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

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

If the parents or an eligible student believes the information in the education records is inaccurate, misleading or violates the privacy of the student, the parents or an eligible student

may request that the school district amend the education records.

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

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

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

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

records. This list for an education record may be accessed by the parents, the eligible student and the custodian of education records.

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

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

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

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

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

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

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

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

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy.

It is the responsibility of the superintendent to annually notify parents and eligible students that they have the right to:

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

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

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

NOTE: This is a mandatory policy.

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

Legal Reference: 20 U.S.C. § 1232g, 1415.
34 C.F.R. Pt. 99, 300, .610 *et seq.*
Iowa Code §§ 22; 279.9B, 280.24, .25, 622.10.
281 I.A.C. 12.3(4); 41

I.C. Iowa Code	Description
Iowa Code § 22	Open Records
Iowa Code § 279.9B	Directors - Powers and Duties - Reports to Juvenile Authorities
Iowa Code § 280.24	Drug & Alcohol Possession Reporting
Iowa Code § 280.25	Information Sharing
Iowa Code § 622.10	Evidence - Communications in Professional Confidence
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	Administration
281 I.A.C. 41	Special Education
U.S.C. - United States Code	Description
20 U.S.C. § 1232g	Education - FERPA
20 U.S.C. § 1415	IDEA - Procedural Safeguards
C.F.R. - Code of Federal Regulations	Description
34 C.F.R. Pt. 300	Education - Disabilities/Children/Assistance to States
34 C.F.R. Pt. 300.610	Education - Confidentiality
34 C.F.R. Pt. 99	Education - Family Rights and Privacy
Cross References	Description
102	Equal Educational Opportunity
102-R(1)	Equal Educational Opportunity - Grievance Procedure
102-E(1)	Equal Educational Opportunity - Annual Notice of Nondiscrimination
102-E(2)	Equal Educational Opportunity - Continuous Notice of Nondiscrimination
102-E(3)	Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights
102-E(4)	Equal Educational Opportunity - Discrimination Complaint Form
102-E(5)	Equal Educational Opportunity - Witness Disclosure Form
603.03	Special Education
604.11	Appropriate Use of Online Learning Platforms
605.08	Artificial Intelligence in the Educational Environment
605.08-R(1)	Artificial Intelligence in the Educational Environment - Regulation
708	Care, Maintenance and Disposal of School District Records
712	Technology and Data Security
712-R(1)	Technology and Data Security - Security Requirements of Third-Party Vendors Regulation
804.06	Use of Recording Devices on School Property
804.06-R(1)	Use of Recording Devices on School Property - Use of District Owned Recording Devices Regulation
901	Public Examination of School District Records

Approved December 1996

Reviewed February 2000/April 2002/April 2009/January 2014/May 2016/July 2021

Revised April, 2000/March 2001/March 2005/December 2006/June 2017/ May 2025

Regulation 506.01-R(1): Education Records Access - Regulation

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

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

A. Access to Records

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

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

C. Procedures for Requesting a Record Amendment

1. If the eligible student, parent, or legal guardian believe the information in the education records is inaccurate, misleading, or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education student records.
2. The school district will decide whether to amend the education student records within a reasonable time after receipt of the request.

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

I.C. Iowa Code

Iowa Code § 22
 Iowa Code § 279.9B
 Iowa Code § 280.24
 Iowa Code § 280.25
 Iowa Code § 622.10

Description

[Open Records](#)
[Directors - Powers and Duties - Reports to Juvenile Authorities](#)
[Drug & Alcohol Possession Reporting](#)
[Information Sharing](#)
[Evidence - Communications in Professional Confidence](#)

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3
 281 I.A.C. 41

Description

[Administration](#)
[Special Education](#)

U.S.C. - United States Code	Description
20 U.S.C. § 1232g	Education - FERPA
20 U.S.C. §1415	IDEA - Procedural Safeguards

C.F.R. - Code of Federal Regulations Description

34 C.F.R. Pt. 300	Education - Disabilities/Children/Assistance to States
34 C.F.R. Pt. 300.610	Education - Confidentiality
34 C.F.R. Pt. 99	Education - Family Rights and Privacy

Cross References

	Description
102	Equal Educational Opportunity
102-R(1)	Equal Educational Opportunity - Grievance Procedure
102-E(1)	Equal Educational Opportunity - Annual Notice of Nondiscrimination
102-E(2)	Equal Educational Opportunity - Continuous Notice of Nondiscrimination
102-E(3)	Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights
102-E(4)	Equal Educational Opportunity - Discrimination Complaint Form
102-E(5)	Equal Educational Opportunity - Witness Disclosure Form
603.03	Special Education
604.11	Appropriate Use of Online Learning Platforms
605.08	Artificial Intelligence int the Educational Environment
605.08-R(1)	Artificial Intelligence int the Educational Environment - Regulation
708	Care, Maintenance and Disposal of School District Records
712	Technology and Data Security
712-R(1)	Technology and Data Security - Security Requirements of Third-Party Vendors Regulation
804.06	Use of Recording Devices on School Property
804.06-R(1)	Use of Recording Devices on School Property - Use of District Owned Recording Devices Regulation
901	Public Examination of School District Records

Approved December 1996

Reviewed February 2000/April 2002/February 2005/November 2006/April 2009/January 2014/ May 2016/July 2021/ May 2025

Revised April 2000/June 2017

**Exhibit 506.01-E(1): Education Records Access -
Request of Nonparent for Examination or Copies of Education Records**

The undersigned hereby requests permission to examine the _____ Community School

District's official student records of: _____

(Legal Name of Student)

(Date of Birth)

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

The undersigned certifies that they are (check one):

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

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

(Signature)

(Title)

(Agency)

APPROVED:

Date: _____

Address: _____

Signature: _____ City: _____

Title: _____ State: _____ Zip: _____

Dated: _____ Phone Number: _____

I.C. Iowa Code	Description
Iowa Code § 22	Open Records
Iowa Code § 279.9B	Directors - Powers and Duties - Reports to Juvenile Authorities
Iowa Code § 280.24	Drug & Alcohol Possession Reporting
Iowa Code § 280.25	Information Sharing
Iowa Code § 622.10	Evidence - Communications in Professional Confidence

I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	Administration
281 I.A.C. 41	Special Education

U.S.C. - United States Code	Description
20 U.S.C. § 1232g	Education - FERPA
20 U.S.C. § 1415	IDEA - Procedural Safeguards

C.F.R. - Code of Federal Regulations	Description
34 C.F.R. Pt. 300	Education - Disabilities/Children/Assistance to States
34 C.F.R. Pt. 300.610	Education - Confidentiality
34 C.F.R. Pt. 99	Education - Family Rights and Privacy

Cross References	Description
102	Equal Educational Opportunity
102-R(1)	EEO - Grievance Procedure
102-E(1)	EEO - Annual Notice of Nondiscrimination
102-E(2)	EEO - Continuous Notice of Nondiscrimination
102-E(3)	EEO - Notice of Section 504 Student and Parental Rights
102-E(4)	EEO - Discrimination Complaint Form
102-E(5)	EEO - Witness Disclosure Form
603.03	Special Education
604.11	Appropriate Use of Online Learning Platforms
605.08	Artificial Intelligence in the Educational Environment
605.08-R(1)	AI in the Educational Environment - Regulation
708	Care, Maintenance and Disposal of School District Records
712	Technology and Data Security
712-R(1)	Technology and Data Security - Security Requirements of Third Party Vendors Regulation
804.06	Use of Recording Devices on School Property
804.06-R(1)	Use of Recording Devices on School Property - Use of District Owned Recording Devices Regulation
901	Public Examination of School District Records

Approved December 1996

Reviewed November 2006/April 2009/January 2014/May 2016/July 2021/ May 2025

Revised April, 2000/December, 2000

**Exhibit 506.01-E(2): Education Records Access -
Authorization for Release of Education Records**

The undersigned hereby authorizes _____

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

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

_____ from 20____ to 20____
(Name & Address of Last School Attended) (Year(s) of Attendance)

The reason for this request is: _____

My relationship to the child is: _____

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

- () the undersigned
() the student
() other (please specify) _____

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP: _____

Phone Number: _____

I.C. Iowa Code	Description
Iowa Code § 22	Open Records
Iowa Code § 279.9B	Directors - Powers and Duties - Reports to Juvenile Authorities
Iowa Code § 280.24	Drug & Alcohol Possession Reporting
Iowa Code § 280.25	Information Sharing
Iowa Code § 622.10	Evidence - Communications in Professional Confidence
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	Administration
281 I.A.C. 41	Special Education
U.S.C. - United States Code	Description
20 U.S.C. § 1232g	Education - FERPA
20 U.S.C. § 1415	IDEA - Procedural Safeguards
C.F.R. - Code of Federal Regulations	Description
34 C.F.R. Pt. 300	Education - Disabilities/Children/Assistance to States
34 C.F.R. Pt. 300.610	Education - Confidentiality
34 C.F.R. Pt. 99	Education - Family Rights and Privacy
Cross References	Description
102	Equal Educational Opportunity
102-R(1)	EEO - Grievance Procedure
102-E(1)	EEO - Annual Notice of Nondiscrimination
102-E(2)	EEO - Continuous Notice of Nondiscrimination
102-E(3)	EEO - Notice of Section 504 Student and Parental Rights
102-E(4)	EEO - Discrimination Complaint Form
102-E(5)	EEO - Witness Disclosure Form
603.03	Special Education
604.11	Appropriate Use of Online Learning Platforms
605.08	Artificial Intelligence in the Educational Environment
605.08-R(1)	AI in the Educational Environment - Regulation
708	Care, Maintenance and Disposal of School District Records
712	Technology and Data Security
712-R(1)	Technology and Data Security - Security Requirements of Third Party Vendors Regulation
804.06	Use of Recording Devices on School Property
804.06-R(1)	Use of Recording Devices on School Property - Use of District Owned Recording Devices Regulation
901	Public Examination of School District Records

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Reviewed February 2000/April 2002/February 2005/November 2006/April 2009/January 2014/May 2016/July 2021/ May 2025

Revised April, 2000/December 2000/March, 2005

**Exhibit 506.01-E(3): Education Records Access -
Request for Hearing on Correction of Education Records**

To: _____ Address: _____
Board Secretary (Custodian)

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

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

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

My relationship to the child is: _____

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

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP: _____

Phone Number: _____

I.C. Iowa Code	Description
Iowa Code § 22	Open Records
Iowa Code § 279.9B	Directors - Powers and Duties - Reports to Juvenile Authorities
Iowa Code § 280.24	Drug & Alcohol Possession Reporting
Iowa Code § 280.25	Information Sharing
Iowa Code § 622.10	Evidence - Communications in Professional Confidence
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	Administration
281 I.A.C. 41	Special Education
U.S.C. - United States Code	Description
20 U.S.C. § 1232g	Education - FERPA
20 U.S.C. § 1415	IDEA - Procedural Safeguards
C.F.R. - Code of Federal Regulations	Description
34 C.F.R. Pt. 300	Education - Disabilities/Children/Assistance to States
34 C.F.R. Pt. 300.610	Education - Confidentiality
34 C.F.R. Pt. 99	Education - Family Rights and Privacy
Cross References	Description
102	Equal Educational Opportunity
102-R(1)	EEO - Grievance Procedure
102-E(1)	EEO - Annual Notice of Nondiscrimination
102-E(2)	EEO - Continuous Notice of Nondiscrimination
102-E(3)	EEO - Notice of Section 504 Student and Parental Rights
102-E(4)	EEO - Discrimination Complaint Form
102-E(5)	EEO - Witness Disclosure Form
603.03	Special Education
604.11	Appropriate Use of Online Learning Platforms
605.08	Artificial Intelligence in the Educational Environment
605.08-R(1)	AI in the Educational Environment - Regulation
708	Care, Maintenance and Disposal of School District Records
712	Technology and Data Security
712-R(1)	Technology and Data Security - Security Requirements of Third Party Vendors Regulation
804.06	Use of Recording Devices on School Property
804.06-R(1)	Use of Recording Devices on School Property - Use of District Owned Recording Devices Regulation
901	Public Examination of School District Records

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May 2016/July 2021/May 2025

Revised April, 2000/December 2000/March, 2005

**Exhibit 506.01-E(4): Education Records Access -
Request for Examination of Education Records**

To: _____ Address: _____

Board Secretary (Custodian)

The undersigned desires to examine the following official education records.

My relationship to the student is: _____

(check one)

_____ I do
_____ I do not

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

(Parent's Signature)

APPROVED:

Date: _____

Address: _____

Signature: _____ City: _____

Title: _____ State: _____ ZIP: _____

Dated: _____ Phone Number: _____

I.C. Iowa Code	Description
Iowa Code § 22	Open Records
Iowa Code § 279.9B	Directors - Powers and Duties - Reports to Juvenile Authorities
Iowa Code § 280.24	Drug & Alcohol Possession Reporting
Iowa Code § 280.25	Information Sharing
Iowa Code § 622.10	Evidence - Communications in Professional Confidence

I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	Administration
281 I.A.C. 41	Special Education

U.S.C. - United States Code	Description
20 U.S.C. § 1232g	Education - FERPA
20 U.S.C. § 1415	IDEA - Procedural Safeguards

C.F.R. - Code of Federal Regulations	Description
34 C.F.R. Pt. 300	Education - Disabilities/Children/Assistance to States
34 C.F.R. Pt. 300.610	Education - Confidentiality
34 C.F.R. Pt. 99	Education - Family Rights and Privacy

Cross References	Description
102	Equal Educational Opportunity
102-R(1)	EEO - Grievance Procedure
102-E(1)	EEO - Annual Notice of Nondiscrimination
102-E(2)	EEO - Continuous Notice of Nondiscrimination
102-E(3)	EEO - Notice of Section 504 Student and Parental Rights
102-E(4)	EEO - Discrimination Complaint Form
102-E(5)	EEO - Witness Disclosure Form
603.03	Special Education
604.11	Appropriate Use of Online Learning Platforms
605.08	Artificial Intelligence in the Educational Environment
605.08-R(1)	AI in the Educational Environment - Regulation
708	Care, Maintenance and Disposal of School District Records
712	Technology and Data Security
712-R(1)	Technology and Data Security - Security Requirements of Third Party Vendors Regulation
804.06	Use of Recording Devices on School Property
804.06-R(1)	Use of Recording Devices on School Property - Use of District Owned Recording Devices Regulation
901	Public Examination of School District Records

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Revised April 2000/December 2000

**Exhibit 506.01-E(5): Education Records Access -
Notification of Transfer of Education Records**

To: _____ Date: _____
Parent/or Guardian

Street Address: _____

City/State: _____ ZIP: _____

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

School District Name Address

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

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

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

(Name)

(Title)

I.C. Iowa Code	Description
Iowa Code § 22	Open Records
Iowa Code § 279.9B	Directors - Powers and Duties - Reports to Juvenile Authorities
Iowa Code § 280.24	Drug & Alcohol Possession Reporting
Iowa Code § 280.25	Information Sharing
Iowa Code § 622.10	Evidence - Communications in Professional Confidence
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	Administration
281 I.A.C. 41	Special Education
U.S.C. - United States Code	Description
20 U.S.C. § 1232g	Education - FERPA
20 U.S.C. § 1415	IDEA - Procedural Safeguards
C.F.R. - Code of Federal Regulations	Description
34 C.F.R. Pt. 300	Education - Disabilities/Children/Assistance to States
34 C.F.R. Pt. 300.610	Education - Confidentiality
34 C.F.R. Pt. 99	Education - Family Rights and Privacy
Cross References	Description
102	Equal Educational Opportunity
102-R(1)	EEO - Grievance Procedure
102-E(1)	EEO - Annual Notice of Nondiscrimination
102-E(2)	EEO - Continuous Notice of Nondiscrimination
102-E(3)	EEO - Notice of Section 504 Student and Parental Rights
102-E(4)	EEO - Discrimination Complaint Form
102-E(5)	EEO - Witness Disclosure Form
603.03	Special Education
604.11	Appropriate Use of Online Learning Platforms
605.08	Artificial Intelligence in the Educational Environment
605.08-R(1)	AI in the Educational Environment - Regulation
708	Care, Maintenance and Disposal of School District Records
712	Technology and Data Security
712-R(1)	Technology and Data Security - Security Requirements of Third Party Vendors Regulation
804.06	Use of Recording Devices on School Property
804.06-R(1)	Use of Recording Devices on School Property - Use of District Owned Recording Devices Regulation
901	Public Examination of School District Records

Approved December 1996

Reviewed February 2000/April 2002/February 2005/November 2006/April 2009/January 2014/May 2016/July 2021/May 2025

Revised April 2000/December 2000

**Exhibit 506.01-E(6): Education Records Access -
Letter to Parent Regarding Receipt of a Subpoena**

Date _____

Dear (Parent) :

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

Records requested are _____.

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

Sincerely,

(Principal or Superintendent)

I.C. Iowa Code	Description
Iowa Code § 22	Open Records
Iowa Code § 279.9B	Directors - Powers and Duties - Reports to Juvenile Authorities
Iowa Code § 280.24	Drug & Alcohol Possession Reporting
Iowa Code § 280.25	Information Sharing
Iowa Code § 622.10	Evidence - Communications in Professional Confidence

I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	Administration
281 I.A.C. 41	Special Education

U.S.C. - United States Code	Description
20 U.S.C. § 1232g	Education - FERPA
20 U.S.C. § 1415	IDEA - Procedural Safeguards

C.F.R. - Code of Federal Regulations	Description
34 C.F.R. Pt. 300	Education - Disabilities/Children/Assistance to States
34 C.F.R. Pt. 300.610	Education - Confidentiality
34 C.F.R. Pt. 99	Education - Family Rights and Privacy

Cross References	Description
102	Equal Educational Opportunity
102-R(1)	EEO - Grievance Procedure
102-E(1)	EEO - Annual Notice of Nondiscrimination
102-E(2)	EEO - Continuous Notice of Nondiscrimination
102-E(3)	EEO - Notice of Section 504 Student and Parental Rights
102-E(4)	EEO - Discrimination Complaint Form
102-E(5)	EEO - Witness Disclosure Form
603.03	Special Education
604.11	Appropriate Use of Online Learning Platforms
605.08	Artificial Intelligence in the Educational Environment
605.08-R(1)	AI in the Educational Environment - Regulation
708	Care, Maintenance and Disposal of School District Records
712	Technology and Data Security
712-R(1)	Technology and Data Security - Security Requirements of Third Party Vendors Regulation
804.06	Use of Recording Devices on School Property
804.06-R(1)	Use of Recording Devices on School Property - Use of District Owned Recording Devices Regulation
901	Public Examination of School District Records

Approved December 1996

Reviewed February 2000/April 2002/February 2005/November 2006/April 2009/January 2014/May 2016/July 2021/ May 2025

Revised April, 2000/December, 2000

Exhibit 506.01-E(7): Education Records Access - Juvenile Justice Agency Information Sharing Agreement

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

Identification of Agencies: This agreement is between Jesup Community School District (hereinafter "School District") and *[insert agency]* (hereinafter "Agencies") .

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

Parameters of Information Exchange:

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

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

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

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

Term: This agreement is effective from *[insert date]*.

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

APPROVED:

Signature: _____ Address: _____

Title: _____ City: _____

Agency: _____ State: _____ ZIP _____

Dated: _____ Phone Number: _____

Signature: _____ Address: _____

Title: _____ City: _____

Agency: _____ State: _____ ZIP _____

Dated: _____ Phone Number: _____

Signature: _____ Address: _____

Title: _____ City: _____

Agency: _____ State: _____ ZIP _____

Dated: _____ Phone Number: _____

Signature: _____ Address: _____

Title: _____ City: _____

Agency: _____ State: _____ ZIP _____

Dated: _____ Phone Number: _____

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

I.C. Iowa Code	Description
Iowa Code § 22	Open Records
Iowa Code § 279.9B	Directors - Powers and Duties - Reports to Juvenile Authorities
Iowa Code § 280.24	Drug & Alcohol Possession Reporting
Iowa Code § 280.25	Information Sharing
Iowa Code § 622.10	Evidence - Communications in Professional Confidence
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	Administration
281 I.A.C. 41	Special Education
U.S.C. - United States Code	Description
20 U.S.C. § 1232g	Education - FERPA
20 U.S.C. § 1415	IDEA - Procedural Safeguards
C.F.R. - Code of Federal Regulations	Description
34 C.F.R. Pt. 300	Education - Disabilities/Children/Assistance to States
34 C.F.R. Pt. 300.610	Education - Confidentiality
34 C.F.R. Pt. 99	Education - Family Rights and Privacy
Cross References	Description
102	Equal Educational Opportunity
102-R(1)	EEO - Grievance Procedure
102-E(1)	EEO - Annual Notice of Nondiscrimination
102-E(2)	EEO - Continuous Notice of Nondiscrimination
102-E(3)	EEO - Notice of Section 504 Student and Parental Rights
102-E(4)	EEO - Discrimination Complaint Form
102-E(5)	EEO - Witness Disclosure Form
603.03	Special Education
604.11	Appropriate Use of Online Learning Platforms
605.08	Artificial Intelligence in the Educational Environment
605.08-R(1)	AI in the Educational Environment - Regulation
708	Care, Maintenance and Disposal of School District Records
712	Technology and Data Security
712-R(1)	Technology and Data Security - Security Requirements of Third Party Vendors Regulation
804.06	Use of Recording Devices on School Property
804.06-R(1)	Use of Recording Devices on School Property - Use of District Owned Recording Devices Regulation
901	Public Examination of School District Records

Approved December 1996

Reviewed February 2000/April 2002/February 2005/November 2006/April 2009/January 2014/May 2016/July 2021/ May 2025

Revised April 2000/December 2000

Exhibit 506.01-E(8): Education Records Access – Annual Notice

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

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

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

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

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

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

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

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

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

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

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

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

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

I.C. Iowa Code

Iowa Code § 22

Iowa Code § 279.9B

Iowa Code § 280.24

Iowa Code § 280.25

Iowa Code § 622.10

Description

Open Records

Directors - Powers and Duties - Reports to Juvenile Authorities

Drug & Alcohol Possession Reporting

Information Sharing

Evidence - Communications in Professional Confidence

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3

281 I.A.C. 41

Description

Administration

Special Education

U.S.C. - United States Code

20 U.S.C. § 1232g

20 U.S.C. § 1415

Description

Education - FERPA

IDEA - Procedural Safeguards

C.F.R. - Code of Federal Regulations Description

34 C.F.R. Pt. 300

34 C.F.R. Pt. 300.610

34 C.F.R. Pt. 99

Education - Disabilities/Children/Assistance to States

Education - Confidentiality

Education - Family Rights and Privacy

Cross References

102

102-R(1)

102-E(1)

102-E(2)

102-E(3)

102-E(4)

102-E(5)

603.03

604.11

605.08

605.08-R(1)

708

712

Description

Equal Educational Opportunity

EEO - Grievance Procedure

EEO - Annual Notice of Nondiscrimination

EEO - Continuous Notice of Nondiscrimination

EEO - Notice of Section 504 Student and Parental Rights

EEO - Discrimination Complaint Form

EEO - Witness Disclosure Form

Special Education

Appropriate Use of Online Learning Platforms

Artificial Intelligence in the Educational Environment

AI in the Educational Environment - Regulation

Care, Maintenance and Disposal of School District Records

Technology and Data Security

Cross References

712-R(1)

804.06

804.06-R(1)

901

DescriptionTechnology and Data Security - Security Requirements of
Third Party Vendors Regulation

Use of Recording Devices on School Property

Use of Recording Devices on School Property - Use of District
Owned Recording Devices Regulation

Public Examination of School District Records

Approved December 1996Reviewed February 2000/April 2002/February 2005/November 2006/April 2009/January 2014/
May 2016/July 2021Revised April 2000/December 2000/ May 2025

Policy 506.02: Student Directory Information

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The district has designated the following as "directory information": *[Note: a district may, but does not have to, include all the information listed below, which is included in the United States Department of Education's sample policy. This information should match the information contained in 506.02R1, and 506.02E1].*

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

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

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

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

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

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

I.C. Iowa Code

Iowa Code § 22
Iowa Code § 622.10

Description

[Open Records](#)
[Evidence - Communications in Professional Confidence](#)

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3
281 I.A.C. 41

Description

[Administration](#)
[Special Education](#)

U.S.C. - United States Code

20 U.S.C. § 1232g

Description

[Education - FERPA](#)

C.F.R. - Code of Federal Regulations

34 C.F.R. Pt. 99

Description

[Education - Family Rights and Privacy](#)

Cross References

901
902.04

Description

[Public Examination of School District Records](#)
[Live Broadcast or Recording](#)

Approved December 1996

Reviewed February 2000/April 2002/November 2002/February 2005/ November 2006/April 2009/January 2014/May 2016/ June 2017/July 2021

Revised January 2003/ May 2025

Regulation 506.02-R(1): Student Directory Information - Use of Directory Information

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

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

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

If you do not want the Jesup Community School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 15. Jesup Community School District has designated the following information as directory information: ***[Note: a district may, but does not have to, include all the information listed below, which is included in the United States Department of Education's sample policy. This information should match the information contained in 506.01E8, 506.02, and 506.02E1].***

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports

- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

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

I.C. Iowa Code

Iowa Code § 22

Iowa Code § 622.10

Description

[Open Records](#)

[Evidence - Communications in Professional Confidence](#)

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3

281 I.A.C. 41

Description

[Administration](#)

[Special Education](#)

U.S.C. - United States Code

20 U.S.C. § 1232g

Description

[Education - FERPA](#)

C.F.R. - Code of Federal Regulations

34 C.F.R. Pt. 99

Description

[Education - Family Rights and Privacy](#)

Cross References

901

902.04

Description

[Public Examination of School District Records](#)

[Live Broadcast or Recording](#)

Approved December 1996

Reviewed February 2000/April 2002/November 2002/February 2005/November 2006/ April 2009/January 2014/May 2016/July 2021

Revised January 2003/June 2017/ May 2025

Exhibit 506.02-E(1): Student Directory Information - Authorization for Releasing Student Directory Information

The Jesup Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). A copy of the school district's policy is available for review at the central offices.

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

The school district has designated the following information as directory information: *[Note: a district may, but does not have to, include all the information listed below, which is included in the United States Department of Education's sample policy. This information should match the information contained in 506.1E8, 506.2R1, and 506.2E1].*

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

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than August 15th, 20__ of this school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

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

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

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

RETURN THIS FORM

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

Student Name: _____ Date of Birth _____

School: _____ Grade: _____

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

This form must be returned to your child's school no later than August 15th , 20__ .

Additional forms are available at your child's school.

I.C. Iowa Code

Iowa Code § 22

Iowa Code § 622.10

Description

[Open Records](#)

[Evidence - Communications in Professional Confidence](#)

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3

281 I.A.C. 41

Description

[Administration](#)

[Special Education](#)

U.S.C. - United States Code

20 U.S.C. § 1232g

Description

[Education - FERPA](#)

C.F.R. - Code of Federal Regulations

34 C.F.R. Pt. 99

Description

[Education - Family Rights and Privacy](#)

Cross References

901

902.04

Description

[Public Examination of School District Records](#)

[Live Broadcast or Recording](#)

Approved May 2025

Reviewed _____

Revised _____

Policy 506.03: Student Photographs

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

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

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

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

Legal Reference: Iowa Code § 279.8

I.C. Iowa Code	Description
Iowa Code § 279.8	Directors - General Rules - Bonds of Employees

Approved December 1996

Reviewed February 2000/April 2002/February 2005/November 2006/April 2009/January 2014/
May 2016/July 2021/May 2025

Revised _____

Policy 506.04: Student Library Circulation Records

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

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

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

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
34 C.F.R. Pt. 99
Iowa Code §§ 22
281 I.A.C. 12.3(4).

I.C. Iowa Code Iowa Code § 22	Description Open Records
I.A.C. Iowa Administrative Code 281 I.A.C. 12.3	Description Administration
U.S.C. - United States Code 20 U.S.C. § 1232g	Description Education - FERPA
C.F.R. - Code of Federal Regulations 34 C.F.R. Pt. 99	Description Education - Family Rights and Privacy

Approved December 1996

Reviewed February 2000/April 2002/February 2005/November 2006/April 2009/January 2014/
May 2016/July 2021/ May 2025

Revised _____

Policy 507.01: Student Health and Immunization Certificates

Students desiring to participate in athletic activities or enrolling in 3 year old Pre-School, 4 year old Pre-School/Pre K, TK or kindergarten in the school district will have a physical examination by a licensed healthcare provider and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students in other grades enrolling for the first time in the school district.

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

Students enrolling for the first time in the school district will also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

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

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

Legal Reference: Iowa Code §§ 139A.8; 280.13.
281 I.A.C. 33.5.
641 I.A.C. 7.

I.C. Iowa Code
Iowa Code § 139A.8
Iowa Code § 280.13

Description
[Immunization of Children](#)
[Uniform School Requirements - Athletics](#)

I.A.C. Iowa Administrative Code
281 I.A.C. 33.5
641 I.A.C. 7

Description
[Homeless Children and Youth - Immunizations](#)
[Public Health - Immunizations](#)

Cross References

402.02

501.04

501.16

604.01

604.08

Description

Child Abuse Reporting

Entrance - Admissions

Homeless Children and Youth

Private Instruction

Foreign Students

Approved December 1996

Reviewed February 2000/May 2002/March 2005/May 2009/February 2014/June 2016

Revised February 2007/August 2009/ April 2025

Policy 507.02: Administration of Medication to Students

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

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container. Administration of medication may also occur consistent with board policy 804.05 – Stock Prescription Medication Supply.

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

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

A written medication administration record shall be on file including:

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

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

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

NOTE: This is a mandatory policy.

NOTE: Iowa law requires school districts to allow students with asthma, airway constricting disease, or respiratory distress to carry and self-administer their medication as long as the parents and prescribing physician report and approve in writing. Students do not have to prove competency to the school district. The consent form, see 507.2E1, is all that is required. School districts that determine students are abusing their self-administration may either withdraw the self-

administration if medically advisable or discipline the student, or both. abusing their self-administration may either withdraw the self-administration if medically advisable or discipline the student, or both.

NOTE: School districts may stock over-the-counter, nonprescription medications that are not for life-threatening incidents. The policy for medication administration covers prescription and nonprescription medication. NOTE: Disposal procedures reflect the Iowa Department of Education School Hazardous Waste and Medication Management Guidance, issued 2021-2022: https://www.iowadnr.gov/Portals/idnr/uploads/waste/swfact_schoolhazardouswastemedicationmanagement.pdf

Legal Reference: Disposing on Behalf of Ultimate Users, 79 Fed. Reg. 53520, 53546 (9/9/2014).
Iowa Code §§124.101(1); 147.107; 152.1; 155A.4(2); 280.16; 280.23.
655 IAC §6.2(152).
281 IAC §14.1, 2

I.C. Iowa Code	Description
Iowa Code § 124	Controlled Substances
Iowa Code § 147.107	Drug Dispensing/Supplying
Iowa Code § 152	Nursing
Iowa Code § 155A.4	Dispensing/Distributing Prescription Drugs - Exceptions
Iowa Code § 280.16	Asthma - epi-pens
Iowa Code § 280.23	Student Health Services

I.A.C. Iowa Administrative Code	Description
281 I.A.C. 14	Special Health Services
281. I.A.C 14.1	Medication Administration
655 I.A.C 6	Nursing

Cross References	Description
603.03	Special Education
607.02	Student Health Services
607.02-R(1)	Student Health Services - Regulation
804.05	Stock Prescription Medication Supply
804.05-E(1)	Stock Prescription Medication Supply - Parental Authorization and Release Form for the Administration of a Voluntary School Supply of Stock Medication for Life Threatening Incidents

Approved December 1996

Reviewed February 2000/May 2002/December 2006/May 2009/February 2014

Revised April 2005/July 2016/September 2022/ August 2023/May 2025

**Exhibit 507.02-E(1): Administration of Medication to Students -
Authorization - Asthma, Airway Constricting or Respiratory Distress
Medication Self-Administration Consent Form**

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

In accordance with applicable laws, students with asthma, airway constricting diseases, respiratory distress or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency. The following must occur for a student to self-administer asthma medication, bronchodilator canisters or spacers, other airway constricting disease medication or to self-administer an epinephrine auto-injector:

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

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

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

**AUTHORIZATION-ASTHMA, AIRWAY CONSTRICTING, OR RESPIRATORY DISTRESS
MEDICATION SELF-ADMINISTRATION CONSENT FORM**

Medication	Dosage	Route	Time
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Purpose of Medication & Administration /Instructions

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

Prescriber's Signature	Date
------------------------	------

Prescriber's Address

Emergency Phone

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

Parent/Guardian Signature
(agreed to above statement)

Date

Parent/Guardian Address

Home Phone

Business Phone

Self-Administration Authorization Add'l information

I.C. Iowa Code

Iowa Code § 124
Iowa Code § 147.107
Iowa Code § 152
Iowa Code § 155A.4
Iowa Code § 280.16
Iowa Code § 280.23

Description

Controlled Substances
Drug Dispensing/Supplying
Nursing
Dispensing/Distributing Prescription Drugs - Exceptions
Asthma - epi-pens
Student Health Services

I.A.C. Iowa Administrative Code

281 I.A.C. 14
281. I.A.C 14.1
655 I.A.C 6

Description

Special Health Services
Medication Administration
Nursing

Cross References

603.03
607.02
607.02-R(1)
804.05
804.05-E(1)

Description

Special Education
Student Health Services
Student Health Services - Regulation
Stock Prescription Medication Supply
Stock Prescription Medication Supply - Parental Authorization and
Release Form for the Administration of a Voluntary School Supply of
Stock Medication for Life Threatening Incidents

Approved December 1996

Reviewed February 2000/May 2002/March 2005/May 2009/February 2014

Revised February 2007/July 2016/ August 2023/May 2025

**Exhibit 507.02-E(2): Administration of Medication to Students -
Parental Authorization and Release Form for the Administration of
Medication or Special Health Services to Students**

Code No. 507.2E2

**PLEASE NOTE: MEDICATION WILL NOT BE GIVEN IF IT IS EXPIRED OR HAS AN
IMPROPER LABEL. MEDICATION MUST LABELED BY THE PHARMACY OR IN THE
MANUFACTURER'S CONTAINER.**

Student Name _____ DOB _____

Medication _____

Reason for Medication _____

Dose _____ Time to be given _____ Route _____

Physician/Prescriber name _____ Phone Number _____

Give on Early Out Days: Yes _____ No _____ Give on Late Start Days: Yes _____ No _____

Special Health Services and instructions, if indicated: _____

I request that the above named student be given the medication at school by a qualified staff person according to prescription instructions and a record maintained. I agree that school personnel may contact the prescriber as needed and that medication information may be shared with school personnel who need to know. I understand the law provides that there shall be no liability for damages as a result of the administration of medication where the person administering the medication acts as an ordinary reasonably prudent person would under the same circumstances and that the school district and the school nurse are to incur no liability, except for gross negligence, as a result of injury arising from the administration of medication. I will comply with the procedure listed on the back of this form related to the administration of medication at school.

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

Home Phone _____ Email _____

Prescriber's Signature and Credentials _____ Date _____
(when indicated for health service delivery)

**PERMISSION FOR DISPOSAL OF UNUSED MEDICATION AT THE END OF THE SCHOOL
YEAR – Please check one**

_____ I will pick up any unused medication at the end of the school year.

_____ Please send any unused medication home with my child. The school district will not be responsible for the medication once it is in the possession of my child.

**Jesup Community School District
Request to Administer Medication in Schools Information and Procedures**

1. All medications should be taken before or after school hours whenever possible. However, we realize certain medications may be required during the school day.
2. A signed and dated written authorization is required prior to any medication administration whether it is prescription or over the counter medication.
3. Prescription medications must be in the current pharmacy labeled container. This serves as the written prescriber's order. Please ask the pharmacy for a second labeled medication container for school use. This is free of charge. (Medication sent in baggies or unlabeled containers will NOT be given.)
4. If a student requires over-the-counter medication such as Tylenol or Ibuprofen more than 8 times during the school year, further written permission from a healthcare provider will be required, and students will need to bring their own supply to be stored in the nurse's office.
5. The parent/guardian is responsible for informing the school nurse of any changes to medication. A new authorization form must be completed if the medication, dosage, or time to be given changes.
6. We request a parent or responsible adult deliver all medications to the health office when possible to ensure the safety of all children. If your child brings the medication to school, please place the labeled medication bottle in a sealed envelope with the number of tablets/capsules that are enclosed written on the outside of the envelope.
7. The first dosage of any new prescription should be given at home so the child can be more closely observed for possible side effects and/or adverse reactions.
8. No medication will be continued beyond the school year in which it is ordered. If medication is not picked up by the end of the school day on the last day of the school year, it will be properly disposed of.
9. The Jesup Community School District does not assume responsibility for medication not prescribed by a physician/prescriber or medication administered by a student himself/herself.

Missy Walztoni, BSN, RN
PS-12th Grade School Nurse
319-827-1700, ext 1105

03/2025

Iowa Code § 124	Controlled Substances
Iowa Code § 147.107	Drug Dispensing/Supplying
Iowa Code § 152	Nursing
Iowa Code § 155A.4	Dispensing/Distributing Prescription Drugs - Exceptions
Iowa Code § 280.16	Asthma - epi-pens
Iowa Code § 280.23	Student Health Services

I.A.C. Iowa Administrative Code	Description
281 I.A.C. 14	Special Health Services
281. I.A.C 14.1	Medication Administration
655 I.A.C 6	Nursing

Cross References	Description
603.03	Special Education
607.02	Student Health Services
607.02-R(1)	Student Health Services - Regulation
804.05	Stock Prescription Medication Supply
804.05-E(1)	Stock Prescription Medication Supply - Parental Authorization and Release Form for the Administration of a Voluntary School Supply of Stock Medication for Life Threatening Incidents

Authorization Form Approved April 2005

Reviewed December 2006/May 2009/February 2014

Revised February 2007/July 2016/August 2023/ April 2025

**Exhibit 507.02-E(3): Administration of Medication to Students -
Parental Authorization and Release Form for Independent Self Carry and
Administration of Prescribed Medication or Independent Delivery of Health
Services by the Student**

_____/_____/_____
Student's Name (Last), (First), (Middle) Birthday School Date I
request the above-named student (Parent/Guardian initial all that apply)

_____ Carry and complete co-administration of prescribed medication, when competency has been demonstrated to licensed health personnel working under the auspices of the school. In accordance with applicable laws, students with asthma, airway constricting diseases, respiratory distress or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency. The information provided by the parent for medication administration is confidential as provided by the Family Education Rights and Privacy Act (FERPA) and any other applicable laws. I agree to provide safe delivery of the medication to and from school and to pick up remaining medication at the end of the school year or when medication is expired. If the students abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed, after notification is provided to the student's parent.

Prescribed Medication	Dosage	Route	Time at School
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_____ Co-administer, participate in planning, management and implementation of special health services at school and school activities after demonstration of proficiency to licensed health personnel working under the auspices of the school. The information provided by the parent for health service delivery is confidential as provide by the Family Education Rights and Privacy Act (FERPA) and any other applicable laws. I agree to coordinate and work with school personnel and the prescriber (if indicated) when questions arise. I agree to provide safe delivery of the student's equipment necessary for health service delivery to and from school and to pick up remaining equipment at the end of the school year.

Special Health Services Delivery:

Procedures for abandoned medication disposal shall be in accordance with applicable laws.

_____/_____/_____
Prescriber's Signature Date
and credentials (when indicated for health service delivery)

_____/_____/_____
Parent/Guardian Signature Date

Parent/Guardian address Home phone

I.C. Iowa Code

Iowa Code § 124
Iowa Code § 147.107
Iowa Code § 152
Iowa Code § 155A.4
Iowa Code § 280.16
Iowa Code § 280.23

Description

Controlled Substances
Drug Dispensing/Supplying
Nursing
Dispensing/Distributing Prescription Drugs - Exceptions
Asthma - epi-pens
Student Health Services

I.A.C. Iowa Administrative Code

281 I.A.C. 14
281. I.A.C 14.1
655 I.A.C 6

Description

Special Health Services
Medication Administration
Nursing

Cross References

603.03
607.02
607.02-R(1)
804.05
804.05-E(1)

Description

Special Education
Student Health Services
Student Health Services - Regulation
Stock Prescription Medication Supply
Stock Prescription Medication Supply - Parental Authorization and
Release Form for the Administration of a Voluntary School Supply of
Stock Medication for Life Threatening Incidents

Approved August 2023

Reviewed May 2025

Revised _____

**Exhibit 507.02-E(4): Administration of Medication to Students -
Parental Authorization and Release Form for the Administration of Voluntary
School Stock of Over-the-Counter Medication to Students**

Code No. 507.02E4

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

The district supplies the following nonprescription, over-the-counter medications that are listed below. Generic brands may be substituted, (select all that apply):

- Acetaminophen administered per manufacturer label
- Throat Lozenges administered per manufacturer label
- Other: Ibuprofen administered per manufacturer label (Please Specify)
- Other: Ant-Acids administered per manufacturer label (Please Specify)
- Other: Anti-Histamine administered per manufacturer label (Please Specify)
- Other: Midol or equivalent administered per manufacturer label (Please Specify)
- Other: Anti-Biotic Ointment administered per manufacturer label (Please Specify)
- Other: _____ administered per manufacturer label (Please Specify)

Voluntary school stock of nonprescription, over-the-counter medications are administered following these guidelines:

- Parent has provided a signed, dated annual authorization to administer of the nonprescription, over-the-counter medication(s) listed according to the manufacturer instructions. Electronic signature meets the requirement of written signature.
- The nonprescription, over-the-counter medication is in the original, labeled container and dispensed per the manufacturing label.
- All other nonprescription, over-the-counter medication not listed will require a written parent authorization and supply for the over-the counter medication.
- Supplements are not nonprescription, over-the-counter medications approved by the Federal Drug Administration and are NOT applicable.
- Nonprescription, over-the-counter medications approved by the Federal Drug Administration that require emergency medical service (EMS) notification after administration are NOT applicable.
- Persons administering nonprescription, over-the-counter medication include licensed health personnel working under the auspices of the school and individuals, whom licensed health personnel have delegated the administration of medication with valid certification who have successfully completed a medication administration course approved by the department and annual medication administration procedural skills check.

o Districts stocking the administration of a voluntary stock of nonprescription, over the counter medications, collaborate with licensed health personnel to develop and adopt a protocol shared with the parent to define at a minimum:

- when to contact the parent when a nonprescription medication, over the

- counter medication is administered;
- documentation of the administration of the nonprescription, over-the counter medication and parent contact;
- a limit to the administration of a school's stock nonprescription, over-the counter medications that would require a prescriber signature for further administration of a school's nonprescription, over-the counter medications for the remaining school year;
- the development of an individual health plan for ongoing medication administration or health service delivery at school.

I request that the above-named student receive the voluntary stock nonprescription, over-the counter medications supplied by the school in accordance with the district guidelines and protocol.

Parent Signature

Date

Parent/Guardian Address

Home Phone

I.C. Iowa Code

Iowa Code § 124
Iowa Code § 147.107
Iowa Code § 152
Iowa Code § 155A.4
Iowa Code § 280.16
Iowa Code § 280.23

Description

Controlled Substances
Drug Dispensing/Supplying
Nursing
Dispensing/Distributing Prescription Drugs - Exceptions
Asthma - epi-pens
Student Health Services

I.A.C. Iowa Administrative Code

281 I.A.C. 14
281. I.A.C 14.1
655 I.A.C 6

Description

Special Health Services
Medication Administration
Nursing

Cross References

603.03
607.02
607.02-R(1)
804.05
804.05-E(1)

Description

Special Education
Student Health Services
Student Health Services - Regulation
Stock Prescription Medication Supply
Stock Prescription Medication Supply - Parental Authorization and
Release Form for the Administration of a Voluntary School Supply of
Stock Medication for Life Threatening Incidents

Approved August 2023

Reviewed _____

Revised April 2025 _____

Policy 507.03: Communicable Diseases - Students

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

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

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

It is the responsibility of the superintendent, in conjunction with the school nurse, 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: <https://idph.iowa.gov/CADE/reportable-diseases>.

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

Legal Reference: School Board of Nassau County v. Arline, 480 U.S. 273 (1987).
29 U.S.C. §§ 701 et seq. (1988).
45 C.F.R. Pt. 84.3 (1993).
Iowa Code ch. 139 (1995).
641 I.A.C. 1.2-.5, 7.

I.C. Iowa Code Iowa Code § 139A.8	Description Immunization of Children
I.A.C. Iowa Administrative Code 641 I.A.C. 641 I.A.C. 1 641 I.A.C. 7	Description Public Health Department Public Health - Reportable Diseases/Quarantine/Isolation Public Health - Immunizations
U.S.C. - United States Code 29 U.S.C. §§ 701	Description Labor - Vocational and Other Rehab
C.F.R. - Code of Federal Regulations 45 C.F.R. Pt. 84.3	Description Public Welfare - Nondiscrimination on Basis of Handicap/Programs
Case Law School Board of Nassau Cnty. v. Arline	Description 480 U.S. 273 (1987)
Cross References 403.03 403.03-R(1) 403.03-E(1)	Description Communicable Diseases - Employees Communicable Diseases - Employees - Regulation Communicable Diseases - Employees - Hepatitis B Vaccine Information and Record

Approved December 1996

Reviewed February 2000/May 2002/March 2005/December 2006/May 2009/February 2014/June 2016/ May 2025

Revised September 2024

Policy 507.04: Student Illness or Injury at School

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

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

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

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

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

NOTE: This policy outlines the recommended practice.

Legal Reference: Iowa Code § 613.17

I.C. Iowa Code	Description
Iowa Code § 613.17	Emergency Assistance in an Accident

Approved December 1996

Reviewed February 2000/May 2002/March 2005/December 2006/May 2009/February 2014/June 2016/ May 2025

Revised

Policy 507.05: Emergency Plans and Drills

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

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

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

Legal Reference: Iowa Code § 100.31

I.C. Iowa Code Description

Iowa Code § 100.31 [Fire and Tornado Drills](#)

Cross References Description

711.07 [School Bus Safety Instruction](#)

Approved December 1996

Reviewed February 2000/May 2002/March 2005/May 2009/February 2014/June 2016

Revised January 2007/May 2025

Policy 507.06: Student Insurance

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

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

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

Legal Reference: Iowa Code § 279.8

I.C. Iowa Code
Iowa Code § 279.8

Description
[Directors - General Rules - Bonds of Employees](#)

Approved December 1996

Reviewed February 2000/May 2002/March 2005/December 2006/May 2009/February 2014/June 2016/ May 2025

Revised

Policy 507.07: Custody and Parental Rights

Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued are followed by the school district. It is the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action.

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

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

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

I.C. Iowa Code

Iowa Code § 232.67

Iowa Code § 232.70

Iowa Code § 232.73

Iowa Code § 232.75

Iowa Code § 235A

Iowa Code § 279.8

Iowa Code § 710.6

Description

[Juvenile Justice - Purpose and Policy](#)

[Juvenile Justice - Reporting Procedures](#)

[Juvenile Justice - Immunity from Liability](#)

[Juvenile Justice - Sanctions](#)

[Child Abuse](#)

[Directors - General Rules - Bonds of Employees](#)

[Custodial Order - Violating](#)

I.A.C. Iowa Administrative Code

441 I.A.C. 155

441 I.A.C. 175

441.I.A.C. 9.2

Description

[Human Services - Child Abuse Prevention](#)

[Human Services - Abuse of Children](#)

[Human Services - Statement of Policy](#)

Approved December 1996

Reviewed February 2000/May 2002/March 2005/December 2006/May 2009/February 2014/June 2016/ May 2025

Revised

Policy 507.08: Student Special Health Services

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

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

This is a mandatory policy.

Legal Reference: Board of Education v. Rowley, 458 U.S. 176 (1982).
Springdale School District #50 v. Grace, 693 F.2d 41 (8th Cir. 1982).
Southeast Warren Comm. School District v. Dept. of Public Instruction,
285 N.W.2d 173 (Iowa 1979).
20 U.S.C. §§1400 et seq. (1988).
34 C.F.R. Pt. 300 et seq. (1993).
Iowa Code §§ 256.11(7); 256B; 273.2, .5, .9(2)-(3); 280.8 (1995).
281 I.A.C. 41.

I.C. Iowa Code

Iowa Code § 256.11
Iowa Code § 256B
Iowa Code § 273.2
Iowa Code § 273.5
Iowa Code § 273.9
Iowa Code § 280.8

Description

[DE - Educational Standards](#)
[Special Education](#)
[AEA's Powers, Services, Programs](#)
[AEA's -Special Education](#)
[AEA's - Funding](#)
[Uniform School Requirements - Special Education](#)

I.A.C. Iowa Administrative Code

281 I.A.C. 14

Description

[Special Health Services](#)

U.S.C. - United States Code

20 U.S.C. §§ 1400

Description

[IDEA - General Provisions](#)

U.S. Supreme Court

480 U.S. 279

Description

[School Board of Nassau Cnty. V Arline \(1987\)](#)

Case Law

Board of Education v. Rowley 458 U.S. 176 (1982)
SE Warren CSD v. Dept. of Public Instruction 285 N.W.2d 173 (Iowa 1979)
Springdale SD #50 v. Grace 693 F.2d 41 (8th Cir. 1982)

Description

Cross References

603.03
711.01

Description

[Special Education](#)
[Student School Transportation Eligibility](#)

Approved December 1996

Reviewed February 2000/May 2002/March 2005/December 2006/May 2009/February 2014/June 2016/ May 2025

Revised March 2001

Regulation 507.08-R(1): Student Special Health Services – Regulation

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

A. Definitions

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

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

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

"Education team" - may include the eligible student, the student's parent, administrator, teacher, licensed health personnel, others involved in the student's educational program, or as described in the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973.

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

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

"Individual health plan" - the confidential, written, preplanned and ongoing special health service in the educational program. It includes assessment, nursing diagnosis, outcomes, planning, interventions evaluation, student goals, if applicable, and a plan for emergencies. The plan is updated as needed and at least annually. Licensed health personnel develop this written plan with collaboration from the parent or guardian, individual's health care provider or education team.

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

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

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

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

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

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

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

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

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

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

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

D. Licensed health personnel, in collaboration with the education team, will determine the special health services to be provided and the qualifications of individuals performing the special health services.

The documented rationale will include the following:

- Analysis and interpretation of the special health service needs, health status stability, complexity of the service, predictability of the service outcome and risk of improperly performed service.
- Determination that the special health service, task, procedure or function is part of the person's job description.
- Determination of the assignment and delegation based on the student's needs and qualifications of school personnel performing health services.
- Review of the designated person's competency.

- Determination of initial and ongoing level of supervision, monitoring and evaluation required to ensure quality services.
- E. Licensed health personnel will supervise the special health services, define the level and frequency of supervision and document the supervision.
- F. Licensed health personnel will instruct qualified designated personnel to deliver and perform special health services contained in the eligible individual health plan. Documentation of instruction, written consent of personnel as required in Iowa Code 280.23, and periodic updates are on file at school.
- G. Parents will provide the usual equipment, supplies and necessary maintenance for such, unless the school is required to provide the equipment, supplies, and maintenance under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. The equipment is stored in a secure area. The personnel responsible for the equipment are designated in the individual health plan. The individual health plan will designate the role of the school, parents, and others in the provision, supply, storage and maintenance of necessary equipment.

I.C. Iowa Code

Iowa Code § 256.11
Iowa Code § 256B
Iowa Code § 273.2
Iowa Code § 273.5
Iowa Code § 273.9
Iowa Code § 280.8

Description

[DE - Educational Standards](#)
[Special Education](#)
[AEA's Powers, Services, Programs](#)
[AEA's -Special Education](#)
[AEA's - Funding](#)
[Uniform School Requirements - Special Education](#)

I.A.C. Iowa Administrative Code

281 I.A.C. 14

Description

[Special Health Services](#)

U.S.C. - United States Code

20 U.S.C. §§ 1400

Description

[IDEA - General Provisions](#)

U.S. Supreme Court

480 U.S. 279

Description

[School Board of Nassau Cnty. V Arline \(1987\)](#)

Case Law

Board of Education v. Rowley 458 U.S. 176 (1982)
SE Warren CSD v. Dept. of Public Instruction 285 N.W.2d 173 (Iowa 1979)
Springdale SD #50 v. Grace 693 F.2d 41 (8th Cir. 1982)

Description

Cross References

603.03
711.01

Description

[Special Education](#)
[Student School Transportation Eligibility](#)

Approved December 1996

Reviewed February 2000/May 2002/March 2005/May 2009/February 2014/June 2016/May 2025

Revised March 2001/May 2024

Policy 507.09: Wellness

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

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

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

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

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

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

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

- Reviewing the policy at least every three years and recommending updates as appropriate for board approval;
- Implementing a process for permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, administrators and the public to participate in the development, implementation, and periodic review and update of the policy;
- Making the policy and updated assessment of the implementation available to the public (e.g., posting on the website, newsletters, etc). This information shall include the extent to which the schools are in compliance with policy and a description of the progress being made in attaining the goals of the policy; and
- Developing administrative regulations, which shall include specific wellness goals and indicators for measurement of progress consistent with law and district policy.

NOTE: This is a mandatory policy.

NOTE: The Iowa Department of Education has tools and resources available to help districts with progress reports and other aspects of policy implementation and review. Please visit the “School Wellness Policy” section of the Iowa Department of Education’s website, located at: <https://www.educateiowa.gov/pk-12/nutrition-programs/school-wellness>.

NOTE: School districts are required by federal law to have at least one wellness goal in each of the goal areas identified in paragraph three of the sample policy. These goal areas include the following: nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. School districts should select goals to include in the regulation (507.09R1) from the options provided in the sample regulation (507.9R1) or identify a district specific goal. Districts must remember the sample policy and sample regulation cannot be adopted in the current format. School boards and administration must make a choice for all text in italicized brackets.

Legal Reference: 42 U.S.C. §§ 1758(b) *et seq.*
42 U.S.C. §§ 1771 *et seq.*
Iowa Code §§ 256.7(29); 256.11(6).
281 I.A.C. 12.5; 58.11.

I.C. Iowa Code
Iowa Code § 256.11
Iowa Code § 256.7

Description
[DE - Educational Standards](#)
[DE - Duties of State Board](#)

I.A.C. Iowa Administrative Code
281 I.A.C 58.11
281 I.A.C. 12.5

Description
[General Accreditation Standards - Nutrition](#)
[General Accreditation Standards - Education Program](#)

U.S.C. - United States Code
42 U.S.C. § 1771
42 U.S.C. §§ 1751

Description
[Public Health - Child Nutrition](#)
[Public Health - School Lunch Program](#)

Cross References
504.06

Description
[Student Activity Program](#)

Approved September 2006

Reviewed May 2009/February 2014/June 2016/May 2022

Revised September 2012/ May 2025

Regulation 507.09-R(1): Wellness – Regulation

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

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

- Provide students with the knowledge and skills necessary to promote and protect their health;
- Ensure nutrition education and promotion are not only part of health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects;
- Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits, and school gardens;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy foods;
- Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
-

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

- Promote the benefits of a physically active lifestyle and help students develop skills to engage in lifelong healthy habits;
- Engage students in moderate to vigorous activity during at least 50 percent of physical education class time;
- Encourage classroom teachers to provide short physical activity breaks (3-5 minutes), as appropriate;
- Encourage teachers to incorporate movement and kinesthetic learning approaches into core subject instructions when possible;
- Offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle;
- Ensure physical activity is not used for or withheld as a punishment;
- Afford elementary students with recess according to the following:
 - At least 20 minutes a day;
 - Outdoors as weather and time permits;
 - Encourages moderate to vigorous physical activity; and
- Scheduled to avoid extended periods of inactivity (i.e., periods of two or more hours).

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

- Provide parents a list of foods and beverages that meet nutrition standards for classroom snacks and celebrations;
- Develop a plan to promote staff health and wellness;
- Share information about the nutritional content of meals with parents and students;

- Support the consumption of breakfast at school by implementing alternative breakfast options to the extent possible (e.g., grab n’ go, etc.);
- Permit students to bring and carry water bottles filled with water throughout the day;
- Make drinking water available where school meals are served during mealtimes;
- Discourage students from sharing foods or beverages during meal or snack times, given concerns about allergies and dietary needs;

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

- The district has a local wellness policy committee to advise the district on the development, implementation, and improvement of the school wellness policy.

NOTE: *School districts are required by federal law to have at least one specific wellness goal in each of the goal areas identified above. These goal areas include the following: nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. Options have been provided, but districts must remember the sample policy and sample regulation cannot be adopted in the current format. School boards and administration must make a choice for all text in italicized brackets.*

NOTE: *The Iowa Department of Education has tools and resources available to help districts with progress reports and other aspects of policy implementation and review. Please visit the “School Wellness Policy” section of the Iowa Department of Education’s website, located at: <https://www.educateiowa.gov/pk-12/nutrition-programs/school-wellness>*

I.C. Iowa Code

Iowa Code § 256.11
Iowa Code § 256.7

Description

DE - Educational Standards
DE - Duties of State Board

I.A.C. Iowa Administrative Code

281 I.A.C 58.11
281 I.A.C. 12.5

Description

General Accreditation Standards - Nutrition
General Accreditation Standards - Education Program

U.S.C. - United States Code

42 U.S.C. § 1771
42 U.S.C. §§ 1751

Description

Public Health - Child Nutrition
Public Health - School Lunch Program

Cross References

504.06

Description

Student Activity Program

Approved May 2025

Reviewed _____

Revised _____

Policy 508.01: Class or Student Group Gifts

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

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

I.C. Iowa Code

Iowa Code § 68B

Iowa Code § 722.1

Iowa Code § 722.2

Description

[Government Ethics and Lobbying](#)

[Bribery](#)

[Bribery - Accepting a Bribe](#)

Cross References

704.04

704.06

704.06-R(1)

Description

[Gifts - Grants - Bequests](#)

[Fundraising Within the District](#)

[Fundraising Within the District - Regulation](#)

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Revised _____

Policy 508.02: Open Night

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

Legal Reference: Iowa Code § 279.8

I.C. Iowa Code
Iowa Code § 279.8

Description
[Directors - General Rules - Bonds of Employees](#)

Cross References
900

Description
[Principles and Objectives for Community Relations](#)

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Revised _____